

# Travel

The Know Your Rights series of fact sheets assist CSIRO union members better understand and enforce our rights at work. The source of these rights is the CSIRO Enterprise Agreement 2017-2020 (EA). The reference for Travel is Clause 32. Members are encouraged to read the clause in its entirety.

## 1) Travel for work is work time

Business related travel within the bandwidth is regarded as time on duty. Where prior to travel being undertaken, a manager agrees that it is necessary for an officer to undertake business related travel within Australia outside the bandwidth, the time spent traveling will also be regarded as time on duty as per Clause 32.5.

## 2) 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 a staff member 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, per Clause 32.2 and 32.3.

## 3) Minor expense payment

A minor expense payment of \$15 per 24 hour period is available for domestic travel. The international rate is \$30 per 24 hour period. This payment is to cover minor expenses such as family related phone calls, street parking, tolls, minor fares and other items of a personal nature required by virtue of being away from home. If your minor expenses exceed this amount you may claim the extra expenses, however receipts or justification must be provided for the extra component (see Clause 32.4). Minor expense payments are additional to the use of credit cards for significant travel related costs and additional to other CSIRO allowances and payments; except when advance payments are made to officers undertaking field work – per Clause 29.6.

## 4) Clothing reimbursement

CSIRO may reimburse staff 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. There is no limit on the amount that may be claimed as per Clause 32.6.

## 5) 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 for the organisation. In these cases the officer owning the vehicle will be paid a \$0.66 per kilometre allowance. These rates are adjusted annually to reflect Australian Taxation Office determined rates (clause 32.7).

Where an officer 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 of \$0.66 per kilometre, in accordance with Clause 32.8.

Where - as a consequence of official use of their private vehicle - additional vehicle insurance or registration costs are incurred; the officer is entitled to an amount equal to the additional costs as per Clause 32.9.

This resource was produced by the CSIRO Staff Association and paid for by union members. Every member contributes to the resources, strength and capacity of the Staff Association. Non-members seeking advice and support at work need to join today.

**For more information about membership talk to your local organiser, email [csstaff@cpsu.org.au](mailto:csstaff@cpsu.org.au) or visit [www.cpsu-csiro.org.au](http://www.cpsu-csiro.org.au)**

# KNOW YOUR RIGHTS

## Important points

- Business related travel within the normal bandwidth is regarded as time on duty.
- Business related domestic travel outside the bandwidth – given managerial approval – will also be counted as time on duty.
- CSIRO credit cards are the normal means of meeting business costs, staff members who have not been issued a CSIRO credit card will have costs paid in advance.
- A minor expense payment of \$15 per 24 hour period is available for domestic travel, \$30 per 24 hours for international travel, where appropriate.
- Clothing costs and Motor Vehicle allowance may be payable in some cases.



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