

POLICY

4.7 TRAVEL



Supporting Procedure:		
Other Related Documents:	Policy 4.6 Insurance Travel Request Template PHCC Expense Reimbursement form Individual Contracts of Employment and Conditions of Service	
Category:	Organisation	
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Introduction

All travel in relation to Peel-Harvey Catchment Council (PHCC) business must be arranged in accordance with this Policy.

This Policy documents the conditions under which all travel by PHCC Employees and Board Members should be approved and booked. It applies to all travel on behalf of the PHCC and all travel arrangements, including domestic and international travel.

The purpose of this Policy is to ensure that Board Members and Employees have a clear understanding of the requirements of this Policy in relation to travel protocols and administration and to maximise the ability to negotiate discounted rates with preferred suppliers with the best available service at the lowest possible costs.

Definitions

For the purposes of this Policy:

‘Board Member’ means a member of the PHCC Board of Management

‘Business Expenses’ means reasonable business expenses incurred by staff in the course of performing their duties on behalf of PHCC, including travel, meals, accommodation, hospitality, etc

‘Business Travel’ is travel required for PHCC business, including conferences and professional development

‘Domestic Travel’ refers to travel within Australia

‘Employee’ means all paid employed persons in PHCC

‘Ground Travel’ refers to travel by road or rail

‘International Travel’ refers to travel to countries outside Australia

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'Preferred Supplier' is a supplier who is listed on the Preferred Supplier Register and who meets the criteria in Clause 9 of Policy 3.1 Procurement

'SmartRider Card' is a contactless electronic ticketing card issued by the Public Transport Authority of Western Australia. PHCC purchases these card for Employee and Board Member use when travelling to meetings in Perth

'Traveller' is a person undertaking travel.

Policy Statement

1 Travel Approval

All travel (with the exception of local rail, bus and road travel to meetings) and associated expenses must be approved in accordance with an approved budget, and in advance by:

- 1.1 Chairperson in consultation with the CEO, in respect to the **CEO and Board Members**
- 1.2 Executive Group, in consultation with the CEO in respect to the **Chairperson**
- 1.3 Direct Supervisors, in consultation with the CEO, in respect to **Employees**

Where possible travel costs will be paid in advance, however, meals and out of pocket expenses may need to be reimbursed on return, if the Employee does not hold a PHCC credit card with authorization for expenses associated with the travel. It is unreasonable for the PHCC to expect an Employee or Member to pay out of pocket expenses if this will put people into financial hardship.

2 Travel Bookings

All travel bookings, including flights, accommodation, hire cars and parking (with the exception of local rail and road travel to meetings), must be booked by the Office Manager, or their delegate, using Preferred Suppliers wherever possible.

3 Exclusions

Travel excluded from this Policy is:

- Personal travel
- Travel on behalf of other organisations
- Any travel not approved by the PHCC.

4 Guidelines

Guidelines for Meals and Accommodation are detailed in the travel procedure. Any variance to the guidelines must be approved by an authorised officer or in case of the CEO or Board Member, by the Chairperson.

Alcohol is not an allowable expense and will not be paid for or reimbursed.

4.1 Ground Travel

- 4.1.1 Travel between home or office and airport and other local business locations should be conducted by public transport, car or taxi

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4.1.2 Wherever practical, Travellers should use the train to travel between Mandurah and Perth for meetings, using a SmartRider card provided by PHCC

4.1.3 Taxis or Uber 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 wellbeing
- The combined cost of fuel and parking at an airport exceeds the taxi costs
- There is a valid business reason and pre-arranged approval by the Supervisor

4.1.4 The use of chauffeured luxury vehicles should be avoided and can only be approved by the CEO. 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 organization.

4.2 Parking

The cost of parking whilst on business related travel is reimbursable, refer to Procedure for details

4.3 Hire Cars

Hire cars should only be booked when other means of transport are unavailable, more costly or impractical (refer to procedure)

4.4 Air Travel

All Air Travel arrangements must be pre-approved and arranged via the Office Manager (refer procedure)

4.5 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. If a Traveller misses a flight or similar it will be at the CEO's discretion as to whether the additional costs incurred will be borne by the Traveller, or the PHCC

4.6 Baggage Loss

If an airline loses the Traveller's baggage, it is the responsibility of the Traveller to contact the airline directly

4.7 Travel Combining Business and Pleasure / Spouse or Accompanied Travel

Travellers may choose to extend a business trip to incorporate personal time in their travel arrangements. The supervisor authorising the travel is to consider and look favourably to enable this if the extended travel does not detrimentally impact on the PHCC. The Traveller may choose to take a partner/spouse or similar to all or part of the travel. This will be supported as long as the Traveller undertakes all aspects of business associated with the approved travel, and does not impact on their business interactions. Any difference in fare and any costs associated with an extended length of travel and/or inclusion of a partner/spouse or similar must be borne by the Traveller

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4.8 Award Point Programs

Individuals may retain award points and utilise the rewards for personal purposes. Eg Qantas Frequent Flyer Program. Frequent Flyer details should be provided to the Office Manager when requesting travel bookings.

4.9 Telecommunications and Equipment

The Traveller is responsible for appropriate use of telecommunications in accordance with the Procedure. The PHCC will make available suitable I.T. equipment for the purposes of the travel

5 Reimbursement of Expenses

Reimbursement of appropriate out of pocket expenses will be provided, including parking, tolls, laundry etc as detailed in the Procedure

6 Insurance

PHCC must provide adequate Travel Insurance for Travellers. This will be arranged by the Office Manager.