



Queensland
Law Society®

Council Travel

POLICY

Division

Policy number

Updated
April 2023

Implemented
27 June 2019

Review date
June 2027

Reviewed by
Finance and Risk Committee

Approved by
Genevieve Dee
President

Date
19th
~~19th~~ June 2025

Signed



Print name

Genevieve Dee

1. Purpose

The purpose of this policy is to provide guidelines and establish procedures for Queensland Law Society (QLS) Councillors travelling on QLS business.

Councillors are not expected to gain or lose financially as a result of travelling on QLS business. They are expected to use good judgment in avoiding unnecessary costs and choosing value for money alternatives from the travel options available to them.

Having regard to the status of Councillors, the policy aims to ensure Councillors travelling on QLS business are provided with a reasonable level of service and comfort at the best possible cost whilst at the same time allowing the QLS to properly manage its travel costs.

2. Scope

This policy applies to all QLS Councillors, including the office of President.

3. Definitions

In this policy-

"Councillor" means a Council member elected or appointed to the Council of the Queensland Law Society pursuant to s685 of the *Legal Profession Act 2007*.

"Insurance year" starts at 4pm on 31 October and concludes on at 4pm on 31 October the following year.

"Presidential members" means a person who is the president, deputy president or vice-president of the law society, as defined by s678 of the *Legal Profession Act*.

"Routine travel" means travel undertaken for the purposes of the day-to-day business of QLS including:

- a) attending QLS Council, Finance and Risk Committee, Executive Committee and committee meetings where the Councillor has been appointed as the Council representative;
- b) carrying out the duties of the President, Deputy President, Vice President, Councillor or immediate past president as set out in the respective role descriptions;
- c) participating in meetings, conferences or events as a QLS representative at the request of the President or CEO.

4. Policy

4.1. Council Travel Budget

Council approves an annual QLS operating budget and a part of that budget includes Council travel for each financial year. That budget includes an estimate of the cost of the Council travel that is estimated for QLS business in that year. That budget, as far as possible, considers the geographical diversity of Council members and recognise the offices of President, Deputy and Vice President will incur greater travel costs due to the nature of the responsibilities of those positions.

The President is to be provided with a copy of the Council travel budget on a monthly basis. The Chief Executive Officer, Chief Financial Officer or Corporate Secretary may report any concerns to the President and/or Council.

4.2. Authorisation of Travel

In accordance with the Delegations Manual, the following table below sets out when authorisation is required and who has the authority to approve travel:

Traveller	Cost	Type of travel	Authorisation required	Who can authorise travel
Councillors or presidential members	Up to \$2,500 per trip	Routine travel	No prior authorisation is required	N/A
Councillors or presidential members	Exceeding \$2,500 per trip	Routine travel	Authorisation required	<ul style="list-style-type: none"> • Council or • Executive Committee to authorise
Presidential members	N/A	Non-routine travel	Authorisation required	<ul style="list-style-type: none"> • Council or • Executive Committee to authorise
Councillors	N/A	Non-routine travel	Authorisation required	<ul style="list-style-type: none"> • Council or • Executive Committee or • President to authorise

All travel bookings and accommodation reservations are to be made through the office of the President or CEO.

4.3. Air Travel

Where bookings are required for accommodation and/or travel, the travelling party may either book the accommodation or flights themselves and then seek reimbursement from QLS or alternatively engage the assistance of the executive assistant to the President and CEO or the executive assistant to the secretariat to make the arrangements.

QLS has entered into a Standing Offer Arrangement with Government (QTravel) which provides discounts on domestic and international travel when booked through the agent Corporate Travel Management (CTM). The amount that QLS will pay or reimburse will be based upon the discounted rates available to QLS through that arrangement, based on the best available non-flexible economy fare to the destination booked with at least seven days' notice.

Where air travel is less than 3 continuous hours it must be economy class. If it is in excess of 3 continuous hours it may be business class travel. Ordinary Councillors must obtain prior approval from the President or CEO for business class travel and approval will be subject to budget. Where the President seeks business class travel and it is in excess of the amount referred to in clause 4.2a) prior approval is obtained from the Council Executive Committee. Approval from the Council Executive Committee is subject to budget.

4.4. Accommodation

QLS will pay the reasonable costs of accommodation of a Councillor when that person is travelling on QLS business and it is reasonably necessary to stay overnight.

Accommodation will only be paid for by QLS where the necessity to stay overnight relates to the completion of QLS business, taking into account flight availability and work, health and safety concerns.

4.5. Ride Sharing Services and Vehicle Hire

Wherever possible, Uber should be used to minimise cost of land transport. Taxi services or ride sharing services required for QLS business will be reimbursed on production of receipts. Vehicle hire should be limited to where it is not cost effective or feasible to use taxi services.

4.6. Motor Vehicle Allowance

If Councillors use their motor vehicles to attend to QLS business they are entitled to be reimbursed at the applicable rate for income tax purposes.

<https://www.ato.gov.au/Business/Income-and-deductions-for-business/Deductions/Deductions-for-motor-vehicle-expenses/Cents-per-kilometre-method/>

Reimbursements should be submitted via the expense reimbursement form or via the expense management system where one exists. Councillors in receipt of an honorarium will have such claims reimbursed through the pay system. Other claims will be reimbursed via electronic funds transfer (EFT) as nominated by the Councillor.

4.7. Travel Insurance

Whilst QLS may from time to time hold policies of travel insurance on behalf of those travelling on QLS business, any traveller should not assume that such a policy is in place or the terms and conditions of any such policy.

Travellers should consult the corporate secretary or their nominee prior to undertaking any travel should they wish to determine whether and to what extent travel insurance may cover them for the intended journey, noting that the insurer often requires advance notice of travel, which usually takes place annually in August/September for the insurance year.

4.8. Company Travel

The traveller is free at any time to travel with other parties, such as a spouse or partner. No additional reimbursement however shall be available for such travel unless it is approved by the Council Executive Committee.

4.9. Expenses for Meals, Incidentals and parking

Reasonable expenses will be reimbursed on production of receipts, up to a daily limit of \$120.00 plus parking expenses, for domestic travel. Reasonable expenses for international travel to be approved by Council.

Expenses may include reasonable costs of, for example:

- a) meals;
- b) telephone calls;
- c) parking fees; and
- d) wifi/internet access fees.

Generally, unless there is entertainment for QLS business related purposes, Councillors are expected to pay for any alcohol purchased.

4.10. Entertainment Expenses incurred by Councillors

It may be necessary for Councillors in their capacity to entertain members of the profession and other people with whom they have dealings. It is difficult to place any dollar limit on the expenses which may be incurred. QLS relies on the discretion of Councillors in observing reasonable limits.

It is preferable, where possible, to hold meetings and discussions at the QLS's premises where food and drink can be supplied internally.

Councillors other than the President must not incur entertainment expenses unless they have obtained the prior written approval of the President.

Councillors incurring entertainment expenses are required to provide evidence of the expenditure (receipt or invoice) and are required to record:

- a) the date of the entertainment;
- b) the name of the establishment where the entertainment took place;
- c) the names of the people who attended and the names of the organisations they represent;
- d) the amount spent.

4.11. QLS Credit Card

The President will be provided with a QLS credit card to enable their reasonable travel and entertainment expenses to be charged directly to QLS. The President must keep receipts for any amounts charged to that card, with those receipts to be provided to the executive assistant to the President and CEO in a timely fashion to facilitate monthly reconciliations.

4.12. Applications for Reimbursement

Any application for reimbursement of expenses by a traveller following travel or entertainment must be supported by receipts and shall be made as soon as reasonably practicable after return from travel and, except in exceptional circumstances, within the same financial year that the travel occurred.

5. Reviews

This policy is to be reviewed biennially.

6. Endorsement

QLS is committed to this policy and its equitable implementation. For further information, please contact the Corporate Secretary.

Amended	Amended By	Division	Details
25 Aug 2016	Council		Council amendment and approval
May 2019	Governance Committee		Clauses 3 b), 4.3 and 4.9 and 4.10
June 2021	Governance Committee		Clauses 3, 4.1, 4.2, 4.3, 4.5, 4.6, 4.10 and new clause 5
April 2023	Governance Committee		Clauses 3 a) 4.1, 4.2, 4.7 and 4.9
June 2025	QLS staff / Finance and Risk Committee		Clauses 3a), 4.2 and 4.7

