

Elected Members Extra Meeting Allowance Claim



Claims may be made for attendance at, and travel to, eligible* Extra Meetings, Activities and Functions by Elected Committee Members.

A member may claim Extra Meeting Allowance for each full day of travel to an eligible *Extra Meeting, Activity or Function unless that travel falls on the same day as the meeting/function. A full day of travel means at least 4 hours including time in transit.

Approved Extra Meetings					
Date	Start Time	Finish Time	Meeting	Office useonly	
				\$	EA Initials
TOTAL \$					

Claimable Travel					
Date	Departure Time	Arrival Time	Travel details (meeting and location)	Office useonly	
				\$	EA Initials
TOTAL \$					

I hereby confirm that the above is a true record of the eligible meetings attended and/or travel undertaken during the period _____ to _____

Elected Member: _____

Signature: _____ Date: _____

SUBMIT TO: eaexecutive@astc.nt.gov.au or hard copy to the Executive Assistant to the Mayor and Councillors.

CEO approval: _____ Date: _____

* Eligible Meetings	Council Forums, Village Consults, Public Consultation Sessions, Council Advisory Committees, Internal Consultative Committees, External Committees, Ministerial Appointed Committees
* Activities & Functions	Attendance at any function representing the Mayor on official Council duties Attendance at functions as a recognised invited representative of Council Civic events or functions convened by Council External events where the invitation was extended due to the elected position and therefore representing the Council
* Allowances Paid	Up to 2 hours - \$200 Between 2 and 4 hours - \$300 more than 4 hours - \$500

(If any eligible meeting already attracts an allowance paid by another body or organisation, Council will not duplicate the Extra Meeting Allowance for attendance at that meeting. Refer to the Elected Member Allowances and Expenses Policy)