Work and Expense-Related Allowances for Professional Staff Policy

Section 1 - Purpose and Objectives

(1) This Policy covers work and expense-related allowances for professional staff.

(2) This Policy supplements and applies in accordance with the Enterprise Agreement.

Section 2 - Definitions, Terms, Acronyms

Term	Definition
Authorised Officer	The officer authorised to exercise the relevant HR power or function in accordance with the Human Resources Sub-delegations Schedules.
Enterprise Agreement	The University of Queensland Enterprise Agreement 2021-2026, or as amended or replaced.

Section 3 - Policy Scope/Coverage

(3) This Policy applies to all professional staff covered by the Enterprise Agreement. This Policy does not apply to professional staff performing work on an international assignment. In these cases, the staff member will receive an amount no less than actual reasonable expenses incurred.

Section 4 - Policy Statement

(4) Staff are entitled to be paid one or more work and expense-related allowances and will be eligible for the allowances and rates of payment in accordance with Schedule 7 of the Enterprise Agreement. In addition, professional staff are entitled to a kilometre reimbursement where the University has approved the use of a staff member's personal vehicle in the conduct of University business. Calculation of a kilometre reimbursement entitlement is based on the current Australian Tax Office cents per kilometre thresholds. Staff must apply for a kilometre claim reimbursement online.

(5) The allowances covered by this Policy are payable to a staff member in addition to the staff member's ordinary rate of pay.

(6) Work and expense-related allowances will increase in accordance with the Enterprise Agreement. Allowances must be authorised by the Authorised Officer and, where required, approved by the relevant financial delegate.

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Status and Details

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Policy Owner	Phil Vaughan Chief Human Resources Officer
Enquiries Contact	Human Resources Division

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