



## Cabcharge Use for MOP(S) Act Employees

MOP(S) Act Employees are able to request a Cabcharge card for use when undertaking travel on official business as **directed by their employing Member**.

As the use of Cabcharge involves expenditure of public money, IPEA monitors Cabcharge use and may seek separate certification of Cabcharge travel as part of a post payment checking process.



### You can claim:

- ✓ Travel to and from the airport when travelling for official business
- ✓ Travel to and from official meetings



### You cannot claim:

- ✗ Travel between your work and home (apart from the exceptions listed below)
- ✗ Travel between your work and accommodation, including when travelling on official business away from your nominated work base (apart from the exceptions listed below)
- ✗ Travel for personal or social events and activities

*Determination 2016/20: Staff Travel and Relief Staff Arrangements* (the Determination) provides that it is an employee's responsibility (and hence the employee's cost) to transport him or herself to and from work for his or her normal hours of duty. Exceptions to this rule apply to the use of car transport in the following circumstances (as directed by the employing Member):

- the trip is approved for personal safety reasons (for example, where the risk to personal safety is significantly increased due to the requirement to work late); or
- the employee is travelling on official business and scheduled public transport services are not readily available; or
- the employee is travelling on official business and is carrying luggage to and/or from the office for the purpose of the trip.

Further information on lost or stolen cards, the Cabcharge Terms and Conditions and using the EFTPOS facility is available at [www.ipea.gov.au](http://www.ipea.gov.au).