

1. Purpose

As a business Aurora Labs may occasionally have the requirement to send an employee to collect goods or discuss business services or contracts with third party suppliers. As these tasks arise it is often the case that employee's will drive their own personal vehicles to and from meetings or suppliers. As we do not have a company car for such tasks, the company will reimburse employees for kilometres travelled. The amount reimbursed will be the relevant ATO rate applicable at the time of travel (ATO rates). This rate takes all your vehicle running expenses (including registration, fuel, servicing and insurance) and depreciation into account.

2. Applicability

This is a Company-wide policy applicable to all full time, part time and casual employees whether permanent or fixed term, including work experience students, apprentices and trainees.

3. Policy

- 3.1. Records for travel will be kept as a logbook. Please refer to the logbook for instructions on filling in the required fields. If an employee requires a logbook they are to contact payroll for an electronic copy.
- 3.2. Rules on what clearly constitute business travel: - e.g., picking parts up from Auscam on the way home from work is **not** defined as work travel it is on your way home. Work travel includes trips where your manager will instruct you to pick up a part at Bunnings for instance and you travel from work to Bunnings in work hours and back to work again. If you have shifting places of employment (that is, you regularly work at more than one site each day) the travel between those separate locations is also calculated as business travel.
- 3.3. Reimbursements for travel will be done monthly. Logbooks will be submitted with a reimbursement cover sheet with itemised trips listed for the period to be reimbursed. The reimbursement form must be signed by the Chief Executive Officer prior to being processed by accounts. It is your responsibility to get this.
- 3.4. Employees will be covered for injury by Workers Compensation whilst undertaking any work for and on behalf of the company. Employees must ensure that their personal car insurance allows them to use their vehicle for (limited) business purposes.