



Njamal People's Trust

Travel Policy as at August 2017

This policy applies for Community Meetings

Travel assistance will be made available to members of the Njamal People's Trust

1. Trustee Advisory Committee would decide if Travel Assistance for Community Meetings will be provided (which can be done through a ring around)
2. Videoconferencing or teleconferencing would be available from Perth, Broome, Carnarvon, Roebourne or Karratha and other pre-organised locations for members live in those areas.
3. Please be advised that if members still choose to travel to Port Hedland or any other arranged meeting venues, travel allowances will be provided after attending the meeting for reasonable payment for mileage travelled in a private vehicle based on rates set by the Australian taxation office or get reimbursement of flight fares (First class tickets cannot be claimed). 50% up-front payments of costs for those recognised as being in Hardship would be available.
4. The Attendance Register must be signed on arrival at the meeting.
5. If traveling by private vehicle, the vehicle must be sighted by the administration who is in charge of the attendance registration to be eligible for claiming mileage payment. A driver's licence must be sighted when signing the attendance register (if you drove to the meeting and intend to claim for travel assistance).
6. If you travel to the meeting with another person, or group of people, only the driver of the vehicle can claim travel expenses.
7. There must be at least two registered Njamal people to be in one vehicle to be eligible for mileage payment from Perth or Broome or Carnarvon etc. (Alternatively, we are happy to book flights if you have less 2 registered Njamal members)
8. If travel by bus or air plane, you would be asked to provide receipts or other evidence to receive travel assistance.

7 Wedge Street, Port Hedland WA 6721

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9. If you leave the meeting early for any reason, then travel allowance may not be paid. This includes removal from the meeting for unruly behaviour.
10. You must be a registered Njamal Member
11. Travel assistance would not be paid to you if your travel expenses were paid by another organisation. You may be asked to provide evidence that the expenses were paid by you.
12. Travel assistance would only be paid from your usual place of residence. If you are on holiday or somewhere away from home, you cannot claim extra travel assistance. You may be required to provide evidence that your home address if it is different from the records.
13. Notes passed from 22nd November 2017 TAC meeting
 - a) Payments to be at ATO rates
 - b) The Trustees have the choice of flying a Member or paying for multiple Members to drive together, whichever is cheaper
 - c) If driving, the driver receives the mileage allowance, and everyone receives the incidentals allowance
 - d) The allowances are calculated from their place of usual residence, if the location is in doubt the family representative will advise
 - e) Only 50% of the allowance should be paid up front, if a person does not attend the meeting the other 50% is not paid and the person is required to repay the monies (which can be from Hardship), and if not they are required to make their own way to the next meeting.

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