

# MAJOR EMERGENCY STRIKE TEAM PAYMENT OF ALLOWANCES

## Flood Response Strike Teams 2022

For a deployment in NSW, Clause 12a **does not** apply. The “Northern Rivers” rules will apply (assume an off-duty firefighter recalled).

1. From base station to marshalling point and return – relieving kilometres (9.8.1 and 9.8.2)
2. From marshalling area to the incident and return – travelling time (26.1.3)
3. Overtime for the hours of the roster at the incident, usually sun up to sun down (9.6.1)
4. Where a normal rostered shift at the base station occurs during the deployment, then single time rates are paid for the rostered shift hours instead of overtime
5. Accommodation is required to be at a 3.5-star standard. If not, then accommodation allowance payable (26.4.1)  
Incident meals to be provided every 4 hours during the rostered hours at the incident. If not, then payment of the meal allowance (10.2.3).

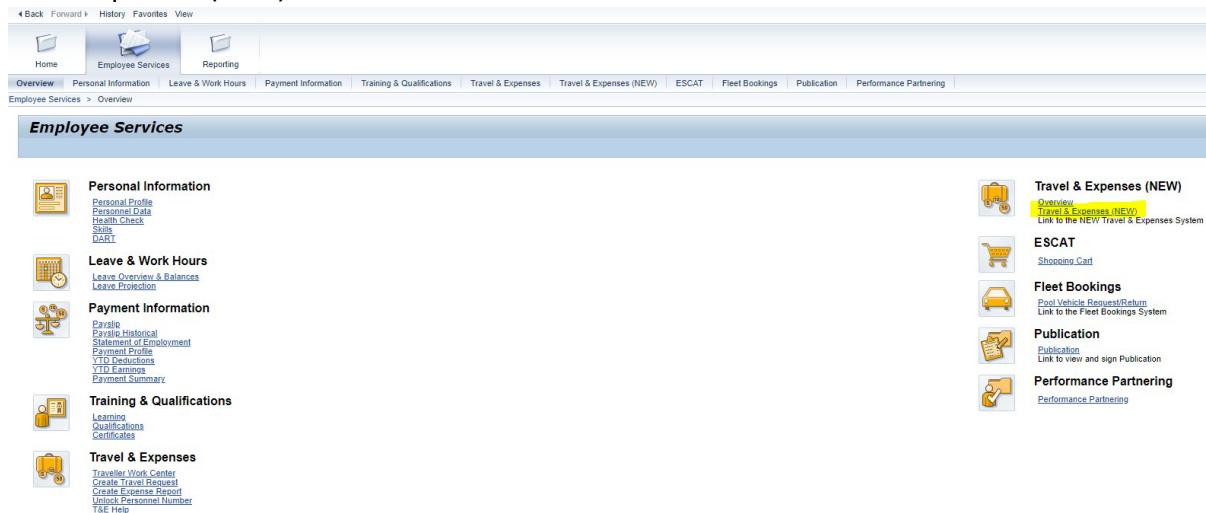
### CLAIM PROCESS - ACCOMMODATION ALLOWANCE

You will need to complete the following two processes:

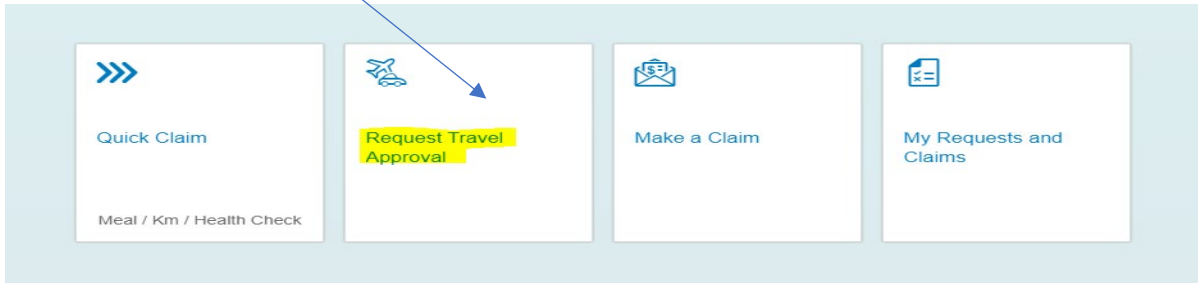
- ‘Request Travel Approval’ and once approved,
- ‘Make a Claim’.

Go to ESS

Select Travel and Expenses (New)



## Request Travel Approval



Fill out the details:

- Description of trip – Strike Team Flood Response (or your Strike Team name)
- Internal Order number for Strike Team – Strike Team Leader to advise.
- Enter start and end dates and times (from your home town), Cost Centre will be your base station.

Travel Request - 905019 Joy Webster

Reason / Description: Overnight Travel ▼ Strike Team - Northern Rivers Flooding

Dates / Destination: Thu 03 Mar, 2022, 09:00 📅 Tue 08 Mar, 2022, 18:00 📅 Lismore (NSW) 📍

Charge Costs To: THIS MUST BE YOUR BASE STATION 📄 Strike Team Leader to advise 📄

Comments: Strike Team - Northern Rivers Weather Event

1300.75 AUD  
No Advance  
Draft

Costs Advance Attachments

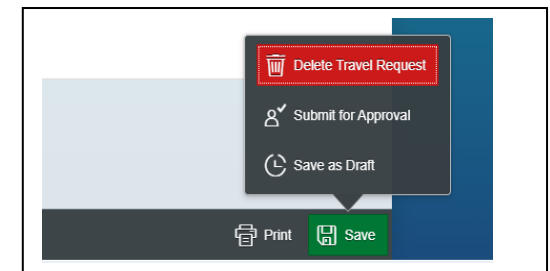
The system will estimate the costs based on the destination and duration of travel.

Estimated Costs: 1300.75

Print Save

Save and  
Submit for  
Approval

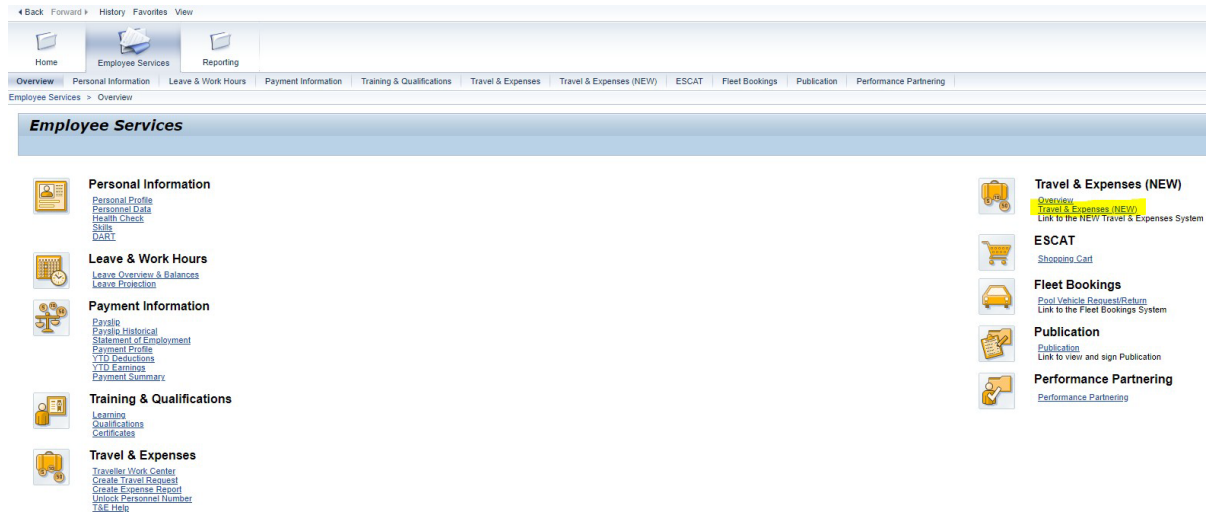
The system will automatically calculate the maximum accommodation allowance for the dates, however it will not pay you until you finalise the process by generating a **CLAIM** see instructions next page



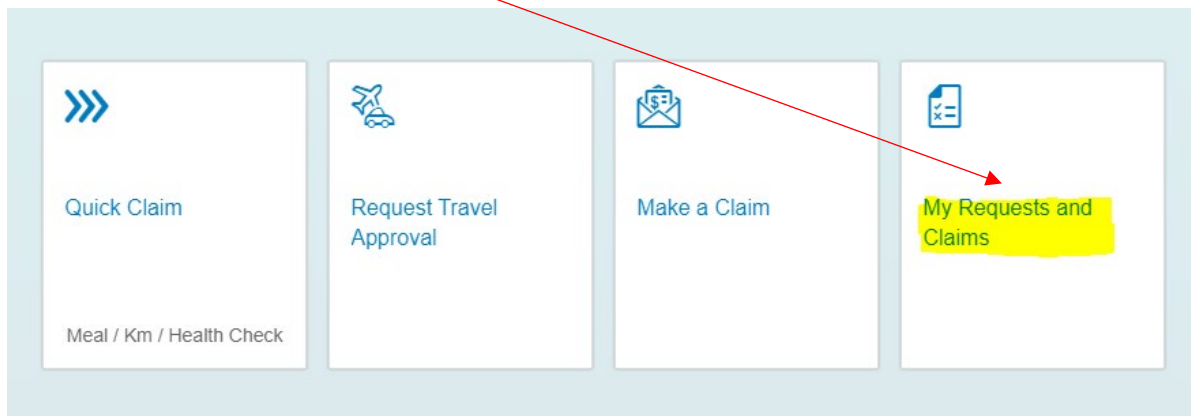
**Generating a Claim – ONLY after your Travel Request has been approved.**

Go to ESS

Travel and Expenses (New)



My Requests and Claims



All Trips

Claims Travel Requests

In Process Draft Submitted Approval In Process Approved Completed Declined All

Strike Team \*\*\*\*\*

Port Macquarie (NSW)

Sun 28 March 2021 - Thu 01 April 2021

1264.16  
AUD

Travel Request Approved  
49031

Ensure your travel request has been approved. If the comment is 'Approval request in progress' it has not yet been approved.

Your approved Travel Request will be shown here.

Click on the Approved Travel Request

Strike Team \*\*\*\*\*

Port Macquarie (NSW)

Sun 28 March 2021 - Thu 01 April 2021

1264.16  
AUD

Travel Request Approved  
49031

Click on "Create Claim" bottom right hand corner

Document No.: 00049031

1264.16  
AUD

No Advance

Travel Request Approved

Costs Advance Attachments Approvers

Please enter Dates and Destination above..

Estimated Costs: 1264.16

Print Create Claim

- Confirm dates and times are correct
- Select 'No Accommodation was provided'
- Select 'I am Claiming Travel Allowance'

Please Answer: ☒ I am claiming Travel Allowance. ☐ I am claiming Actual Expenses.

☐ Accommodation was provided. ☒ No Accommodation was provided.

Travel Request: 0000049031

Dates / Destination: Sun 28 Mar, 2021, 09:00 Thu 01 Apr, 2021, 15:00 Port Macquarie (NSW)

Charge Costs To: Nyngan Internal Order (optional)

Comments: Strike Team \*\*\*\*\* Claim for Travel allowance

Click on mileage tab – bottom left-hand corner

Reason / Description: Major Incident with Overnight Travel Lismore Floods ST Hotel

Please Answer: ☒ I am claiming Travel Allowance. ☐ I am claiming Actual Expenses.

☐ Accommodation was provided. ☒ No Accommodation was provided.

Travel Request: 0040089558

Dates / Destination: Thu 03 Mar, 2022, 10:00 Mon 07 Mar, 2022, 18:00 Lismore (NSW)

Charge Costs To: RN1 Zone Office NORTHERN RIVER WEATHER EVENT FEB 2022

Comments: ST Hotel deployed to Lismore Floods

Document No.: 40089558 0.00 AUD Draft

Items Attachments

Now, be careful – use menu below to add items

Travel Allowance Expense Reimbursement Mileage Credit Card

Enter mileage details -

- 1. From base station to marshalling point and return – relieving kilometres (9.8.1 and 9.8.2) Flat Rate Firefighter

Mileage Allowance

0  
AUD

Description:

Travel from Base Station (Stn 100) to pick up Stn (Stn 200) and return

Date / Kilometers:

Thu 03 March 2022

Kilometers claimed ...

Trip Type:

Flat Rate FireFighter

Vehicle:

Car

Car-Flat Rate FireFI...

Make/model ...

Licence plate ...

Comment:

Comments ...

Click on Confirm

Cancel

Confirm

Trip Type – Flat Rate Firefighter

Note – Excess Travel Time will need to be submitted on the 'Excess Travel Time Application Permanent Firefighters

Click on travel allowance tab – bottom left-hand corner.

Document No.:00049031

0.00  
AUD  
Draft

Items

Attachments

Travel Allowance

Expense Reimbursement

Credit Card

**Deduct any meals that were provided by clicking in the appropriate squares**

Select Confirm – bottom right-hand corner.

If any meals were provided on Travel Allowance, these must be accounted for and deducted from the claim. Tick each meal that was provided during your trip.

| Date            | Breakfast                | Lunch                    | Dinner                   |
|-----------------|--------------------------|--------------------------|--------------------------|
| Mon 29 Mar 2021 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Tue 30 Mar 2021 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Wed 31 Mar 2021 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Thu 01 Apr 2021 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Confirm and Submit for Approval

Cancel Confirm

Once submitted, your claim will work-flow to your appropriate supervisor for approval. The travel allowance payment will be made overnight into your bank account once it has been approved. Kilometres will be paid in the normal fortnightly pay run.

Delete Travel Request

Submit for Approval


Save as Draft

Your claim has now been completed, once approved it will be paid.

## CLAIM PROCESS – MEAL ALLOWANCE – 4hr and REFRESHMENT ALLOWANCE - 2hr

If you need to make a claim for a meal follow the direction below:


**Log in to Employee Self Service (ESS) and select the Travel & Expenses (NEW) icon**




### Travel & Expenses (NEW)

[Overview](#)  
[Travel & Expenses \(NEW\)](#)  
Link to the NEW Travel & Expenses System


**Select “Make a Claim”**



Request Travel Approval



Make a Claim



My Requests and Claims




Select Major Incident from the drop down selections

Type in a description of the claim:

e.g. Strike team meals and relevant strike team name

|                       |  |                                       |
|-----------------------|--|---------------------------------------|
| Reason / Description: | Major Incident                                       | Strike Team Meals - Strike Team Bravo |
| Dates/Times:          | Wed 24 Mar, 2021, 06:30                              | Sun 28 Mar, 2021, 16:45               |
| Charge Costs To:      | Dubbo  | Internal Order (required)             |
| Comments:             | Reason for claim ie 'Substantial meal not provided'. |                                       |



0.00  
AUD  
Draft

Items

Attachments

Next step:  
Click on Meal Allowance

No items added - use menu below to add items

Meals Allowance

Incident Purchase













Expense Reimbursement

## Meal Allowances

Add Meal Allowances by pressing the + button, then select the type of Allowance from the list.


Add each meal claim by clicking on the + Add button.  
Note: You will need to change the date each time as it will continue to default to the first date.

+ Add  Remove

| Date  | Allowance  | Value |
|---|--|-------|
| Dec 6, 2019    | Meal Allowance - 4hr    | 31.95 |
| Dec 5, 2019    | Meal Allowance - 4hr    | 31.95 |
| Dec 4, 2019    | Meal Allowance - 4hr    | 31.95 |
| Dec 3, 2019    | Meal Allowance - 4hr    | 31.95 |
| Dec 2, 2019  | Meal Allowance - 4hr  | 31.95 |
| Dec 1, 2019  | Meal Allowance - 4hr  | 31.95 |

By selecting the "Meal Allowance - 4 hr" the value will default to the correct reimbursement amount of \$32.50 applicable for major emergencies.

Click on the confirm button

 Cancel

 Confirm

Reason / Description:

Major Incident

Strike Team Meals - Strike Team Bravo

Dates/Times:

Wed 24 Mar, 2021, 06:30

Sun 28 Mar, 2021, 16:45

Charge Costs To:

Dubbo

Internal Order (required)

Comments:

Enter any comments..



Click on Submit for Approval

\*Agree to the pop-up declaration to proceed with the claim. The claim will work-flow to your appropriate supervisor for approval.

187.50  
AUD

Draft



Items



Attachments

Meals Allowance



Meal Allowance - 4hr, Meal Allowance - 4hr, Meal Allowance - 4hr, Meal Allowance - 4hr, Meal Allowance - 4hr, Meal Allowance - 4hr

Submit for Approval

Save as Draft



Meals Allowance



Incident Purchase



Expense Reimbursement



Print



Save