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**Australian Services Union**  
Victorian Authorities & Services Branch

## Branch Policy

**date:** 31.10.06  
**code:** VASB-P004  
**title:** travel expenses

### Introduction >>

The following formula was adopted by Branch Executive for application when:

- members are required to travel in their own vehicle to attend AIRC hearings,
- Branch Executive members for attending Branch Executive meetings,
- country delegates attending State Conference; and
- training provided by the union where the employer is not obligated to provide travel expense reimbursement and where there is no public transport available.

### Travel Expenses

The policy is based on a formula of the distance from place of residence to the City (one-way only), the amounts specified below are not paid both ways. The following proposal adjusts the rates by 11% taking into account CPI adjustments since July 2002.

Distance Kms One Way	Amount Paid	Distance Kms One Way	Amount Paid
0 - 20	33.30	281 - 300	149.85
21 - 40	44.40	301 - 320	155.40
41 - 60	55.50	321 - 340	160.95
61 - 80	66.60	341 - 360	166.50
81 - 100	77.70	361 - 380	172.05
101 - 120	88.80	381 - 400	177.60
121 - 140	99.90	401 - 420	183.15
141 - 160	111.00	421 - 440	188.70
161 - 180	116.55	441 - 460	194.25
181 - 200	122.1	461 - 480	199.80
201 - 220	127.65	481 - 500	205.35
221 - 240	133.20	501 - 520	210.90
241 - 260	138.750	521 - 540	216.45
261 - 280	144.30	541 - 560	222.00

Those travelling on a motor cycle should be paid 50% of the above travel formula. To minimise costs incurred, country delegates attending training courses should be encouraged to use public transport (where available) and be reimbursed. In some cases approval may be granted for air travel for those required to travel long distances eg; Mildura. In the case of participants attending OH&S Training, the employer is obligated to meet costs incurred. This should be resolved with the employer prior to the training course commencing.