

<b>Policy and Procedure Guide</b>
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<b>Subject:</b> Travel Expenses for Day to Day and Short Term Relieving Teachers	<b>Date Effective:</b> September 2011  <b>Review Date:</b> By end of December 2012
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**Responsible to:** General Manager

**Applies to:** Day to day and short term relievers

**Purposes:**

1. To acknowledge the employment rights of relieving staff.
2. To ensure consistent treatment for travel reimbursement claims.
3. To acknowledge the staffing requirements of kindergartens.

**References:**

- *Current Teachers, Head Teachers and Senior Teachers' Collective Agreement*

## POLICY

1. The *Kindergarten Teachers, Head Teachers and Senior Teachers' Collective Agreement* provides for reimbursement of day to day and short term relievers at the discretion of management. This Association will provide some reimbursement of travel expenses which shall be closely aligned to the procedures applicable in the school sector.
2. There is no reimbursement for the first 25kms travelled per day. This means reimbursement shall be for kilometres travelled in excess of 25kms per day.
3. Reimbursement shall only be made up to a maximum of 70kms per day.
4. Reimbursement shall be paid at the rates prescribed in Clause 5.1 of the *Kindergarten Teachers' Collective Employment Agreement*.
5. Unless otherwise authorised by the General Manager the maximum reimbursement in one term or quarter-year should not exceed 5 working days.

## PROCEDURES

1. The *Travel Expenses for Relievers* policy will be included in the Relievers Pack to ensure relievers are provided with the necessary information.
2. Short-term relieving teachers shall make travel claims on the "Travel Claim" form, each term or quarter-year.