

MAJOR EMERGENCY STRIKE TEAM (UNDER CLAUSE 29) PAYMENT OF ALLOWANCES

Flood Response Strike Teams 2022

ACCOMMODATION ALLOWANCE

Employees who have an entitlement to accommodation but are not provided with appropriate accommodation shall be entitled to claim an accommodation allowance as per Clause 29.3.4 of the Retained Award.

MEAL ALLOWANCE (*Additional to Accommodation Allowance*)

Employees shall be provided with substantial meals for breakfast, lunch and dinner throughout the period of attendance at a major emergency.

Where substantial meals are not provided to employees an allowance is to be paid. This meal allowance is a standard rate of \$31.95 as per Clause 29.4.2.

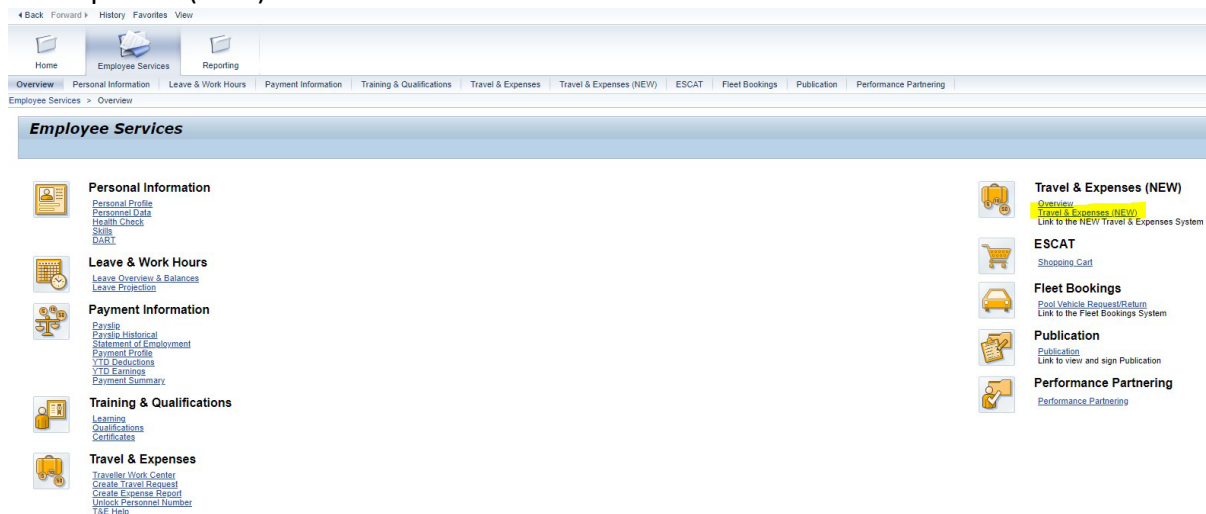
CLAIM PROCESS - ACCOMMODATION ALLOWANCE

You will need to complete the following two processes:

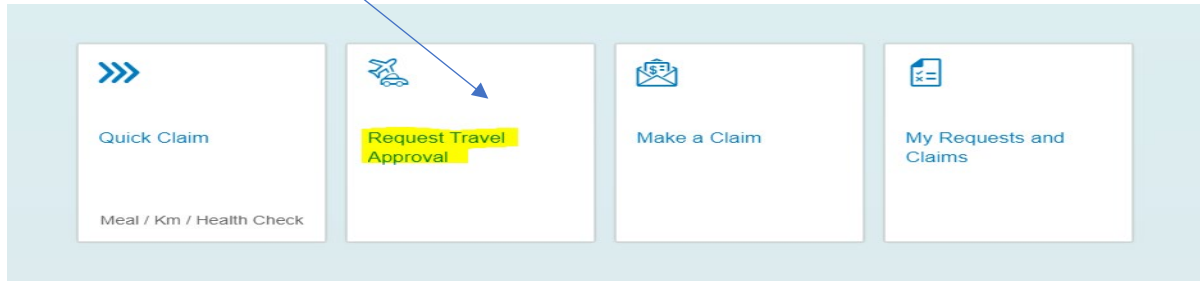
- ‘Request Travel Approval’ and once approved,
- ‘Make a Claim’.

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 can provide this).
- 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

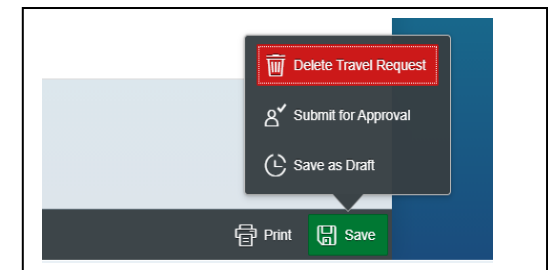
The system will estimate the costs based on the destination and duration of travel.

Estimated Costs: 1300.75

Save and Submit for Approval

Print Save

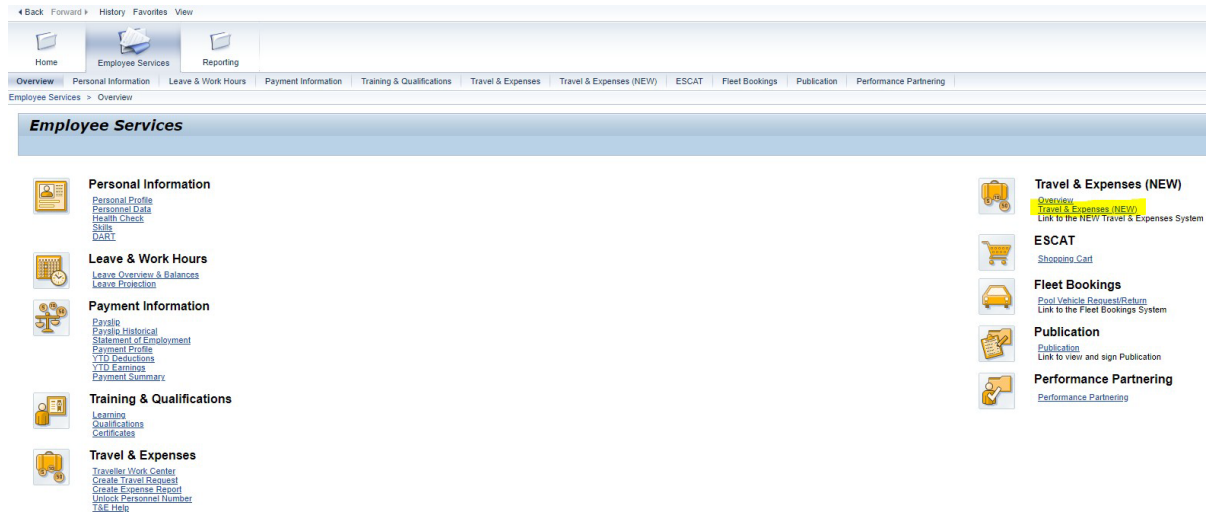
The system will automatically calculate the maximum accommodation allowance for the dates, however it will not pay you until you finalise the process by generating a **CLAIM** see instructions next page



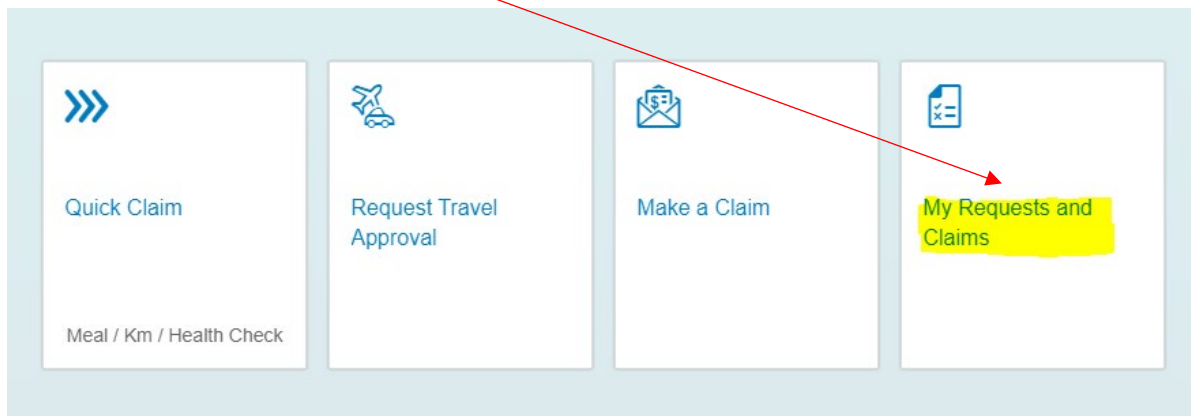
Generating a Claim – ONLY after your Travel Request has been approved.

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:



Dates / Destination:




Charge Costs To:

Comments:

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

 Document No.: 00049031 0.00 AUD Draft

 Items  Attachments

DO NOT DEDUCT ANY MEALS – YOUR CLAIM IS FOR THE FULL AMOUNT FOR THE NORTHERN RIVERS TRIP

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 payment will be made overnight into your bank account once it has been approved.

Delete Travel Request

Submit for Approval

Save as Draft


Print Save

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

CLAIM PROCESS – MEAL ALLOWANCE – MAJOR EMERGENCY MEALS \$31.95 per meal (breakfast, lunch or dinner)

If you need to make a claim for a meal (breakfast, lunch or dinner) 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 stike 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 \$31.95 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



Meals Allowance



Incident Purchase



Expense Reimbursement



Print



Save



Submit for Approval



Save as Draft