

Marshalling Points & Travel Reimbursement

– Ask The Expert



When managing workforce travel to different mine sites, ensuring compliance with employment standards and workplace policies is crucial, particularly when defining marshalling points and reimbursing travel expenses.

A key consideration is whether employees can have multiple marshalling points depending on their mode of travel—such as meeting at the office when driving or using the airport as a designated marshalling point for flights. Additionally, determining the employer's responsibility for covering transportation costs, including fuel expenses for employees driving to the airport, is essential for both legal compliance and fair compensation practices.

QUESTION

Our business requires our team to travel to different mine sites. My questions are: can the team travelling have 2 different marshalling points depending on the job? So, if they drive, they would meet at the office and if they are flying could the airport be a marshalling point? Do we have to pay for their gas to get to the airport or make sure they transportation? We do pay them a 12-hour day of travel when they fly.

ANSWER

It sounds like you want to have two different marshalling points based on the mode of travel—your office for driving and the airport for flying. This is definitely possible, but there are a few things to consider from a legal, policy, and fairness perspective. In short, yes, you can designate two different marshalling points, but you have to when the marshalling points are used, how employees are notified, and what your expectations are around transportation to each location.

EXPLANATION

Two Different Marshalling Points

Yes, you can designate two different marshalling points. This is a common practice in industries requiring travel. The key is to have a clear policy stating:

- When each marshalling point is used.
- How employees are notified.

- Expectations around transportation to each location.

Employee Transportation Costs to the Airport

This depends on:

- Company Policy & Precedent: Do you currently reimburse employees for travel between their home and the office? If not, you may not be required to cover costs to the airport.
- Employment Laws & Contracts: Some jurisdictions require employers to cover work-related travel, but usually, this starts at the official marshalling point.
- Industry Standards: If it's standard in your industry to pay for transport to the airport, you might want to align with that.

Options for Airport Transportation:

- Mileage Reimbursement – If employees use personal vehicles, you could reimburse them based on the distance (e.g., \$0.XX per km).
- Company-Provided Transportation – You could arrange a shuttle or carpool option from the office.
- No Compensation – If your policy states that travel begins at the airport and employees are responsible for getting there, you wouldn't have to cover costs.

Travel Pay Considerations

You already pay them for a 12-hour travel day when flying, which seems fair.

If they are expected to drive themselves to the airport and it's considered part of their work travel, you might need to clarify if the travel pay includes getting to the airport.

If there are concerns about fairness (e.g., one employee has much higher transportation costs), offering a transportation option might help.

My recommendation?

- Create a written policy outlining the marshalling points and transportation expectations.
- Decide whether to reimburse or provide transportation to the airport to keep things consistent and fair.
- Check local labour laws to ensure compliance with any regulations about travel expenses.