

# WARRAGUL REGIONAL COLLEGE

## TRAVEL POLICY (FINANCE)



**AUGUST 2012**

### **PURPOSE**

Staff members using their own private vehicles to carry out business of the College maybe reimbursed by the College for expenses incurred.

### **GUIDELINES**

- It is understood that neither the Principal nor the Business Manager will direct any staff member to use their own vehicle for any college business.
- Any vehicle used in connection with the College program must have insurance that includes indemnity to the Crown. These vehicles must be roadworthy, have current registration and the driver must hold a valid driver's licence.
- Any claim for college reimbursement of travel expenses, including the use of a private vehicle, requires the approval of the principal prior to the expense being incurred.
- College business may include camps and excursions, banking or other business operations, or transport of students or equipment.
- Participation in professional development is work related, but not necessarily college business. Travel support to participate in professional development will, with prior approval of the Principal, be reimbursed to the equivalent of a rail fare or prevailing school reimbursement rate.

### **IMPLEMENTATION**

- Approval to use a personal vehicle must be obtained by submitting the appropriate form to the College Office.
- Only staff with a full Driver's licence may transport students on school business.
- When a private vehicle is to be used to transport students, the parent / guardian of each student must give their written consent, acknowledging the name of the driver(s) and the vehicle(s) in which students will travel.

### **EVALUATION**

- Clarification of issues related to this policy should be sought from the Principal or Business Manager.
- This policy will be regularly reviewed by the College Council.

### **REFERENCES**

- DEECD Reimbursement of Expenses – School Based Guide