



TO ALL PSA MEMBERS

**MEAL ALLOWANCES, INCIDENTAL ALLOWANCES
& ACCOMMODATION REIMBURSEMENT RATES**

ANNUAL INCREASES FROM 23 DECEMBER 2010

TRAVEL ALLOWANCES

The following allowances have been increased in accordance with the Consumer Price Index (CPI) for the 4 quarters to September 2010 for South Australia. The new rates are payable from the first pay period on or after the 23rd December 2010. The old rates are shown in brackets.

Allowances are amounts paid to cover anticipated costs or as a compensation for conditions for employment. They are not a reimbursement as they are not exact compensation for the expenses incurred. Such allowances should be paid to employees in advance. They are an award entitlement.

(1) Allowances for meals and incidentals:

N.B. Tax invoices or receipts are not required

Meal Allowance

(a) Travel within South Australia

(i) Where absent overnight:

Breakfast	\$16.25	(15.85)
Lunch	\$16.25	(15.85)
Dinner	\$33.50	(32.65)
Incidentals	\$6.75	(6.60)

(ii) Where not absent from headquarters overnight:

Breakfast	\$14.10	(13.75)
Dinner	\$20.10	(19.60)

(b) Interstate Travel

The allowances for travel interstate have been increased to the following amounts:-

(i) For capital cities and Alice Springs – meals and incidentals:

Breakfast	\$21.25	(20.70)
Lunch	\$21.25	(20.70)
Dinner	\$38.85	(37.85)
Incidentals	\$11.20	(10.90)

(ii) Interstate – Other than capital cities and Alice Springs:

Breakfast	\$16.05	(15.65)
Lunch	\$16.05	(15.65)
Dinner	\$33.05	(31.20)
Incidentals	\$11.20	(10.90)

“TEA” MONEY – MEAL ALLOWANCE

1. Any employee, who by direction of the employer, commences duty two hours or more before, or ceases duty two hours or more after the employee's normal time of commencement or cessation of duty, where such additional duty necessitates taking a meal away from the employee's place of residence, is to be paid an allowance for the meal at the rate of \$15.45 (\$15.05) for an evening meal, and at the rate of \$10.75 (\$10.50) for any other meal.

2. Any employee, who by direction of the employer, is required to perform duty extending beyond a meal break on a Saturday, Sunday or Public Holiday on which the employee would not normally be required, and who is not entitled to payment for that meal break, is to be paid an allowance for each meal necessarily taken away from the employee's place of residence at the rate of \$15.45 (\$15.05) for an evening meal and at the rate of \$10.75 (\$10.50) for any other meal. However, the employee is not to be paid meal allowance for Saturday, Sunday or Public Holiday work that is a normal feature of the employee's employment.

3. The meal allowance will not apply where an agency supplies a meal (without charge) to an employee. Where an agency supplies a meal for which a charge is made the meal allowance payable to the employee must not exceed the amount charged by the agency for that meal.

4. Meal allowances are to be paid in addition to any payment for overtime.

INCIDENTAL ALLOWANCES – RESIDENTIAL PROGRAMS

1. An incidentals expense allowance of \$24.05 (\$23.40) per (course) day will be paid to employees attending Residential Programmes of more than two weeks' duration.

2. Employees attending Residential Programmes conducted over a period of two weeks or less will be paid an incidentals expense allowance of \$11.30 (\$11.00) per (course) day.

3. Incidental expenditure in excess of these daily rates may be assessed and approved by Chief Executive Officers, providing the expenses have been actually and necessarily incurred and adequate justification is provided.

FISHERIES OFFICERS – VICTUALLING ALLOWANCE

For each duty period for which an “at sea” allowance is payable, an officer who is required to provide his own meals will be entitled to a victualling allowance of \$29.25 (\$28.50) and where the employee is required to provide blankets, to a further allowance of \$3.65 (\$3.55).

ACCOMMODATION OR MEALS PROVIDED BY THE GOVERNMENT

1. If employees are accommodated in quarters, cubicles, or other Government owned premises, the reimbursement of expenses will be the amount (if any) charged to the employees for such facilities.

2. Employees who are accommodated in such facilities will, in addition to any reimbursement of actual charges under 1, be paid the following allowances where appropriate:

- i. Where employees are required to provide their own food, an allowance of \$29.25 (\$28.50) per day;
- ii. Where employees are required to use their own bedding, tea towels and eating utensils, an allowance of \$3.65 (\$3.55) per day;
- iii. Where employees are required to use any other items not included in ii, an allowance of \$5.30 (\$5.15) per day.

N.B. The above amounts are allowances, they are not reimbursements, receipts therefore are not required, and as the allowance is to pay “anticipated costs” they should, where possible, be paid in advance.

ACCOMMODATION REIMBURSEMENT

The amounts below are “indicative averages”. They are calculated by Public Sector Workforce Relations (Department of the Premier and Cabinet) by conducting a survey of hotels and motels of the rate charged to government employees and then averaging these figures. Tariffs are therefore at times above these amounts and reimbursement is to be made for the actual cost, and accommodation can be booked for above these averages.

The PSA had discussions with government about PSA's concerns that inexperienced administrators may not be aware that accommodation paid or reimbursed can be above these amounts. The following words have now been inserted in the Award “Subject to Commissioner's Standards 3.2 reimbursements for accommodation above the rates detailed below may be approved prior to the travel being undertaken”.

The PSA is in ongoing discussions with PSWR to improve the methodology and to ensure that the survey includes a more representative group.

Tax invoices and receipts are required for these reimbursements;

- (i) Outside Metropolitan Adelaide – up to \$107.00 (\$104.00) per night
- (ii) Within Metropolitan Adelaide – up to \$134.00 (\$134.00) per night (No Change)

N.B. “Metropolitan Adelaide” is defined in the Development Plan established under the *Planning Act*, 1982.

(iii) Interstate Travel

(c) For capital cities and Alice Springs – Accommodation:

Alice Springs – up to	\$142.00 (\$128.00) per night
Brisbane – up to	\$187.00 (\$162.00) per night
Canberra – up to	\$180.00 (\$142.00) per night
Darwin – up to	\$142.00 (\$128.00) per night
Hobart – up to	\$128.00 (\$128.00) per night (No Change)
Melbourne – up to	\$155.00 (\$155.00) per night (No Change)
Perth – up to	\$149.00 (\$149.00) per night (No Change)
Sydney – up to	\$157.00 (\$157.00) per night (No Change)

(d) Other – up to \$110.00 (\$110.00) (No Change)

OPERATIVE DATES

These increases come into effect from the first pay period on or after the 23rd December 2010. The increases were published in Commissioner's Standards 3.2 in December 2010. The applications to increase rates in the following Awards were approved by the Industrial Relations Commission in February 2011 for:

- S.A. Public Sector Salaried Employees Interim Award
- Medical Scientist (South Australian Public Sector) Award
- Natural Resources Management Board Award.

Now that the minutes of the Awards have been settled, formal advice has been issued to pay centres by Public Sector Workforce Relations of the Department of Premier and Cabinet.

OTHER ALLOWANCES

Other allowances and the trainees wage were increased from 1 October 2010 as advised in PSA brief "Allowances and Trainee Wage win, October 2010 Increases" of 18/11/10.

For enquiries, please contact PSA Senior Industrial Officer Ian Peak at ian@cpsu.asn.au

PSA WORKING FOR YOU

HOLD THIS GOVERNMENT TO ACCOUNT

13/04/2011

PSA WEBSITE: www.cpsu.asn.au

/home2/PSA/industrial/briefs/retain/ian_altered_Brief_Travel_Allowances_Rate_2011.sxw

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