



TRAVEL POLICY

January 2021

1. Purpose

- The Water Polo Australia Limited (“WPA”) Travel Policy is intended to facilitate business and competition required travel whilst managing costs and maintaining efficient business processes.
- The policy provides guidelines on travel and entertainment expenses. Any exceptions to these guidelines must be approved by the Chief Financial Officer (“CFO”) or Chief Executive Officer (“CEO”).

2. Scope

This policy applies to all travellers.

3. Definitions

- **“Athlete Support Personnel”** includes individuals not employed by WPA who are supporting athletes such as physiotherapists and medical professionals.
- **“Business Travel”** refers to authorised travel for WPA business or sporting commitments.
- **“Corporate Travellers”** refers to WPA employees and management.
- **“Travellers”** means all persons authorised to travel at the expense of WPA or using WPA travel related preferred providers.

4. Policy Statements

a) Travel Considerations

- Before business travel is undertaken, other methods of communication are to be considered such as phone calls and tele/video conferencing. Under no circumstances are any WPA Directors, employees, contracted personnel, athletes, coaches and support personnel to travel unnecessarily on behalf of WPA.

b) Preferred Suppliers

- All persons travelling on behalf of WPA are expected to use preferred suppliers. Preferred supplier agreements have been established to secure discounted rates, subject to agreed volumes being achieved.
- A list of preferred suppliers can be found on the WPA Website.
- If no preferred suppliers are available or there are none in the location, there will be a limitation to what spend is acceptable. Please refer to the CFO in this scenario for authorisation.

c) Athlete and Club Travel

- By undertaking travel with WPA for sporting events, the athlete or club is required to reimburse any and all costs incurred by WPA on their behalf.
- In limited circumstances WPA may pay for part or all of an athlete’s travel.

d) Board Member and Corporate Travel

- WPA notes that board member and Corporate Travellers may at times need to travel domestically and internationally as part of undertaking their duties for WPA. Expenses incurred by board members and Corporate Travellers will be incurred by WPA in accordance with this policy.

- The board may support economy airfare travel of a WPA Board Member to water polo events.

e) Accompanying Family

- WPA does not pay travel costs for accompanying family member(s), unless, on WPA Business Travel and possessing supporting written agreement indicating accompanying family member airfares and/or travel costs to be paid, wholly or partially, by WPA. Appropriate authorisation must be organised prior to commencement of travel booking process.
- All other WPA travellers intending to travel with accompanying family member(s), must organise travel arrangements for family member(s) via the Business Travel request form, or an alternative travel agency and pay these travel costs personally.

f) Personal Travel

- If a traveller is on Business Travel and there is a need to extend hotel stays for personal reasons, the traveller is entitled to access WPA preferred hotel rates at their own expense. The preferred hotel rates are not available for personal or leisure travel bookings which are not in conjunction with Business Travel.

g) Travel Insurance

- WPA will effect appropriate travel insurance for all travellers when traveling internationally and domestically.
- Travellers intending to add personal travel onto Business Travel, will be covered by travel insurance purchased by WPA on behalf of the traveller only if Business Travel component is greater than 60% of the entire trip.
- If the Business Travel component is less than 60% of entire trip, the traveller will need to organise additional travel insurance. WPA will only organise travel insurance for the Business Travel component.

h) Traveller Safety

- WPA has a duty of care to its travellers and an obligation to ensure WPA personnel are not placed at risk when on Business Travel.
- The traveller's details, emergency contact details and itinerary must be recorded in WPA's system prior to departure.

i) Airline Flights

- All flights are to be booked in the lowest available (cheapest fare of the day) preferred airline in economy class through WPA's designated travel booking system.
- Corporate Travellers are expected to book their own flights in collaboration with accompanying travellers once approval for Business Travel has been granted.
- Flights for all other travellers will be booked and paid for by WPA.
- Any outstanding unused airline credits should be redeemed before purchasing a new ticket.
- All Business Travel requires approval from the CEO/CFO.

j) Upgrading Flights

- For approved domestic and international flights, flights may be upgraded, either with points or at the personal expense of the traveller.

k) Loyalty and Membership Programs

- Under no circumstances is any WPA traveller permitted to travel unnecessarily or select a higher priced fare or hotel on the basis of participation in loyalty or membership programs. All frequent flyer points accrued by WPA travellers, when on Business Travel can be retained for personal use.

l) Hotel Accommodation

- WPA will pay costs incurred for overnight stays up to the maximum room rate specified in clause 4.12d) when the traveller is working or competing away from their normal place of employment and it is impractical to return home.
- Travellers are required to book the lowest available room rate at one of WPA's preferred hotels in each location through WPA's travel provider in collaboration with accompanying travellers.
- WPA will book and pay for hotel accommodation for all other travellers.
- There will be occasions where lack of room availability means that WPA preferred supplier rate will not be available, or the destination you are intending to travel to, does not have a WPA preferred hotel. In these instances, the traveller is expected to book a professional standard hotel through WPA's travel provider and WPA will pay up to a maximum of:
 - Domestic: \$275
 - International: A\$300
 - Any charges greater than these rates need approval of the CEO/CFO.
- If travel arrangements change, the hotel reservation must be cancelled as a matter of priority. If the hotel booking is not cancelled within the required timeframe, hotel 'no show' charges will be incurred by the individual.

m) Transportation

- Wherever possible, travellers should utilise the least expensive mode of transport at their destination including, but not limited to, public transport, airport shuttle buses, airport car parking, Uber, rental cars and taxis.

n) Taxis

- Shared taxi travel must be used wherever possible.
- For Corporate Travellers, WPA will pay:
 - The cost of a taxi to and from home to the airport, or to and from the office to the airport; and
 - Other WPA business related taxi journeys for example, attending a meeting at a client or supplier location.

o) Rental Car

- WPA may approve the use of a rental car during Business Travel. The use of rental cars must be with the preferred supplier and will be booked through WPA's travel provider. If the preferred

supplier is not available, an alternative rental supplier may be booked once approval has been given by the CFO or CEO.

- To avoid high re-fuelling charges, travellers are required to re-fuel prior to returning the vehicle to the drop-off depot.
- Transportation for athletes and Athlete Support Personnel will be arranged and paid for by WPA prior to travel.

p) Car Parking

- WPA will reimburse reasonable parking costs however long term car parks (such as Blue Emu, and Park & Fly) should be utilised wherever possible. Receipts must be kept and lodged with expense reimbursement claims.

q) Meals

- When Corporate Travellers travel away from their normal place of residence on Business Travel, WPA will pay reasonable costs for breakfast and dinner.
- Breakfast costs are claimable when a Corporate Traveller is on Business Travel before 7am. Dinner costs are claimable when on Business Travel after 7pm.
- Reasonable costs are considered to be up to \$75 per day for domestic travel to be divided between breakfast and dinner. For international travel, incidental meals that have not been prepaid will be covered to a reasonable amount.
- One standard alcoholic drink with dinner is acceptable, however no further alcohol can be claimed.
- Where meals are provided by WPA such as included in hotel accommodation or during catered events, the daily reasonable meal cost amount will reduce proportionately.
- Mini bar costs will not be covered.

r) Excess Baggage

- WPA will pay excess baggage costs only if that resulted from carrying WPA's equipment during Business Travel.

s) Passports

WPA travellers are responsible for organising and maintaining their own passports.

t) Visa

WPA will obtain a visa for international travel whenever a Visa is required. If an official or athlete has to obtain a visa for an approved trip, WPA will reimburse the individual.

u) Vaccinations

- WPA will either organise vaccinations or reimburse the cost of vaccinations required for approved overseas travel equivalent to the difference between the original cost and any reimbursement from Medicare or private health insurer.

5. Applicable Rates Summary

	Corporate Travellers	Athletes	Athlete Support Personnel
Hotels for no preferred supplier - Domestic	A\$275/night	A\$275/night	A\$275/night
Hotels for no preferred supplier – International	A\$300/night	A\$300/night	A\$300/night
Flights – Domestic	Lowest logical economy fare		
Flights – International	Lowest logical economy fare		
Meals and Incidentals (Domestic)	\$75/day		
Meals and Incidentals (International)	To a reasonable amount (pre approval by the CEO/CFO is required)		

Lowest logical economy airfare means direct flights at reasonable times.

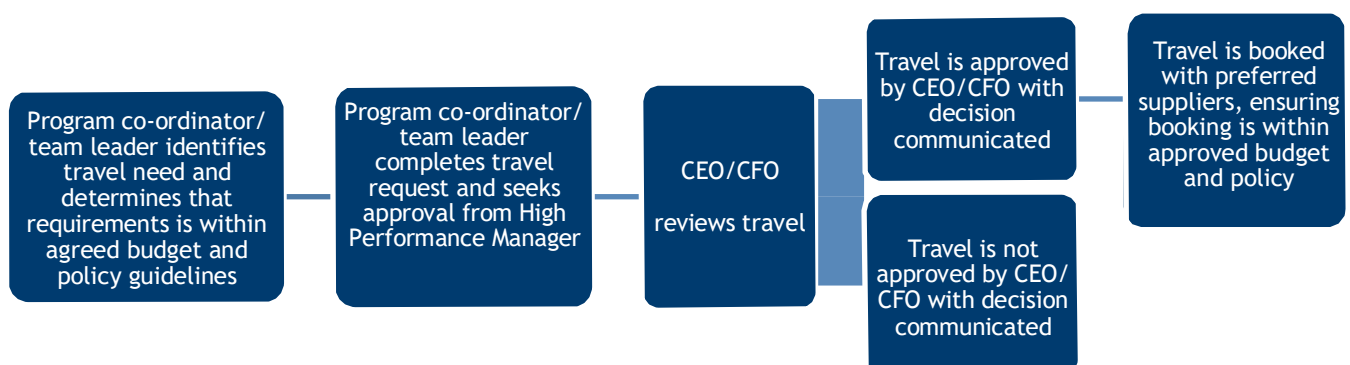
6. Payment of expenses during Business Travel

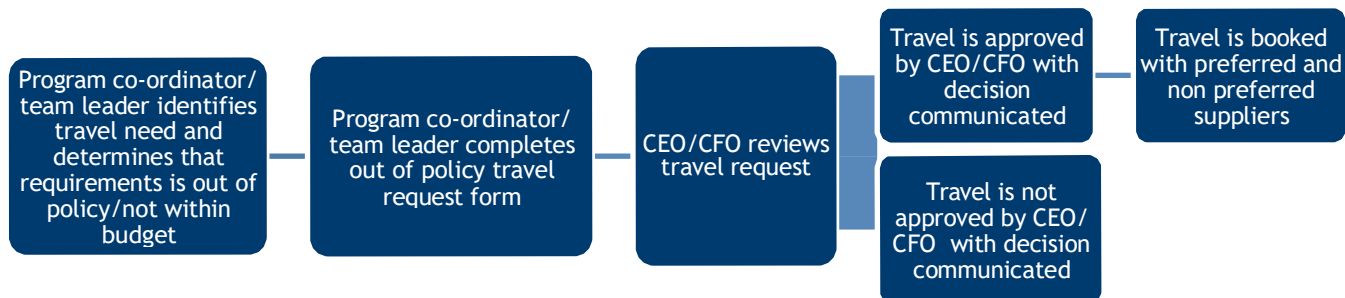
- All Corporate Travellers are expected to utilise their Corporate Credit Card for all authorised expenses incurred during Business Travel.
- Documentation for all expenses incurred such as receipts and tax invoices must be retained and submitted in accordance with WPA's Corporate Credit Card policy.
- Where authorised expenses are not able to be charged to the Corporate Credit Card and travellers had incurred that expense personally, travellers are required to retain the receipt and submit it to the CFO within 5 days of returning from their travel. The CFO will then reimburse the traveller as a part of the normal payment run provided all information is in order.

7. Business Travel Approval Process

Before Business Travel is organised, all travellers must ensure appropriate written pre-trip approval is obtained through the Business Travel Request Form.

The CEO will obtain their travel permission from the President for any International travel.





8. Breach of this Policy

- All Workers are required to comply with this policy as amended from time to time.
- Any breach of this policy may result in Business Travel being refused, expense claims rejected and/or disciplinary action, up to and including termination of employment or engagement with WPA.

Date Prepared / Reviewed:	By Whom:	Approved By:	Board Approval Date:	Next Review Date:
Nov 2020	360HR / CFO	Board	12-12-2020	Nov 2021

Appendix 1:

BUSINESS TRAVEL REQUEST FORM

TRAVELLER DETAILS	
Traveller name:	
Position:	
Department/location:	
Employed by WPA?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Emergency Contact Name:	
Emergency Contact Phone Number:	
PROPOSED TRIP INFORMATION	
<i>Please attach a copy of your travel itinerary to this form</i>	
Departure date and time:	
Return date and time:	
Number of business days:	
Number of personal days:	
Travelling location:	
Method of travel (tick all that apply):	<input type="checkbox"/> Private motor vehicle <input type="checkbox"/> Air travel <input type="checkbox"/> Train/bus/coach <input type="checkbox"/> Taxi <input type="checkbox"/> Rental vehicle <input type="checkbox"/> Other (please specify)
Purpose of travel:	
If travelling with other travellers, please state their names:	1) 2) 3) 4)
Are you travelling with any family members?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Are you requesting WPA to pay for accompanying family member's travel?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
ESTIMATED COSTS (refer to WPA's Travel Policy for limits)			
Travel expenses (flights, rental vehicle etc.):		\$	
Fees for events:		\$	
Accommodation:		\$	
Meals and incidentals:		\$	
Other:		\$	
TOTAL		\$	
TRAVELLER'S DECLARATIONS AND SIGNATURE			
<i>I confirm that I have read and understood any applicable travel policies WPA may have in place</i> <i>I confirm that the details I have provided on this form are correct</i>			
Signature:		Date:	
FOR WPA OFFICE USE ONLY			
<input type="checkbox"/> I approve the travel arrangements and costs set out above <input type="checkbox"/> I decline the travel arrangements and costs set out above. Reason: <hr/> <hr/>			
Name:		Position:	
Signature:		Date:	