

Travel Policy

Policy number	NRWC Travel Policy	Version	1
Previous Policy number		Approved by Board on	11 August 2024
Responsible person	Governance Committee	Scheduled review date	11 August 2025

Introduction

This policy documents the conditions under which all travel by NRWC Board Members, contractors, employees or volunteers should be approved and booked. It applies to all travel on behalf of the NRWC and all travel arrangements including domestic and international travel.

The purpose of this policy is to ensure that:

- NRWC Board Members, Contractors, volunteers and employees (staff) have a clear understanding of the requirements of this policy in relation to travel protocols and administration;
- The NRWC maximise its ability to negotiate discounted rates with preferred suppliers;
- NRWC Team are provided with the best available service at the lowest possible costs; and
- NRWC's travel arrangements are effective, efficient, transparent and consistent across all activities.

Definitions

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



Scope

This policy applies to all NRWC Board Directors, employees and contractors (staff).

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 should be approved in advance as follows:

- CEO: by the Board of Directors
- Board of Directors: by the CEO
- Staff & volunteers: by the CEO

International Travel

All international travel and related expenses require pre-approval from the CEO or the Board of Directors. International Travel needs to be pre-approved by funding bodies in line with contracts.

International travel – before applying for approval to travel

Board Directors/Staff must work a minimum of 5 hours per day on NRWC activity/ies

Reimbursable Travel Expenses

The NRWC preferred method of payment for business travel expenditure is through the NRWC's Debit card in most instances. Further information, eligibility and limits are provided in the health services' Purchasing Card Policy. Other expenses incurred whilst travelling such as meals & taxis will be reimbursed through the reimbursement procedures upon submission of supporting documentation or if in the company of the CEO can be paid by her NRWC Debit Card.

When travelling overseas as a nominated representative of the NRWC the traveller will receive a daily per diem.

Domestic travel expenses are as incurred. No meal/coffee reimbursement for travellers on route travel days. Other expenses are reimbursed as per the reimbursement policy on receipt of supporting documents.



International Travel per diem to be sufficient to ensure traveller can meet reasonable costs, e.g. USA \$100USD per day. Per Diem to be reviewed and approved by the Finance Committee before travel commenced.

Supporting documentation

The documentation provided must be in accordance with ATO requirements, which include provision of an itemised receipts. 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:

- Any travel not pre-approved
- Personal travel extensions;
- Travel on behalf of other organisations; and
- Any travel not approved by the NRWC.

Breaches of the Policy

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

- Reimbursement of all unsanctioned costs
- Further training and development;
- Suspension of duties;
- Warning;
- Termination of employment (with or without notice or any payment); or
- Termination of engagement (in the case of contractors)

In some circumstances, the NRWC 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 NRWC 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 NRWC. Persons who have employees or contractors (staff) reporting to them should take all necessary steps to ensure such individuals know, understand, and follow this policy.



Guidelines

Meals

The NRWC does not reimburse the cost of meals on route travel.

Meals are covered by the NRWC while at the event.

Alcohol

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 paid as a personal expense.

Accommodation

All bookings for accommodation must be pre-approved and made in advance wherever possible. NRWC Board Directors, contractors, volunteers and employees (staff) should use the most economical accommodation available (generally a standard quality hotel room) that is conveniently located to the event/meeting being attended.

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 NRWC 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 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/Uber

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 town car 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, Board Directors, employees, volunteers, contractors (staff) should seek an economical parking arrangement (e.g.: early-bird or pre-booking).

Driving and parking infringement penalties are not reimbursable or any damage to vehicle.

Air Travel

Travel Booking

The lowest logical and practical airfare available, as preapproved 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.

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

Prohibition

NRWC Board Directors, contractors and employees (staff) 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.

Missed appointments or personal/family reasons which require you to change your plans would require the Traveller to cover the cost.

Unexpected delays or cancellations outside the traveller's control while on NRWC business may be reimbursed by the NRWC. Wherever practical check with the CEO for preapproval of changes. 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. Lost baggage is not the responsibility of the NRWC.

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.

Related Documents

- Delegations of Authority
- Business Reimbursement Policy
- Pandemic/Epidemic Policy

Authorisation

Signature of Board Secretary:

A handwritten signature in black ink, appearing to read "Stille", followed by a period.

Date of approval by the Board: 11 August 2024
National Rural Women's Coalition Ltd