

# Travel Policy



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**WOMEN RELIEF AID**  
*Hope for Women and Children in Crisis*

# Travel Policy and Guidelines

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## Policy

### Intent

This policy documents the conditions under which all travel by WRA service executives and employees should be approved and booked. It applies to all travel on behalf of the WRA and all travel arrangements including domestic and international travel.

The purpose of this policy is to ensure that:

- WRA service executives and employees have a clear understanding of the requirements of this policy in relation to travel protocols and administration;
- The WRA service maximise its ability to negotiate discounted rates with preferred suppliers;
- WRA service and employees are provided with the best available service at the lowest possible costs; and
- Effective, efficient and consistent travel management is introduced across the WRA service.

### Definitions

<b>Business expenses</b>	Reasonable business expenses incurred by staff in the course of performing their official duties. These can include travel, meals, accommodation, hospitality, etc.
<b>Business travel</b>	Travel required for the WRA business and authorised by a person with appropriate delegations of authority and segregation of duties
<b>Domestic Travel</b>	Refers to travel within Australia
<b>Ground Travel</b>	Refers to travel by road or rail
<b>Hospitality</b>	The provision of food, beverage, accommodation, transportation and other amenities at the WRA's expense to persons who are not employed by the WRA service
<b>International Travel</b>	Refers to travel to countries outside Australia
<b>Receipt or Invoice</b>	An original document which includes details of the issuer, the expenditure, amount (inclusive or exclusive of GST), date and indication of proof of payment
<b>Tax</b>	
<b>Traveller</b>	Person undertaking the travel

### Scope

This policy applies to all executives, employees and contractors of the WRA service (referred to as staff in this policy).

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### Responsibilities

It is the responsibility of Management to ensure that:

- Staff and volunteers are aware of this policy;
- Appropriate controls are in place to ensure the appropriate application of this policy; and
- Any breaches of this policy coming to the attention of management are dealt with appropriately.

It is the responsibility of all employees to ensure that travel for business purposes conforms to this policy.

### Travel Approval

#### Domestic Travel

All domestic travel and associated expenses (i.e. WRA service expenses) should be approved in advance as follows:

- CD: by the Board of Directors
- Executives: by the CD
- Employees: by their manager (in accordance with the Delegations of Authority)

#### International Travel

All international travel and related expenses require pre-approval from the CD or the Board of Directors.

### Reimbursable Travel Expenses

The WRA services' preferred method of payment for business travel expenditure is through the paying transport company. Further information, eligibility and limits are provided in the WRA services' transport company Policy. If the WRA service does not have a clear transport policy, travel expenses such as airplane tickets and accommodation should be made in advance through the organisation's standard purchasing procedures. All other expenses incurred whilst travelling such as meals and taxis will be reimbursed as per the staff reimbursement procedures and upon submission of supporting documentation.

It is the WRA services' policy not to pay per diems, but actual travel expenditure incurred by WRA executives and employees and these will be reimbursed in accordance with the requirements of this policy.

### Supporting documentation

Whether processed through the organisation's purchasing card or staff reimbursement, all individual business expenditure items must have appropriate supporting documentation. The documentation provided must be in accordance with ATO requirements, which include provision of an itemised receipt (or tax invoice for all purchases over \$82.50 for GST claim purposes). If the business expense includes hospitality or payment for more than one staff

member, the receipt of tax invoice should be annotated to indicate the names of the persons in attendance.

## Exclusions

Travel excluded from this policy are:

- Personal travel;
- Travel on behalf of other organisations; and
- Any travel not approved by the WRA service.

## Breaches of the Policy

Conduct which violates this policy is considered to be outside the scope of a person's employment or engagement and could significantly damage the WRA service and expose it to unintended legal and commercial liabilities. Individuals who breach this policy are subject to appropriate disciplinary action by the WRA service including, but not limited to one or more of the following:

- Counselling;
- Further training and development;
- Demotion;
- Suspension;
- Warning;
- Termination of employment (with or without notice or any payment); or
- Termination of engagement (in the case of contractors)

In some circumstances, the WRA service may also report the person's conduct to external authorities such as the Independent Broad-based Anti-Corruption Commission, police and the Department for appropriate action.

## Implementation

This policy is not to be considered in isolation. It is to be read in conjunction with all related policies and other documents, including, but not limited to, those specifically listed in the body of this policy. This policy is not contractual and does not confer any entitlement. The WRA service reserves the right to review, change, update, or withdraw this policy. Compliance with this policy is mandatory; however this policy does not impose any binding obligations on the WRA service. Persons who have employees or contractors reporting to them should take all necessary steps to ensure such individuals know, understand, and follow this policy.

## [Women Relief Aid]

# Guidelines

## Meals

The WRA will reimburse employees for the cost of meals when travelling or attending to business up to the maximum amount listed in the South Sudanese Taxation Office's *Taxation Determination*.

A tax invoice which includes the details of the issuer, the expenditure, amount (inclusive or exclusive of GST), date and indication of proof of payment is required for reimbursement.

## Alcohol

[The WRA should consider if the consumption of alcohol whilst on travel for business purposes is an allowable expense.]

If alcohol is an allowable expense, the following wording can be used:

Alcohol is an allowable expense whilst travelling on for business purpose or when providing hospitality. However, the following rules must be applied:

- During dinner or a function, reimbursable consumption must be at responsible levels, which is considered to be no more than three standard drinks per person;
- Outside the dinner period, staff must pay for any alcoholic drinks, whether at a bar or from a room's minibar;
- The cost of alcohol products must also be reasonable and the purchase of high cost premium items is not allowable; and
- If alcohol is provided in a hosting context, the above guiding principles must also be applied.

If alcohol is not an allowable expense, the following wording can be used:

Alcohol is not an allowable expense under this policy. Any consumption of alcohol during a meal, whilst providing hospitality or from a hotel mini-bar should be invoiced separately or itemised and payed as a personal expense.

## Accommodation

In general, employees should not travel a distance exceeding 350 kilometres, and return in one day, unless a relief driver is available. If no relief driver is available, accommodation at destination is to be provided.

All bookings for accommodation must be made in advance wherever possible. WRA service executives and employees should use the most economical accommodation available (generally a standard quality hotel room) that is conveniently located to the event/meeting being attended.

For stays longer than 7 days, the WRA service encourages bookings into apartments rather than hotels. In these circumstances rooms may not need daily servicing and facilities for meals can be made available for a more economical stay.

When reservations have been made and a change in itinerary prevents the Traveller honouring the reservation, the Traveller must exercise all care in ensuring that the booking is cancelled in a timely manner.

Any 'no-show' charges will not be borne by the WRA unless supported by a qualifying reason in writing to the relevant approver who approved the travel.

## Ground Travel

Travel between home or office and airport and other local business locations should be conducted by public transport, car or taxi. Where this policy allows, parking and tolls to be reimbursed requires no preapproval.

### Public Transport

The quality of public transport varies depending on the route and the service provider. Where possible, public travel should be taken unless the quality of travel is unreasonably low or utilises excessive time. Professional judgement should be exercised at all times.

### Taxis

Taxis should only be used for business journeys where:

- Large, heavy or bulky baggage is being transported;
- A journey by public transport is either not practical or significantly slower;
- Several people are travelling together and using public transport is more expensive per head;
- To ensure personal safety or well-being;
- The combined cost of fuel and parking at an airport exceed the taxi costs; or
- There is a valid business reason and pre-arranged approval by the [executive/ Manager].

The use of chauffeured luxury vehicles should be avoided. In instances where this type of transport is used, additional justification must be provided to show why it was necessary and represented value for money to the organisation.

### Parking

The cost of parking whilst on business related travel is reimbursable. Valet parking is considered a personal expense and will not be reimbursed. The exception is where a Traveller has a valid business reason; this reason should be included in the expense report.

Wherever possible, executive and employees should seek an economical parking arrangement (e.g.: early-bird or pre-booking).

Driving and parking infringement penalties are not reimbursable.

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### Air Travel

#### Travel Booking

The lowest logical and practical airfare available at the time should be utilised regardless of Frequent Flyer and airline membership. Advance purchase (2+ weeks) of tickets is strongly encouraged to take advantage of the lower tariffs.

[Option for the WRA service to insert the process for booking travel tickets and accommodation] (This should mention the preferred service providers where necessary or alternatively a method to find the most cost effective option).

A Traveller wishing to upgrade from economy to business class using points, dollars or both can do so at their own expense.

#### Prohibition

WRA service executives and employees must not change air tickets to a lower class to fund their partner or any other family member to travel with them, or to use the difference in costs for any other personal benefit.

#### Last Minute Changes to Itinerary

Changes to itinerary attract additional service fee. If the time for the conclusion of the business trip is not known, it is recommended that a flexible fare be booked for the return flight in order to avoid itinerary change fees. However, if there is a last minute change to the Traveller's itinerary and a seat is not available on the flight needed (being the same airline), then a change is permitted to the Traveller's booking to another airline provided it is practical and economical.

Extended delays, missed appointments or personal/family reasons which require you to change your plans are acceptable reasons. This information should be provided together with the expense report.

#### Traveller's Responsibilities

It is a Traveller's responsibility to:

- check the itinerary to ensure the booking is correctly made; and
- allow appropriate time to transfer to and from the airport to catch a flight and attend meetings.

#### Baggage loss

If an airline loses the Traveller's baggage, it is the responsibility of the Traveller to contact the airline directly. In most cases the airline will reimburse the Traveller for the loss on a per kilo basis.

## Travel Combining Business and Pleasure

If a Traveller is combining a business trip with personal travel then the Traveller must notify the relevant travel approver prior to travel. If there is a difference in fare, the expense is to be paid for by the Traveller. Clear evidence of the business need to travel must be provided to ensure transparency that the business component of the travel provides a recognisable benefit to the WRA service.

### Related Documents

- Delegations of Authority
- Business Expense Policy
- Purchasing Card Policy

## Document History

Version	Altered by	Approved by	Comments
1			Initial Release