



Allowable Expenses Matrix

A/1.11.1.1

Purpose

To be read in conjunction with the Travel Policy and Procedure.

Allowable Expenses Matrix

Based on current Tax Determination TD 2021/6 Australian Tax Office (ATO) we will apply the following reasonable amounts for domestic accommodation and meal expenses (according to destinations) for the 2021–22 income year. Refer to Tables 1 to 4 as appropriate.

Table 1: Accommodation rates capital cities (per person per night)

Place	(\$)
Adelaide	157
Brisbane	175
Canberra	168
Darwin	220
Hobart	147
Melbourne	173
Perth	180
Sydney	198
High cost country centres	see Table 2
Tier 2 country centres (see Table 3)	134
Other country centres	118

Table 2: High-cost country centres – accommodation rates (per person per night)

Country centre	\$	Country centre	\$
Albany (WA)	179	Kalgoorlie (WA)	172
Alice Springs (NT)	150	Karratha (WA)	215
Armidale (NSW)	147	Katherine (NT)	158

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Country centre	\$	Country centre	\$
Ballarat (VIC)	154	Kununurra (WA)	204
Bathurst (NSW)	141	Launceston (TAS)	141
Bega (NSW)	145	Lismore (NSW)	144
Benalla (VIC)	142	Mackay (QLD)	161
Bendigo (VIC)	140	Maitland (NSW)	155
Bordertown (SA)	149	Mount Gambier (SA)	140
Bourke (NSW)	165	Mount Isa (QLD)	168
Bright (VIC)	167	Mudgee (NSW)	159
Broken Hill (NSW)	152	Muswellbrook (NSW)	157
Broome (WA)	220	Newcastle (NSW)	185
Bunbury (WA)	155	Newman (WA)	170
Burnie (TAS)	164	Nhulunbuy (NT)	230
Cairns (QLD)	163	Norfolk Island (NSW)	190
Carnarvon (WA)	156	Northam (WA)	145
Castlemaine (VIC)	146	Nowra (NSW)	146
Chinchilla (QLD)	143	Orange (NSW)	156
Christmas Is (WA)	198	Port Hedland (WA)	175
Cobar (NSW)	144	Port Lincoln (SA)	170
Cocos (Keeling) Islands (WA)	331	Port Macquarie (NSW)	170
Coffs Harbour (NSW)	148	Port Pirie (SA)	150
Colac (VIC)	138	Queanbeyan (NSW)	139
Dalby (QLD)	177	Queenstown (TAS)	136
Dampier (WA)	175	Roma (QLD)	142
Derby (WA)	170	Shepparton (VIC)	150
Devonport (TAS)	158	Swan Hill (VIC)	136



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Country centre	\$	Country centre	\$
Emerald (QLD)	156	Tennant Creek (NT)	146
Esperance (WA)	162	Toowoomba (QLD)	144
Exmouth (WA)	190	Thursday Is (QLD)	200
Geraldton (WA)	165	Townsville (QLD)	143
Gladstone (QLD)	155	Wagga Wagga (NSW)	152
Gold Coast (QLD)	209	Wangaratta (VIC)	144
Gosford (NSW)	145	Weipa (QLD)	138
Halls Creek (WA)	170	Whyalla (SA)	145
Hervey Bay (QLD)	157	Wilpena-Pound (SA)	193
Horn Island (QLD)	200	Wollongong (NSW)	155
Horsham (VIC)	154	Wonthaggi (VIC)	152
Jabiru (NT)	216	Yulara (NT)	440

Table 3: Tier 2 country centres

Albury (NSW)	Dubbo (NSW)	Inverell (NSW)	Renmark (SA)
Ararat (VIC)	Echuca (VIC)	Kadina (SA)	Rockhampton (QLD)
Ayr (QLD)	Geelong (VIC)	Kingaroy (QLD)	Sale (VIC)
Bairnsdale (VIC)	Goulburn (NSW)	Maryborough (QLD)	Seymour (VIC)
Bundaberg (QLD)	Grafton (NSW)	Mildura (VIC)	Tamworth (NSW)
Ceduna (SA)	Griffith (NSW)	Naracoorte (SA)	Taree (NSW)
Charters Towers (QLD)	Gunnedah (NSW)	Narrabri (NSW)	Tumut (NSW)
Cooma (NSW)	Hamilton (VIC)	Port Augusta (SA)	Warrnambool (VIC)
Cowra (NSW)	Innisfail (QLD)	Portland (VIC)	Wodonga (VIC)



Table 4: Meal Expenses (per person)

Place	Breakfast	Lunch	Dinner	Incidentals
All Australian Capital Cities and High-Cost Country Centres (see Table 2 for list)	\$29.20	\$32.85	\$56.00	\$20.60
Tier 2 country centres (see Table 3 for list) and Other locations (other country centres (not listed in a table))	\$26.15	\$29.85	\$51.50	\$20.60

Related documents

- A1.10 Travel Policy
- A1.10.1 Travel Procedure
- A1.10.2 Synod Travel Request Form
- Payment Reimbursement Request Form (FIN003-052019)

Revisions

Document number		A/1.11.1.1			
Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
1	22.10.2022	Executive Leadership Team	22.10.2022	Executive Director Shared Services	Corporate Governance Manager
Next scheduled review		21.10.2025			