

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).</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 (\$0.63 per kilometer effectively April 1, 2024) 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).

	Out-of-Constituency Travel	In-Constituency Travel
<p>Car rentals (and fuel for car rentals) The most cost-effective vehicle that is available and suitable for road conditions may be rented.</p>	Eligible	A Member may claim car rentals when travelling within their constituency if the Member travelled more than 50 kilometers in one trip (excluding mileage between the Member's home and primary constituency office) or if incurred when 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.
Bus or transit fare	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>Car Sharing Reimbursed upon the submission of receipts for the business trip undertaken.</p>	Eligible, excluding membership fees.	Eligible, excluding membership fees.
Parking	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.
Reasonable laundry and dry-cleaning costs	Eligible if the travel is more than seven consecutive days	Not eligible
Business telephone calls and work-related internet charges	Eligible	Not eligible

<p>Registration Fees to attend conferences or seminars</p>	<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>
<p>Costs to rent meeting rooms</p>	<p>Not eligible. These can be paid for using constituency office funds or caucus funds (with prior approval of the caucus).</p>
<p>Fines, parking tickets, or any other payments for infractions</p>	<p>Not eligible. These are considered a personal expense and will not be paid using public funds, including constituency or caucus funds.</p>