

**HO-001****Travel Policy**

References:	
Associated Policies/Procedures:	ACA Constitution ACA Bylaws Board Charter FARM-04 – Delegations of Authority Policy
Associated Forms:	HO-F01 – Expense reimbursement claim form

1. Introduction

The Australasian Corrosion Association Inc. (ACA) requires its employees and officer bearers to travel intrastate, interstate and internationally as part of the management and operations of the ACA.

2. Purpose

The ACA Travel Policy is designed to provide guidance to all employees and office bearers when travelling on ACA business. This includes airfares, accommodation, car usage, meals and incidentals, accompanying persons, etc.

3. Scope

This policy applies to travel for the purposes of ACA's business operations, or where travel arrangements are funded by or the responsibility of the ACA. It does not apply to travel associated with membership participation in the ACA.

4. Definitions

Term	Definition
Business expenses	Reasonable business expenses incurred by staff or office bearers in the course of performing their official duties. These can include travel, meals, accommodation, hospitality, etc.
Business travel	Travel required for ACA business and authorised by a person with appropriate delegations of authority.
Office bearer	Directors, committee members and other non-employees of the ACA who are authorised to undertake ACA duties.
Proper purpose	Refers to authorised business that is consistent with the ACA's purposes, plans, budget and policies.
Receipt or Tax 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.
TOIL	Time off in lieu



Traveller	Refers to ACA employees or office bearer travelling while conducting authorised business.
-----------	---

5. Travel purpose and authority

Travellers have a responsibility to ensure that the proposed travel has a proper purpose and provides value to the ACA, and that travel alternatives such as teleconferencing are considered first. Travel is not to be undertaken for purposes of a personal benefit. Where practicable, multiple meetings should be combined in single trips where economies can be achieved.

Travel arrangements and expenditure may only proceed on the authorisation of the Executive Officer and/or the Board consistent with *FARM-004 – Delegations of Authority Policy*.

6. Travel standards and expenditure

Travellers are responsible for ensuring that suitable provisions are made in travel arrangements for their personal health and safety, and for ensuring that arrangements are conducive to the performance of the ACA business in question.

Travellers have a responsibility to take reasonable measures to minimise travel expenditure and secure cost-effective travel options. Travellers making travel arrangements should avoid accruing costs through late travel requests and changes and should seek economic travel options.

If ACA employees are travelling for work for longer than one day, all employees must phone the office on a daily basis to 'check-in'.

7. Flights

The normal standard for all air flights is the cheapest economy fare (not flexi economy which is often twice the price of a red-e-deal or similar). There may also be instances where a flexi-economy fare is required due to unknown circumstances, but these details need to be advised to the CEO in advance of purchase and a decision can be made on the most cost-effective and practical fare.

The ACA may allow flexible economy, premium economy, or business class travel for staff and office bearers for long-haul international flights or in other circumstances where traveller fatigue or wellbeing may impact on travel outcomes.

Flights are to be booked using ACA Credit Cards wherever possible.

The ACA does not pay for airline club membership.

8. Travel insurance

The ACA does not take out travel insurance cover generally for domestic travel. The ACA will consider reimbursement for lost luggage or flights cancellations on a case-by-case basis.

In regard to international travel – the ACA will selectively secure travel insurance on a case-by-case basis.



9. Accommodation

The ACA expects that travellers will book cost effective accommodation, close to the purpose of travel with consideration given to traveller's safety and a modest level of comfort. Reasonable accommodation will be considered to be 3 star unless a cheaper or equivalent price can be found at accommodation with a higher rating. At its discretion, the Association may approve a higher standard of accommodation.

10. Meals and incidentals

It is anticipated that a traveller will incur costs with meals and incidentals whilst away from home. Travellers are expected to incur these costs in alignment with ATO guidelines, and secure tax invoice receipts to allow for reimbursement.

11. Car hire

It is expected that when ACA employees or office bearers hire cars, that they are of a modest standard. The ACA will cover the cost of car hire when the purpose of the hire is to participate in or deliver ACA operational business.

12. Use of personal car

Employee travellers are entitled to reimbursement of personal vehicle travel costs when it is used for ACA business or operations in accordance with ATO rates. Office bearers are not entitled to vehicle travel costs to attend meetings that would normally be attended as part of their membership.

Supporting documents must be supplied along with a completed 'Motor Vehicle Allowance Claim Form'. Please refer to ACA's Motor Vehicle Policy for further information.

13. Reimbursement of expenses

To be reimbursed for travel expenses, ACA employees and officer bearers must provide appropriate receipts (tax invoices showing GST amounts paid is essential) and submit these with the 'Business Expense Reimbursement Form' for approval. However, the ACA reserves the right not to approve unreasonable expenditure.

Travellers may only be reimbursed to the extent that they have incurred direct expenses.

14. Advance claims

On an 'as needs' basis, an employee without a corporate credit card who is set to travel for an extensive period may request to receive advance payments to cover budgeted expenses while away from the office. Refer to ACA Business Expense Reimbursement Policy for further details.



15. Accompanying persons or partners

The ACA takes no responsibility for accompanying persons or for personal stages of a travel plan appended to the ACA travel. The ACA is not responsible for the direct additional costs (such as flights and meals) accrued by accompanying persons or personal stages.

16. Hours of work

Unless expressly stated in writing by the Association or as required by any applicable industrial instrument, while on business-related travel an employee will only be paid for time worked, which includes, but is not limited to, time spent in business-related meetings, conferences or training. For the avoidance of doubt, travel time is not considered to be time worked.

17. TOIL for travel

Where an award covered employee works additional hours for approved work purposes relating to travel, only that part of travel time not already absorbed in the standard daily hours can be recorded as TOIL.

In the case of air travel, travel time commences 30 minutes prior to the schedule flight departure time and spans until 30 minutes after the scheduled arrival of the flight. Only that part of travel time not already absorbed in standard daily hours, can be recorded as TOIL. Generally, employees will be required to travel during work hours.

18. Policy Review

The ACA Travel Policy is to be reviewed every three years. The CEO is the approver of this policy.

Version	Change details	Reviewed by	Date reviewed	Approved by	Approval date
1.0	Policy development	Audit, Finance and Risk Committee	25 Jul 2017	Board	19 Aug 2017
2.0	Rewrite of policy with new format. Assignment of policy number. Transfer of authority for policy to CEO	CEO and Company Secretary	19 Jan 2024	CEO	24 Jan 2024