

# TRAVEL AND ACCOMMODATION GUIDELINES

## TASC SESSIONAL STAFF

These guidelines are intended to provide clarity and a consistent approach to travel reimbursement claims for TASC external assessment sessional staff, including Setting Examiners, Critics, Supervisor Coordinators, Supervisors, Marking Coordinators and Markers.

TASC recognises that sessional staff should not be out of pocket incurring expenses associated with carrying out TASC official business, therefore where such expenses are reasonable and have had prior approval, TASC will reimburse travel expenses in accordance with the guidelines provided in this document.

### NEED FOR TRAVEL

The safety of TASC employees is important. TASC will take into consideration the safety of sessional employees when scheduling activities which require travel.

TASC will endeavour to minimise the need for sessional staff to travel through the use of alternative options such as Microsoft Teams and scheduling of regional sessions where practicable.

Approval from the relevant TASC delegate must be obtained in advance of any travel being undertaken. Travel allowances and reimbursements will only be processed if you have received formal approval and notification from TASC.

### TRANSPORT OPTIONS

Sessional staff are encouraged to travel with other employees wherever possible by using departmental pool vehicles or hire cars in the first instance. If these are unavailable, then you may seek approval to use a private vehicle.

DECYP teachers can access corporate pool cars with vehicle bookings made through [LBMFleet](#). All staff have access to [LBMFleet](#) but require an active profile on the system to be able to make bookings. See [Making and Managing Bookings](#) – Vehicles.

TASC can arrange an AVIS hire car for any approved travellers ([view Avis office locations](#)), bookings can be requested via the [Vehicle Hire Approval Form](#). Please be mindful that we are charged in 24-hour blocks.

Sessional Staff may be authorised to use their private vehicle provided that an [Application to Provide Private Motor Vehicle](#) form has been submitted to TASC prior to travelling, approval has been received and alternative options, such as those listed above, have been exhausted.

*NB: When requesting use of a personal vehicle, we recommend that you seek advice from your insurer regarding the type and amount of insurance cover required to use your vehicle for work purposes.*

## TRAVEL ACTIVITIES

TASC may pay travel claims for sessional staff to participate in compulsory meetings such as:

- External Assessment Specifications Advisory Panel
- Marking Coordinator Training meetings
- Marker Training meetings
- Supervisor Coordinator meetings
- Discrepancy and Assessment Panels
- Panel marking for practicals, orals and folios (includes travel between marking centres)
- Setters or Critics Meetings

TASC will not pay travel allowance for sessional staff to participate in:

- Online or Microsoft Teams meetings
- Supervising exam sessions
- Supervisor training
- Marking activities (outside of TASC endorsed in-person marking meetings)
- TASC Quality Assurance meetings
- TASC Principal and TLO Regional Forums

## TRAVEL ALLOWANCES

Allowances are calculated from the Sessional Staff members departed from base / location – this is the sessional staff member's usual place of employment (or home for sessional staff who are not currently employed) and are pre-populated in the [Travel Reimbursement of Expenses Claim Form](#). Please do not alter any of the preset amounts or your claim will be rejected.

Allowances will only be paid where the travel cost has not been covered directly by TASC or by other means. For example, lunch allowances will not be paid where lunches are provided.

## ACCOMMODATION

To be eligible to claim Overnight accommodation allowances, sessional staff must:

- travel to attend a compulsory TASC meeting more than 60kms one-way from their base location
- need to be away from their normal residence overnight and have received prior approval
- provide evidence that they have stayed in commercial accommodation (tax invoice)

TASC cannot pay accommodation allowances for sessional staff staying overnight in private accommodation, such as staying with friends and family.

Staff who are required to travel more than 350kms from their base location (or home if not currently employed) and return may be eligible to claim a nights' travel allowance. Please consult with TASC staff before making any travel bookings, unless you have already received formal notification from TASC.

## MEALS

TASC will not pay a Daily meal allowance for same day travel unless you have travelled more than 60km one way from your base location.

An Overnight meal allowance rate applies when TASC sessional staff have travelled to attend a compulsory TASC meeting more than 60kms from their departed from base location and been required to remain away from their normal place of residence overnight.

You do not need to provide meal receipts to TASC to claim for meal allowances, however you may be required to retain copies of these under the ATO travel allowance/income ruling.

## OTHER EXPENSES

Official Tax Invoices are required to claim any other expenses such as to claim petrol reimbursement when refuelling hire cars.

## INCIDENTALS

An incidental allowance may be claimed for each approved overnight stay. No receipts are required.

## KILOMETREAGE

If it is not possible to attend via Microsoft Teams / videoconference, use pool or hire cars then sessional staff may apply for approval to use their private vehicle and claim kilometrage. This will only be approved for travel to compulsory TASC meetings which are located more than 60kms away from their normal place of work (base location).

Sessional staff travelling to practical or oral exams may be eligible to claim kilometrage for travel between exam centres.

Sessional staff cannot claim:

- for reimbursement of fuel costs if also claiming kilometrage
- kilometrage for being a passenger in another person's vehicle
- kilometrage from their home to their designated departed from base (work location) or from their designated departed from base (work location) to home

## TRAVEL CLAIMS

Travel allowances and reimbursements will only be processed if prior approval had been granted in advance of any travel booking being completed. TASC will provide information as to whether you have been pre-approved for travel and/or meal allowances when notifying you of compulsory meetings. In all other circumstances approval must be obtained by submitting the [Request for Approval for Travel Allowance form](#).

All claims for reimbursement must be submitted on the approved [Travel Advance/Reimbursement of Expenses Claim Form](#). Please do not alter any of the preset amounts or your claim will be rejected.

When completing the form sessional staff must:

- include their employee number on the form if known
- clearly indicate the purpose of travel in the Travel Diary such as attending Assessment Panel Meeting – English or English Literature, so that someone reading the form without knowledge of the activity would be able to understand the reason for travel
- attach tax invoices for Other Expenses if they were incurred
- provide a tax invoice for accommodation if claiming Overnight Accommodation Allowances
- calculate the kilometers from their departed from base (work location)
- sign the Declaration of Claim and Authorisation on the bottom of page 2 of the form, and
- submit the claim to TASC ([accounts@tasc.tas.gov.au](mailto:accounts@tasc.tas.gov.au)) within 20 business days of the last date of travel.

## CLAIM IN ADVANCE

TASC does not pay travel claims in advance of travel for sessional staff.

## ASSOCIATED DOCUMENTS AND RESOURCES

[Request for Approval for Travel Allowance](#)

[Department of Education Travel Policy](#)

[Application to Provide Private Motor Vehicle – Required/Occasional User Form](#)

[Vehicle Hire Approval Form](#)

[Travel Advance/Reimbursement of Expenses Claim Form.](#)

## VERSION HISTORY

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