

10. Travel



CSIRO Staff Association



The Know Your Rights series

This is the tenth in a series of fact sheets to assist CSIRO union members to better understand and enforce our rights at work. The source of these rights is the new CSIRO Enterprise Agreement 2011-2014 (EA). The reference for Travel is clause 33. Members are encouraged to read the clause in its entirety.

Know Your Rights

Travel for work is work time

Business related travel within an officer's attendance bandwidth is time on duty. In addition, where an officer undertakes business related travel within Australia outside the bandwidth (e.g. evenings, weekends), the time spent travelling will also be regarded as time on duty. Note that prior to an officer travelling outside the bandwidth, a CSIRO manager must agree that is necessary for the officer to undertake this travel.

Use of credit cards for meeting travel costs

CSIRO credit cards are the normal means of meeting travel costs and it is expected that all significant travel related costs will be met using a credit card. Where an officer has not been issued a credit card, they shall have costs paid in advance where possible and may be provided with an advance representing estimated costs, which must be reconciled at the end of the trip.

Minor expense payment

A minor expense payment per 24 hour period is available for domestic travel (\$15) and for international travel (\$30). This payment is to cover minor expenses such as street parking, tolls, minor fares, family related phone calls and other items of a personal nature required by virtue of being away from home. If an officer's minor expense costs exceed the payment amount, an officer can claim the difference, but receipts or justification must be provided.

Clothing reimbursement

CSIRO may reimburse an officer for reasonable expenditure on the purchase and/or rental of clothing that is needed because of a requirement to perform duty away from their normal place of work, in a different climatic zone. Staff may submit such a claim once in any three year period, however there is no limit on the amount that may be claimed.

Motor vehicle allowance

Approval may be given for officers to use their private transport for official purposes where it is more efficient and/or less expensive to CSIRO. In these cases the officer will be paid a per km allowance based upon the engine capacity of the vehicle in accordance with the rates at clause 33g (which reflect Australian Taxation Office determined rates).

Where an officer who is entitled to receive motor vehicle allowance is required to transport another person or persons whose fares would otherwise be met by CSIRO, or equipment weighing less than 100 kilograms which is the property of CSIRO, the officer is entitled to an additional payment in accordance with the rates at clause 33h.

Where an officer, as a consequence of official use of their private vehicle, incurs additional vehicle insurance or registration costs, the officer is entitled to an amount equal to the additional costs.