

Uniforms, vehicle & travel entitlements

There are new versions of several awards starting from 4 February 2020.

Check out [Changes to awards in 2020 \(www.fairwork.gov.au/awards-and-agreements/awards/changes-to-awards-in-2020\)](http://www.fairwork.gov.au/awards-and-agreements/awards/changes-to-awards-in-2020) for more information.

As part of their job, employees may be required to:

- wear uniforms
- drive vehicles and/or
- travel to other locations.

In these situations, an employee may be entitled to a payment or repayment, depending on the industry and the job they do.

Employees required to buy work related items can't be forced by their employer to use their wages to pay for these items, if the requirement is unreasonable.

If you're covered by an enterprise agreement or other [registered agreement \(www.fairwork.gov.au/Dictionary.aspx?TermID=2034\)](http://www.fairwork.gov.au/Dictionary.aspx?TermID=2034), payments for uniforms, vehicles and travel will be contained in your agreement. To find an agreement, go to the [Fair Work Commission website \(https://www.fwc.gov.au/awards-and-agreements/agreements\)](https://www.fwc.gov.au/awards-and-agreements/agreements).

Find more information about payments for uniforms, vehicles and travel in your award by selecting from the list below.

Based on what you've told us, it looks like you're covered by the General Retail Industry Award [MA000004].

Uniform entitlements

An employee may have to do work that requires special clothing or work that damages their clothing.

Special clothing includes:

- uniforms (eg. shirts with the company logo on them)
- clothing from the floor stock in the store an employee works in.

Special clothing doesn't include general dress standards required by an employer. For example, an employer may require that clothing is clean, in good condition and appropriate, or must be certain colours an employee can be reasonably expected to already own such as black trousers and shoes, and this would not count as special clothing.

If an employee has to wear special or protective clothing, the employer has to:

- provide the clothing, or
- reimburse the employee for the cost of the clothing.

The employer also has to:

- cover the cost of replacing the special or protective clothing due to normal wear and tear
- pay an employee an allowance each week or shift to cover washing costs, where the employee has to wash any special clothing.

For allowance amounts, go to [Penalty rates and allowances \(www.fairwork.gov.au/pay/penalty-rates-and-allowances/default\)](http://www.fairwork.gov.au/pay/penalty-rates-and-allowances/default).

Vehicle and travel entitlements

When an employee is asked to use their own vehicle for work purposes they get a vehicle allowance. For allowance amounts, go to [Penalty rates and allowances \(www.fairwork.gov.au/pay/penalty-rates-and-allowances/default\)](http://www.fairwork.gov.au/pay/penalty-rates-and-allowances/default).

Transport costs

An employee (other than a shiftworker) has to be reimbursed the cost of their taxi, hire car or rideshare fare from the workplace to their home when:

- they start or finish after 10pm or before 7am on any day
- their regular means of transport isn't available
- they aren't able to arrange their own alternative transport
- the employer doesn't provide suitable transport.

Travel costs and travel time

When an employee has to work away from their normal branch or shop temporarily (up to 3 weeks) they have to be reimbursed for all extra transport costs.

Employees travelling between their normal branch or shop and the temporary branch or shop have to be paid:

- ordinary time rates for time spent travelling (when it's more than the time taken to get from their home to their normal branch or shop), unless it's a Sunday or a holiday
- any fares reasonably incurred (when it's more than what they spend to get from their home to their normal branch or shop).

When an employer provides transport from a pick up point, employees have to get paid ordinary time rates for time spent travelling to and from the pick up point.

To find out more about who this award applies to, go to the [Retail Award summary \(www.fairwork.gov.au/awards-and-agreements/Awards/Award-summary/ma000004-summary\)](http://www.fairwork.gov.au/awards-and-agreements/Awards/Award-summary/ma000004-summary) .

Source reference: [General Retail Industry Award \[MA000004\] clause 19.3, 19.4, 19.5, 19.6, 19.7 and 19.8](http://award-viewer.fwo.gov.au/award/show/MA000004) ^{PDF} (<http://award-viewer.fwo.gov.au/award/show/MA000004>)

Source reference: [Fair Work Act 2009 ss.325\(1\)](http://www.comlaw.gov.au/Series/C2009A00028) (<http://www.comlaw.gov.au/Series/C2009A00028>) ^{PDF}

Think a mistake might have been made?

Mistakes can happen. The best way to fix them usually starts with talking.

Check out our [Fixing a workplace problem \(www.fairwork.gov.au/workplace-problems/fixing-a-workplace-problem/default\)](http://www.fairwork.gov.au/workplace-problems/fixing-a-workplace-problem/default) section for practical advice on:

- figuring out if a mistake has been made
- talking to your employer or employee about fixing it
- getting help from us if you can't resolve it.

What to do next

- Check the [Penalty rates and allowances \(www.fairwork.gov.au/pay/penalty-rates-and-allowances/default\)](http://www.fairwork.gov.au/pay/penalty-rates-and-allowances/default) to see what other allowances are paid
- Check [Deducting pay and overpayments \(www.fairwork.gov.au/pay/deducting-pay-and-overpayments\)](http://www.fairwork.gov.au/pay/deducting-pay-and-overpayments) for what deductions are and aren't allowed

Help for small business

- Find tools, resources and information you might need on our [Small business page \(www.fairwork.gov.au/Find-help-for/Small-business/default\)](http://www.fairwork.gov.au/Find-help-for/Small-business/default) .

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Contact us

Fair Work Online: www.fairwork.gov.au

Fair Work Infoline: 13 13 94

Need language help?

Contact the Translating and Interpreting Service (TIS) on 13 14 50

Hearing & speech assistance

Call through the National Relay Service (NRS):

For TTY: 13 36 77. Ask for the Fair Work Infoline 13 13 94

Speak & Listen: 1300 555 727. Ask for the Fair Work Infoline 13 13 94

The Fair Work Ombudsman is committed to providing advice that you can rely on. The information contained on this website is general in nature. If you are unsure about how it applies to your situation you can call our Infoline on 13 13 94 or speak with a union, industry association or workplace relations professional. Visitors are warned that this site may inadvertently contain names or pictures of Aboriginal and Torres Strait Islander people who have recently died.