



**Australian Government**

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**Australian Research Council**

**Australian Research Council (ARC)**  
**Administrative Arrangements for**  
**Committees**

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## Contents

1	Sitting fees.....	3
1.1	Part payment of sitting fee for face-to-face meetings and/or teleconferences .....	3
1.2	Payment of sitting fee for out of session work .....	4
2	Travel.....	4
2.1	Air travel and Accommodation .....	4
2.2	Travel Allowance and Incidental Expenses.....	5
2.3	International Travel.....	6
3	Vehicle Transport.....	6
3.1	Driving .....	6
3.2	Taxis .....	6
4	Payments.....	7
5	Forms and Documentation .....	7
6	ARC Contact Details:.....	8
	ATTACHMENT A .....	9
	ATTACHMENT B .....	101
	ATTACHMENT C .....	12
	ATTACHMENT D .....	13

# Administrative Arrangements

This document provides a guide for administrative matters relating to Australian Research Council (ARC) committee membership. In all cases, the contract of appointment to committee membership takes precedence. Clarification should be sought from the ARC should any uncertainties arise in relation to the contract of appointment, or any matters set out in this document.

## **1 Sitting fees**

Committee members are entitled to remuneration of sitting fees for face-to-face meetings, teleconferences and out of session work. The daily rate is \$A565.00 per day for members and \$A635.00 for the Chair, exclusive of GST. The daily rate for face-to-face meetings and teleconferences includes a component to cover one hour of normal preparation time.

If GST is applicable, the rate will be increased by the relevant GST amount. Where possible all sitting fees are paid directly to the organisation engaged in the administration of the committee member's contract.

If sitting fees are not paid directly to an administering organisation the arrangement of these payments will be managed on a case by case basis.

### **1.1 Part payment of sitting fee for face-to-face meetings and/or teleconferences**

Committee members will be paid a daily rate if an ARC meeting runs for five hours or longer. If the meeting is less than five hours, part-payment of the daily rate will be paid as follows:

- for formal meetings aggregating less than two hours, an amount equal to two-fifths of a daily rate;
- for formal meetings, or formal meetings and business of the ARC on the day of a formal meeting, of two hours or more, but less than three hours on any one day, an amount equal to three-fifths of a daily rate;
- for formal meetings, or formal meetings and business of the ARC on the day of a formal meeting, of three hours or more, but less than four hours on any one day, an amount equal to four-fifths of a daily rate;
- the maximum payment in respect of any one day shall be the appropriate daily rate (i.e. \$A565.00 for members and \$A635.00 for the Chair, exclusive of GST).

## 1.2 Payment of sitting fee for out of session work

The daily rate includes aggregates of periods set aside for out of session work, subject to the following conditions:

- individual periods of out of session work must be on other than face-to-face meeting days and each period must be for a minimum of one hour;
- to attract payment of a daily rate, aggregated periods must total at least five hours. The timesheet for out of session work (Attachment B) will help committee members record details of any claim for payment for out of session work. The committee member must provide this timesheet to the ARC before payment can be processed and if applicable, a Recipient Created Tax Invoice (RCTI) will be issued to the Committee member's administering organisation.

## 2 Travel

**Staff from the ARC will organise travel and accommodation for all members. The cost will be directed to the ARC.**

Travel is deemed to be approved by the ARC following a request by the ARC to a committee member to participate in an activity as per original contractual arrangements.

### 2.1 Air travel and Accommodation

The ARC is a Commonwealth entity and therefore is subject to the Government's policies and rules. These policies and rules have been put in place to ensure that public funds (tax payer's funds) are managed appropriately and the ARC is bound to abide by them.

The ARC is required to book all travel according to the Whole of Australian Government (WoAG) Travel Policy using the Lowest Practical Fare (LPF), not personal airline preference, aircraft or loyalty program preference.

When travelling on official business within Australia, the ARC requires that committee members travel economy class for short trips (less than 3 hours flying time direct), reserving business class for flights in excess of 3 hours.

Members of the committee are entitled to the return airfare by the most direct route from their normal point of origin. If a member of a committee varies their flights, and it exceeds the maximum allowable cost, the committee member will be responsible for the extra costs incurred. The maximum allowable cost is determined by the cost of a return direct flight from the committee members' home city airport to the meeting destination airport at economy class or business class (where applicable).

The WoAG policy is that frequent flyer points are not to be accrued for any flights. This policy is in place to ensure that travel funded by the ARC does not accrue points which could potentially be used for personal benefit. When the ARC makes the booking on your behalf, the ARC will advise its travel manager that committee member travel should not accrue Frequent Flyer points. If the ARC receives an itinerary for a

committee members travel which includes your Frequent Flyer number, the ARC will ask for it to be removed.

When travelling to ARC Meetings by air, committee members are expected to arrive at the Meeting Destination on the morning of the first meeting day and depart on the afternoon of the final meeting day unless otherwise advised by the ARC.

The ARC reserves the right to arrange travel for committee members to the Meeting Destination on the night before the meeting if members are potentially unable to effectively arrive on the morning of the meeting due to logistical constraints. Committee members are entitled to overnight accommodation and travel allowance in this circumstance.

Committee members are required to sign an attendance form on the day of the meeting to verify that the member travelled for activity. Committee members are not required to send boarding passes back to the ARC for reconciliation.

## **2.2 Travel Allowance and Incidental Expenses**

Travel Allowance (T/A) will be paid into the committee member's personal account for travel necessary to attend meetings. Committee members will be reimbursed for reasonable travel costs for attendance of face-to-face meetings. Reasonable costs can include taxis to and from the airport, airport parking and train tickets. The ARC requires members to book the most efficient and cost effective transportation to and from the airports.

The ARC will not pay for items such as valet car parking or internet usage.

The T/A component is currently \$165 per day made up of \$61 for dinner, \$44 for lunch, \$31 breakfast and \$29 for incidentals.

Committee members' T/A will be reduced by the cost of meals that are provided by the ARC for face-to-face meetings.

T/A will be paid by direct deposit into a Committee member's bank account. To enable direct deposit the Committee member is required to complete a "Creditor ID - Domestic" form, located at Attachment A.

Other legitimate expenses incurred while attending the face-to-face meetings will be reimbursed on receipt by the ARC of a completed "Request for Reimbursement" form (Attachment C) for this expenditure. Original receipts must be included with the claim. It should be noted that payments of a personal nature (for example, tips for services, laundry, personal calls/internet usage, or taxi services not associated with official ARC business) are not eligible for reimbursement.

Please note: meals and incidental travel costs will not be reimbursed as you will receive T/A (which includes an incidentals component) to cover these expenses.

## 2.3 International Travel

Committee members who are required to travel from overseas to Australia will have their flights pre-booked by the ARC. These flights are non-flexible.

Travel insurance should be organised by the Committee member, however the ARC will reimburse this cost upon receipt of a copy of the invoice and a “Request for Reimbursement” form (Attachment C).

Travel allowance (T/A) is payable from the day of departure until the day of return, adjusted for time of departure and return (i.e. a 5:00 pm departure time will not attract a breakfast and lunch component).

International Committee members will generally be expected to meet the pre-arranged travel requirements for their flight. This may include an extra day on either side of the travel for preparation of the meeting.

## 3 Vehicle Transport

*Committee members must have prior approval from the meeting delegate before they arrange alternative transport. Committee members are strictly not permitted to hire limousines.*

Members are required to take the most efficient and cost effective transportation method that is practical to the traveller’s requirements.

### 3.1 Driving

Members of the Committee may be authorised to use their own motor vehicle (or one hired by the ARC for official travel.) Such decisions are made on the basis of efficiency and cost-effectiveness. Prior approval must be sought from and given by the appropriate ARC delegate.

Committee members will be reimbursed for the expense of driving their own motor vehicle once they have completed and returned the “Private Vehicle Claim” form located at Attachment D.

All Motor Vehicles	Rate Cents per Kilometre
	68

### 3.2 Taxis

Where possible, Committee members will be provided with vouchers for taxis. Taxi vouchers may only be used for travel on official ARC business where taxis are the optimum form of transport. Voucher holders are required to:

- advise the driver on commencing the journey that they wish to use a taxi voucher and ensure that this is acceptable (if a voucher is not accepted, a receipt should be obtained and reimbursement sought from the ARC); and

- ensure that only the required fare is charged—taxi vouchers must not be used to ‘tip’ drivers.

Committee members will be required to sign for their allocated taxi vouchers on the first day of attendance at the meeting. Members must take full responsibility for their correct use and safe keeping.

In the event that taxi vouchers are not able to be used (e.g. damaged cards) or have not been used, they must be returned to the ARC. Lost taxi vouchers should be reported immediately to the ARC contact officer.

Should a taxi voucher be used incorrectly or for private travel, the ARC may seek to recover the costs.

## 4 Payments

In order for the Committee member’s administering organisation to receive payment for services rendered (sitting and reading fees), if applicable, a RCTI will be sent to the relevant administering organisation when the payment is authorised.

By signing the contract, the ARC as the recipient and the administering organisation as the supplier are deemed to have a written agreement in place that is current and effective when the RCTI is issued.

## 5 Forms and Documentation

The ARC requires that the following forms and documentation be completed by a Committee member’s **administering organisation** for claims:

- to enable payments of sitting fees—the “Creditor ID Record Data” form (the ARC will contact you if this is required);
- for reimbursement—if a Committee member has used the administering organisation’s Corporate Card for expenses—the organisation is to invoice the ARC.

Payment and if applicable RCTIs will be issued once the Committee member has performed requested activities and if applicable when the Committee member submits their time sheet (Attachment B) detailing their out of session work at the completion of their work. The daily rate will then be paid to the Committee member’s administering organisation. Payments will be identified on the organisation’s nominated bank statement by the notation ‘ARC Payment’.

The ARC requires that the following forms and documentation be completed by a Committee **member** for claims:

- to enable payments to a Committee member for T/A and reimbursements – the “Creditor ID” form with their personal bank details (Attachment A);
- for reimbursement to a Committee member for expenses such as taxi expenses—the “Request for Reimbursement” form (Attachment C) (if paid on Corporate Credit Card, refer to above);

- for reimbursement for use of a private vehicle to attend official meetings (approval for which must be given by the ARC prior to travel)—the “Private Vehicle Claim” form (Attachment D).

Reimbursements to Committee members for attendance at face-to-face meetings will be paid by the ARC by direct deposit into the member’s nominated bank account, within a month of receipt of that member’s completed “Request for Reimbursement” form summarising their claims. T/A will be calculated and paid for by the ARC as soon as possible following the meeting conclusion. Payments will be identified on a Committee member’s bank statement by the notation ‘ARC Payment’.

## **6 ARC Contact Details:**

Jaycinta Pitson

The Australian Research Council (ARC)

ARC-Meeting and Logistics Team

GPO Box 2702, Canberra ACT 2601

Telephone: +61 2 6287 6728

**Email:** [ARC-MeetingandLogistics@arc.gov.au](mailto:ARC-MeetingandLogistics@arc.gov.au)





ATTACHMENT A

## CREDITOR ID – DOMESTIC

SUPPLIER (or REQUESTING OFFICER) TO COMPLETE							
<input type="checkbox"/> Administered		or		<input type="checkbox"/> Departmental			
Legal Entity Name	_____						
Postal Address	_____						
Town / Suburb	_____	State	_____	Postcode	_____		
Phone Number	( ) _____	Fax Number	( ) _____				
E-mail Address (For Remittance Advice)	_____						
Contact Name	_____						
ABN	_____						
Registered for GST	<input type="checkbox"/> Yes			<input type="checkbox"/> No			
Small Business	<input type="checkbox"/> Yes			<input type="checkbox"/> No	(i.e. less than 20 full time equivalent employees)		
Indigenous Business	<input type="checkbox"/> Yes			<input type="checkbox"/> No	(i.e. 50% or more Indigenous owned)		
<b>Bank Account Details (Please ensure accurate completion)</b>							
Exact Name of Account	_____						
Branch Number (BSB - 6 Digits)	_____						
Account Number (max 16 chars)	_____						
<b>Declaration</b>							
I have supplied the details above and declare them to be true and correct							
Name.....	.....			Position/Title.....	.....		
Signature.....	.....			Date: / /	.....		
ARC FINANCE SECTION USE ONLY							
<input type="checkbox"/> Administered		or		<input type="checkbox"/> Departmental			
<input type="checkbox"/> New Creditor		or		<input type="checkbox"/> Amendment			
Creditor Class (Tick one)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	STD	OSEAS	COE	OCM	STAFF	ANZ (Creditor Only)	INDIGENOUS
Taxable Reporting	<input type="checkbox"/> Yes			<input type="checkbox"/> No			
Creditor ID	_____						
Entered By	_____			Checked By	_____		
Date	/ /			Date	/ /		



## CREDITOR ID – OVERSEAS

SUPPLIER (or REQUESTING OFFICER) TO COMPLETE			
<input type="checkbox"/> Administered	or	<input type="checkbox"/> Departmental	
Supplier / Creditor Name	_____		
Street Address (Mandatory)	_____		
Town / Suburb	State	Postcode	
_____			
Postal Address	_____		
Town / Suburb	State	Postcode	
_____			
Phone Number	( ) _____	Fax Number	( ) _____
E-mail Address	_____		
(For Remittance Advice)	_____		
<b>Bank Account Details (Please ensure accurate completion)</b>			
Exact Name of Account	_____		
Account Number / IBAN	_____		
Name of Financial Institution	_____		
Financial Institution's Address	_____		
Town / Suburb	State	Postcode	
_____			
Financial Institution's Local Code (Mandatory for UK, US, Canada)	_____		
Financial Institution's Identification Number (SWIFT / BIC Code)	_____		
Name of Intermediary Bank	_____		
Intermediary Bank Address	_____		
Town / Suburb	State	Postcode	
_____			
Intermediary Bank's Identification Number (SWIFT / BIC Code)	_____		
Details Provided By (Name)	_____		Date: / /
<b>ARC FINANCE SECTION USE ONLY</b>			
Creditor ID	_____		
Entered By	_____	Checked By	_____
Date	/ /	Date	/ /



ATTACHMENT B

Timesheet for Out of Session Work

\*\* Note: Face to Face meetings are not to be included on the timesheet\*\*

Member's Name: \_\_\_\_\_ Committee \_\_\_\_\_

Period: From \_\_\_ / \_\_\_ / \_\_\_\_\_ to \_\_\_ / \_\_\_ / \_\_\_\_\_

Month & Year	Description of Activities	Hours Claimed
Total hours claimed for this period		

**Note:** One day constitutes a minimum of 5 hrs to attract a payment of daily fee.

Total number of **days** claimed for this period:

I certify that the details on this form are correct  _____ / ___ / _____ Member's Signature & Date	I certify that the above days claimed are correct and payable  _____ / ___ / _____ Project Delegate's Signature & Date
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**ATTACHMENT C**

**REQUEST FOR REIMBURSEMENT – Committees**

COMMITTEE MEMBER TO COMPLETE				
Committee Name: _____				
Member's Name: _____				
Date of meeting:    /   /                                    to                                    /   /				
Meeting for: _____				
ARC USE				
Reimbursement Type (i.e. taxi, parking, etc)	Account Code	Total (GST excl)	GST	Total (including GST)
*Please attach receipts to this form*	<b>TOTALS</b>			
Member's Signature				
Name: _____				
Signature: _____				
Date: _____				
ARC USE				
Spending Proposal Approved (Financial Delegate)				
Name: _____		Cost Centre: _____		
Signature: _____		Position #: _____		
ARC FINANCE SECTION USE ONLY				
Creditor ID: _____		Total Paid incl. GST: _____		
Batch ID: _____		Voucher #: _____		
Entered By: _____		Posted by: _____		



**ATTACHMENT D**

## PRIVATE VEHICLE CLAIM FORM

### COMMITTEE MEMBER TO COMPLETE

Member's Name: _____	
Reason for travel: (Including To and From): _____	
Driver's Licence Number: _____	Licence Expiry Date: ____ / ____ / ____
Car Make/Model: _____	
Registration Number: _____	
Name of Insurance Company: _____	
Comprehensive Policy No.: _____	Insurance Expiry Date: _____
(Note a comprehensive insurance policy must be held)	
Start Odometre Reading: _____	Date of Departure: ____ / ____ / ____
End Odometre Reading: _____	Date of Return: ____ / ____ / ____
Kilometres Travelled" _____	Applicable Rate: <u>\$0.68</u>
Value of Claim: _____	
<b>I verify that the above details are correct:</b>	
Name: _____	
Signature: _____	Date: ____ / ____ / ____
<b>ARC USE ONLY</b>	
Spending Proposal Approved (Financial Delegate)	
Name: _____	Cost Centre: _____
Signature: _____	Date: ____ / ____ / ____
<b>ARC FINANCE SECTION USE ONLY</b>	
Creditor ID: _____	Total Paid: _____
Batch ID: _____	Voucher #: _____
Entered By: _____	Posted by: _____
Date: ____ / ____ / ____	Date: ____ / ____ / ____

