



# Council Policy Manual

## CP10.13 Reimbursement of Expenses for Non-Council Committee Members

### POLICY OBJECTIVE

To provide for the reimbursement of expenses incurred by members of Committees that are not members of the Council, in carrying out their duties as a member.

### POLICY STATEMENT

That:-

1. the City meets the travelling costs from the member’s place of residence or work to the meeting and back;
  - 1.1 where the member’s vehicle is used the travelling costs are to be calculated in accordance with the City of Perth Salaried Officers Award Rate and vehicle log books are to be kept to ensure that the travelling expenses can be verified;
  - 1.2 where the Committee member may not have access to a motor vehicle the cost of transport by taxi will be reimbursed;
2. the costs in relation to parking during the meeting are to be met by the City;
3. all expenses must be incurred and substantiated, with receipts or log book, prior to reimbursement. Expenses are to be reimbursed on a monthly basis.

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