



Council Member Incidental Expenses Reimbursement Claim

Council Members' claim for reimbursement of incidental (e.g. parking, public transport) expenses is in accordance with the [Council Policy - Council Member Entitlements](#).

Childcare expenses and other incidental expenses are reimbursed as per section 5.98(2) of the *Local Government Act 1995* and regulations 31 and 32 of the *Local Government (Administration) Regulations 1996*. Childcare reimbursement is applicable to attendance at a Council or Committee meeting or training required by section 5.126(i) of the *Local Government Act 1995*.

The rates for reimbursement of incidental and childcare expenses are per the latest determination of the [Salaries and Allowances Tribunal for Local Government CEO's and Elected Members](#).

Name of Council Member: _____
(Please print name)

Signature of Council Member: _____ **Date:** _____
(certified correct)

Date	Details of Expenses Incurred	Costs
Total		\$

Note: Please attach any relevant receipts. Claims outside the current financial year will not be paid.

Administration Use Only		
Certifying Officer Name: _____	Certifying Officer Signature: _____	
Date: _____	Account No: _____	CM: _____