



# Council Member Travel Expenses Reimbursement Claim

Council Members' claim for reimbursement of travel expenses is in accordance with the [Council Policy - Council Member Entitlements](#). Travel reimbursement is applicable to attendance at council and committee meetings, civic receptions, Council workshops and other Council business.

Travel expenses are reimbursed as per section 5.98 of the *Local Government Act 1995* and regulations 31 and 32 of the *Local Government (Administration) Regulations 1996*.

The rates for reimbursement of travel costs 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)

**Make and Type of Vehicle:** \_\_\_\_\_

**Vehicle Registration No:** \_\_\_\_\_

Engine capacity (tick box):     1600cc and under     1600cc – 2600cc     Over 2600cc

**Travel Expense Rates:**

- **Travel to meetings including Council and Committee Meetings** as per [Council Policy – Governance and Meeting Framework](#) are as determined by the *Local Government Officers' (Western Australia) Award 2021* Part 8, section 30.6. See the [SAT Determination section 9.2\(5\)](#).
- **Travel to any other meeting where you are performing the function of a Council Member** such as events, training and meetings with residents are as determined by the Public Service Award 1992 Schedule F. See the [SAT Determination section 9.25\(7\)](#)

**Note: Claims outside the current financial year will not be paid**

Type of Travel	Details	Total Kilometres Travelled
Travel to meetings including Council and Committee Meetings as per Council Policy – Governance and Meeting Framework	As detailed on reverse	
Travel to any other meeting where you are performing the function of a Council Member	As detailed on reverse	

<b>Administration Use Only</b>		
<i>Council &amp; Committee meetings:</i>		
_____ kilometres, at _____	cents per kilometre = \$ _____	
<i>Other travel where performing CM role/function:</i>		
_____ kilometres, at _____	cents per kilometre = \$ _____	
		<b>Total \$</b> _____
Certifying Officer Name: _____	Certifying Officer Signature: _____	
Date: _____	Account No: _____	CM: _____



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Date	Travel to meetings including Council and Committee Meetings as per Council Policy – Governance and Meeting Framework		Kilometres Travelled
	From:	To:	
<i>Meeting types include Council Meeting, Committee Meetings including Advisory Committees and each type of meeting prescribed in regulation 30(3A) of the Local Government (Administration) Regulations 1996. Exceptions apply.</i>			
	Home	Work	
	Home	Work	
	Home	Work	
	Home	Work	
	Home	Work	
	Home	Work	
	Home	Work	
	Home	Work	
	Home	Work	
	Home	Work	
	Home	Work	
	Home	Work	
	Home	Work	
	Home	Work	
	Home	Work	
	Home	Work	
	Home	Work	
	Home	Work	
	Home	Work	
	Home	Work	
	Home	Work	
<b>TOTAL Km's</b>			

Rate of reimbursement is as per the *Local Government Officers' (Western Australia) Award 2021* Part 8, section 30.6. Refer to [SAT Determination section 9.2\(5\)](#).

Engine capacity	Reimbursement Rate
1600cc and under	55.85 cents per kilometre
1600cc – 2600cc	67.72 cents per kilometre
Over 2600cc	93.97 cents per kilometre



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Date	Travel to any other meeting where you are performing the function of Council Member		Kilometres Travelled
	From:	To:	
<i>Other meetings include Councillor Engagement Sessions, events, meetings with constituents, conferences, functions etc</i>			
	Home	Work	
	Home	Work	
	Home	Work	
	Home	Work	
	Home	Work	
	Home	Work	
	Home	Work	
	Home	Work	
	Home	Work	
	Home	Work	
	Home	Work	
	Home	Work	
	Home	Work	
	Home	Work	
	Home	Work	
	Home	Work	
	Home	Work	
	Home	Work	
	Home	Work	
	Home	Work	
<b>TOTAL Km's</b>			

Rate of reimbursement is as per the Public Service Award 1992 Schedule F. Refer to [SAT Determination section 9.25\(7\)](#)

Engine capacity	Reimbursement Rate
1600cc and under	53.20 cents per kilometre
1600cc – 2600cc	64.50 cents per kilometre
Over 2600cc	89.50 cents per kilometre