



TRAVEL REIMBURSEMENT POLICY

TRAVEL REIMBURSEMENT POLICY (STAFF)

Staff are reimbursed for any travel incurred in the delivery of BVCV business as set out in the award and at the level set by the award.

TRAVEL REIMBURSEMENT POLICY (VOLUNTEERS)

The people who volunteer at the Bass Valley Community Centre travel to the Centre. Invariably this requirement to travel can realistically only be met through access to a motor vehicle. The urban options of accessible public transport options and shorter distances are not available.

INTRODUCTION

Public transport in regional areas of Victoria does not compare with that available in Melbourne. Taxis are expensive (due to the larger distances required for them to travel) and less available ie there are not enough of them that they can be hailed as they pass along the street. Buses are less frequent than in the urban areas and generally speaking only travel on the major roads.

POLICY

Reimbursement for travel by volunteers to the BVCV is generally not available. This is because an equitable system across the more than 50 volunteers would not be economically feasible for the BVCV.

However, in light of regional transport costs and the range of personal circumstances of volunteers the BVCV Committee of Governance may from time-to-time make a special allowance for the payment of travel reimbursement to volunteers. Such instances will follow principles of fairness and equity.

TRANSPORT FOR VOLUNTEERING

The operations of the Bass Valley Community Group Incorporation's services and activities could not proceed without the contribution from volunteers of their time and efforts. Volunteers also have to cover their transport costs to attend the Centre. The table below shows where the volunteers have to travel from and how far that is:

Home address	Number of volunteers	Distance to Bass (km)
Anderson	1	8
Bass	2	3
Corinella	10	17
Coronet Bay	11	12
Dalyston	2	15
Glen Forbes	2	10
Grantville	2	15
New Haven	1	15
Pioneer Bay	4	18
Tenby Point	3	15
Woolamai	2	5



EQUITY AND ACCESS

Where the BVCG reimburses for travel it is to be extended equitably to all volunteers.

Authorised by: Bass Valley Community Group Incorporated

President: _____

Date: July 2018

Date March 2017
Date of Review July 2018
Date of Next Review June 2020