

Personal Vehicle Travel and Phone Allowance Guidelines

Purpose and Scope

These guidelines outline the expectations and entitlements of RACGP and RACGP Training Services employees who are required to travel in their personal vehicle and/or use their personal mobile telephone in the course of their employment. The guidelines must be read in conjunction with the [RACGP - Travel and hospitality policy \(CO-O-038.2\)](#) and the [Road Traffic Safety Procedure](#) which are amended from time to time.

Use of personal vehicle for business travel

From the Travel and Hospitality Policy:

- Employees may prefer and request to use their private vehicle for work-related travel only if this method proves to be safe and cost effective.
- Employees using their private vehicle for RACGP travel must have a valid driver's licence, hold a current registration and comprehensive insurance cover, and the vehicle they are using must be roadworthy.
- Both mileage and parking costs incurred can be claimed for RACGP related travel.

Travel you can claim for

Claimable work travel:

- Travel between your home residence and a location other than your nominated RACGP work location/office, less the distance between your home and nominated office or 60km whichever is less.
- Travel from your nominated RACGP work location/office and any other location for work.
- Travel between locations other than your home residence and nominated RACGP work location/office.
- If you don't have a nominated work location/office, at the time of travel, you can claim travel between your home and any location more than 60 kilometres away. For example, if you don't have a nominated work location and you need to travel 90 kilometres (from home) to attend RACGP's East Melbourne office, you would be entitled to claim reimbursement for 30 kilometres in each direction.

Travel between your home residence and nominated RACGP work location is not considered to be work travel, even if it is further than 60km.

Travel scenarios to consider

1. Doris works from home. Doris' nominated work location/office is 40kms from home. On a particular day Doris needs to travel for work purposes, directly from home to another town – a one way distance of 250kms. Doris



can claim for 210 kilometres each way – the total distance travelled less the distance from home to the nearest RACGP office (up to a maximum of 60kms).

2. Nguyen usually works in an RACGP office that is 115km from home. On a particular day, Nguyen must travel to another RACGP office for work purposes. Rather than go into the usual office first, Nguyen travels directly from home to the other office. The one-way distance from home to the other office is 213kms. Nguyen can claim 98 kilometres each way – the total distance travelled less 60kms in lieu of travel to his usual office.
3. Nia usually works from home but travels into the nearest RACGP office for work purposes, every Thursday. This office is her nominated work location/office. The one-way distance from home to her nominated work location/office is 92kms. As the travel is from home to her nominated work location/office, Nia cannot claim this travel including the amount over and above 60 kilometres.

Your personal car travel reimbursement

You can claim for travel in your private vehicle through the mileage reimbursement claim process. Reimbursement for travel in your private vehicle is considered by the Australian Tax Office (ATO) to be income and needs to be processed through our payroll system, not our expense reimbursement system.

You need to maintain a log of the trip for the purposes of claiming mileage.

If your mileage is approved, your reimbursement will be made consistent with the ATO's [cents per kilometre method](#) (\$0.78 per kilometre from 1 July 2022 for the 2022-23 income year) which is amended from time to time.

Wherever viable, work-related travel should occur during your ordinary working hours. If you need to work additional hours beyond your ordinary working hours, speak to your manager to discuss whether time-in-lieu or additional payment might be appropriate.

You must not claim fuel or other personal vehicle-related expenses through the ProMaster expense claim process or charge fuel expenses to corporate credit cards. The [Travel and Hospitality Policy](#) has more information on other travel reimbursements including parking and payment for meals.

How to claim your mileage reimbursement

If you are eligible, you can submit a mileage claim through our HR Self-Service system.

Step 1. Log into [HR Self-Service \(HR21\)](#)

Step 2. From the 'Task Manager on the home screen, select REQUEST TIMESHEET

Step 3. Start NEW timesheet

Step 4. Enter in the DATE WORKED, enter the Type from the drop-down list as 'STD - Timesheet Codes', and click on LOAD CODES.

Step 5. Enter in kms travelled in the 'Hours' column against the 'Kilometres 78' row.

Step 6. Attach any notes or supplementary information

Step 7. SUBMIT the timesheet for your Manger to approve.

Phone allowance

You can receive a phone allowance for personal mobile phone use if:

1. You need to use your personal mobile telephone as a tool to do your job for work-related purposes
2. You agree you are contactable on your personal mobile telephone for work-related calls (and text messages), and
3. Your line manager requires, requires you to display your mobile phone number on a RACGP phone listings.

Monthly allowance

The current phone allowance is \$30 per month (this may change from time to time). If you're eligible you'll receive an allowance per month proportionate to your Full-Time Equivalent (FTE) hours.

With your manager's approval, you can submit a phone allowance request through Service Hub. The People Support will set up the allowance payment through payroll when approved.

References and Related Documents

[RACGP - Travel and hospitality policy](#)

[RACGP--Kilometres-Reimbursement.pdf](#)

[Road Traffic Safety Procedure](#)