



AusDBF Travel Policy & Guidelines

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Drafted by	Business Services	Approved by board	16 August 2022
Responsible person	Board	Scheduled review date	August 2024

Introduction

Australian Dragon Boat Federation (AusDBF) acknowledges the need for Staff / Board and other Representatives to travel on official business as required domestically and internationally. AusDBF is committed to ensuring that all travel and related services are procured as cost-effectively as possible whilst ensuring the safety and wellbeing of the Individual (Staff / Board and other Representatives)

This policy documents the conditions under which all travel by Staff / Board and other Representatives should be approved and booked.

All air travel and/or accommodation requirements will primarily be coordinated/booked by Business Services or as approved by the Board.

Purpose

This policy applies to all Staff / Board / other Representatives as recognised by AusDBF.

Policy

1. Flights

AusDBF has no arrangement with a specific airline, therefore Individuals may choose an airline of their choice (which may be aligned to their specific airline frequent flyers rewards program). When booking flights AusDBF's preference is for the best fare available (up to \$20 difference) for time of travel and convenience.

- a) The standard of air travel for domestic and international flights shall be Economy Class
- b) Travel Insurance is recommended to be purchased. Note that if traveling more than 100km from their home, and on behalf of AusDBF or one of its Members, individuals will generally be automatically covered under its group Travel Insurance. The cover of this policy may vary from year to year but will generally include hire car excess. This does not automatically apply to Aurora members who need to purchase travel licences that cover their travel.
- c) Nothing in this policy will prevent Individuals from upgrading to a higher class of travel at their personal expense.
- d) Flights should be booked in as far advance as practical
- e) Electronic ticketing (e-ticket) should be used where possible.

1.1 For International travel – check whether a visa is required for the destination or transit – <https://visalink.com.au/visa-quick-check>

1.2 Where considered necessary, *Individuals* should seek personal medical advice before undertaking international travel. Vaccinations may be necessary for some destinations. The



Individuals may seek reimbursement for the cost of vaccinations by completing the Expense Claim Form and attaching receipts. Further advice on health and safety, including country

1.3 specific advice is available from Department of Foreign Affairs and Trade (DFAT) - <https://smarIndividuals.gov.au>

1.4 Prior to leaving Australia, *Individuals* should register their details of their travel with DFAT at <https://smartIndividuals.gov.au>

1.5 If AusDBF is funding an overseas trip for an individual or group, then it is expected that it will receive a formal written report on the trip within 30 days of the trip's completion.

2. Accommodation

AusDBF has no arrangement with a specific hotel chain. Rate per night will vary depending upon location. When practical and available, accommodation to be arranged as near as possible to the event venue to minimise travel. Accommodation arrangements will be determined considering the cost, location, value for money, convenience and *Individual's* safety being the primary purpose.

- a) Board Directors and staff are entitled to single rooms
- b) All other accommodation is to be booked on twin share basis
- c) Recommendation is to have breakfast included in room rate.

2.1 Accommodation will not be paid / provided for Board/Staff/Representatives attending local events where it is reasonable to expect the *Individual* to travel to and from their own home or personal location on the day of the event. (unless approval has been granted prior). Events attended greater than 60 minutes travel time from the *Individual's* home will be covered under this policy.

3. Rental Car Hire

AusDBF has no arrangement with a specific rental car company. Rental cars may be used as a cost-effective alternative to taxi/uber travel or when air travel is not feasible or available.

- a) The most economical size vehicle should be booked to cater for the number of people travelling
- b) Excess reduction and Loss Damage Waiver (if not automatically included) should be included in all bookings. Note however this would not generally be needed as it could be covered under the Group Travel Policy
- c) Any other associated costs such as petrol, parking and tolls can be reimbursed by completing the Expense Claim Form and attaching receipts.



4. Use of personal Car

Should an *Individual* be required to use their own car for pre-approved activities, AusDBF will reimburse the *Individual* as follows. (A car is defined as a motor vehicle (excluding motorcycles and similar vehicles) designed to carry a load less than one tonne and fewer than nine passengers.

AusDBF will reimburse the use of a personal motor vehicle for AusDBF pre-approved activities as per the current ATO's cents per kilometre method. <https://www.ato.gov.au/>. To claim reimbursement, complete the Expense Claim Form including total kms for trip and odometer readings.

If the per kilometer reimbursement rate is greater than a return airfare, then the lesser of the two is what is eligible to be claimed (unless pre-approved by AusDBF).

Alternatively, AusDBF may negotiate to reimburse on provision of petrol receipts provided for approved activities.

- a) Driving and parking infringements penalties will not be reimbursed.
- b) Parking and tolls will be reimbursed by completing the Expense Claim Form and attaching receipts

5. Taxis / Uber

May be used for travel to/from Airport or to/from appointment for work related approved business. Reimbursements may be claimed by completing expense claim form and attaching receipts.

6. Meal Allowance

AusDBF will provide a daily meal allowance per night as per below table

- a) Breakfast allowance will be paid if the Individual is required to depart home prior to 6:30am
- b) Dinner allowance will be paid if the individual returns home after 7:30pm
- c) The below table will be considered if travelling on a day trip only and overnight stay not required

Breakfast	up to \$25.00
Lunch	up to \$25.00
Dinner	Up to \$40.00
Incidentals	Up to \$10.00
	Total up to \$100



7. Travel Card

Depending upon duration of travel and expected cost of trip AusDBF may provide a travel card and pre-load money onto the card to meet all reasonable and pre-approved travel expenses.

Acquittal of travel card expenditure will be required upon completion of trip by attaching receipts/invoices against expenditure and submitting to AusDBF for reconciliation.

8. Miscellaneous

- a) Where in-room internet connection is required whilst travelling for AusDBF related business purposes, reasonable connection costs may be claimed upon return by completing Expense Claim Form and attaching receipts
- b) Phone calls and Data usage related to AusDBF business may be claimed on pre-approved travel
- c) Hospitality expenses may be claimed on pre-approved travel, where the Individual has raised the likelihood of possible entertainment/meeting with members/service providers. Request must include person's name/company/number of people expected to attend, and purpose of the expense.

9. Reimbursement for business related work expenses must be pre-approved in writing (via email) prior to expense being incurred: -

- a) Economy class flights
- b) Travel insurance (if required)
- c) Visas (if required)
- d) Excess luggage (if required)
- e) Accommodation
- f) Meals
- g) Parking, tolls
- h) Rental car hire, taxis/uber
- i) Internet, Phone and Data usage

10. Non-allowable expenses

All costs considered to be personal in nature and unrelated to the performance of the Individuals' responsibilities while travelling will not be considered. These include but are not limited to: -

- a) Babysitting
- b) Kennel fees
- c) Airline club fees
- d) Toiletries
- e) Barber or hair stylist
- f) Traffic infringements
- g) In flight and in room movies
- h) Tourism related costs
- i) Mini-bar purchases



- j) Personal telephone usage
- k) Social events

Resources

- Fair Work Policy
- Corporate travel and accommodation policy
- Department of Foreign Affairs and Trade (*DFAT*)

