

Source: Clause 7 Westpac Group Enterprise Agreement 2019

Travelling Payments

Are you required to travel for work? Here's what you can claim.

Under your Enterprise Agreement, you're eligible to receive allowances if you are required to travel for work, eg to relieve at another branch or to attend training or meetings. Allowances still apply, even if you're told in advance.

If you're travelling for work you can claim for both:

Travelling time

Your time is valuable, and claimable.

- Travelling time can be claimed at your standard hourly rate for any time that's **in addition** to what you would normally travel from home to your usual workplace. As an example; if you usually travel 15 minutes to get to work and you relieve at a branch that takes you 30 minutes to get to then you can claim 15 minutes **both ways*** or;
- **by your choice only** you can take the equivalent time off in lieu of payment (this means hour for hour, up to a maximum of one day) and;

Mileage

If you're using your own vehicle for work purposes the bank will pay you 78 cents per kilometre you travel to and from your home. If you are a grade 3 or below your allowance will be calculated using a minimum 7 kilometre return trip.

You're also eligible to claim any out of pocket expenses such as car parking or public transport fares that are in addition to costs you would normally incur going to and from your usual place of work.

How far can I be asked to travel?

Reasonable distance and travelling time can vary from person to person - your personal circumstances should be taken into account.

If you feel you've been asked to travel too far, contact the FSU Member Rights Centre on 1300 366 378.

How do I claim?

Confirm with your Manager the correct process for claiming your additional hours and mileage. Remember, this is an enforceable entitlement which can't be refused. You can use the "log book" on the reverse side of this fact sheet to keep track of your mileage and travel time.

Any questions?

If you have any questions or need assistance claiming travel time and mileage payments email sant@fsunion.org.au or call the FSU Member Rights Centre on 1300 366 378.

Not a member?

Join online at <http://bit.ly/JoinFSU> or call 1300 366 378.

Notes

- **If you're expected to arrive and leave the relieving branch at your rostered times.*
- *You can claim all allowances you're eligible for - it's not one or the other.*
- *Travel time and mileage are payable regardless of if you're told in advance that you'll be relieving/travelling.*
- *If you receive a weekly car allowance then mileage payment won't apply.*
- *Source: Clause 7 Westpac Group Enterprise Agreement 2019*
Note: Packaged, casual, specialists, BT and some employees who work away from the office may not receive all the allowances in this clause.

Continued over...

Travelling Payments Log Book

USUAL JOURNEY TO AND FROM WORK (Calculate your average "base line" reading for your usual travel time to and from work)	
Usual travel time to and from work	Mins
	Hrs

MILEAGE						
Date	Destination	Purpose	Odometer start	Odometer finish	KM travelled	*Claimable KM

TRAVELLING TIME							
Time left home	Time arrived work	Total	Time left work	Time arrived home	Total	Daily total	**Claimable travel time
		hrs min			hrs min	hrs min	hrs min

* The round trip from and to home is claimable.

** Time in excess of your usual travel from and to home is claimable.

