

In-Province Travel Expenditures

	Out-of-Constituency Travel	In-Constituency Travel
<p>Air fare The cost of cancelling and/or rebooking a flight is not reimbursable, unless it can be shown that it was necessary or required (e.g. changed meeting date). Air fare will be reimbursed following the work-related travel to eliminate the need for adjustments or credits related to flight changes or cancellations.</p>	Eligible	Eligible
<p>Ferry costs</p>	Eligible	Eligible
<p>Accommodation (including accommodation parking) Hotel upgrades are at the discretion of the Member and are considered a personal expense.</p>	Eligible	Eligible
<p>Mileage when using a private car (\$0.55 per kilometer) All mileage claims must include a clear description of each individual trip, including starting location and ending destination, to be eligible for reimbursement</p>	Eligible, excluding travel between the Member's secondary temporary residence in Victoria such as a hotel or rental or owned accommodation and the Parliamentary Buildings which is considered a personal expense and not considered eligible for reimbursement.	A Member may claim mileage for travel within their constituency if the Member travelled more than 50 kilometers in a single day for work-related meetings, excluding travel between the Member's home and primary constituency office.
<p>Per Diems (see website for additional guidance and amounts)</p>	Eligible	A Member may claim a per diem allowance when travelling within their constituency if the Member travelled more than 50 kilometers in one day (excluding mileage between the Member's home and primary constituency office).

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<p>Car rentals (and fuel for car rentals) Vehicle upgrades are at the discretion of the Member and are considered a personal expense.</p>	Eligible	Ineligible, unless incurred after travelling by air or ferry to a destination within their constituency in instances where they are unable to use a private vehicle to reach their final destination.
<p>Bus or transit fare</p>	Eligible	Ineligible, unless incurred after travelling by air or ferry to a destination within their constituency in instances where they are unable to use a private vehicle to reach their final destination.
<p>Parking</p>	Eligible	Ineligible, unless incurred while using a rented car.
<p>Taxis Taxi gratuities are at the discretion of the Member and are considered a personal expense.</p>	Eligible	Ineligible, unless incurred after travelling by air or ferry to a destination within their constituency in instances where they are unable to use a private vehicle to reach their final destination.
<p>Reasonable laundry and dry-cleaning costs</p>	Eligible if the travel is more than seven consecutive days	Not eligible
<p>Business telephone calls and work-related internet charges</p>	Eligible	Not eligible
<p>Registration Fees to attend conferences or seminars</p>	Only eligible as a travel expense if pre-approved by the Speaker. Alternatively, these can be paid for using constituency office funds or caucus funds (with prior approval of the caucus).	
<p>Costs to rent meeting rooms</p>	Not eligible. These can be paid for using constituency office funds or caucus funds (with prior approval of the caucus).	
<p>Fines, parking tickets, or any other payments for infractions</p>	Not eligible. These are considered a personal expense and will not be paid using public funds, including constituency or caucus funds.	