



## STATEWIDE GROUP TRAINING (SA) INC

### TRAVEL POLICY

#### **PURPOSE:**

Statewide Group Training (SA) Inc (SGT) acknowledges that certain designated staff members may be required to travel locally and/or interstate on business. It is the policy of SGT to provide business-related travel for authorised staff, when a justified business need arises.

#### **SCOPE:**

This policy applies to:

- Board Members
- All staff, including: Managers, Field Officers, Administrative Officers; full time, part time, casual, temporary or permanent staff; apprentices and trainees.

#### **POLICY:**

For the purposes of this Travel Policy, the following definitions will apply:

- “Organisation” refers to SGT.
- “Travel” refers to both domestic and international airlines, vehicle travel and associated accommodation provided by the organisation for the benefit of staff member, client or customer. It includes reasonable meals whilst travelling on organisational business.
- “Employee” refers to all staff members of the organisation and any person acting on behalf of the organisation, such as contractors or consultants, where the organisation ultimately pays for the costs incurred.

Where there is a requirement for an employee to travel on organisational business, all arrangements for air travel, accommodation, including conventions, conferences and meeting venues and rental cars, must be made by SGT through the appropriate travel provider.

SGT has negotiated agreements with accommodation providers, who will be the preferred supplier of travel products and services.

A Travel Request form must be completed by the employee and authorised by the CEO, prior to any business-related travel being organised.

A SGT credit card must be used as the preferred means of payment in all possible circumstances when travelling on organisational business. This includes charges for airline travel, accommodation, food, rental cars and other associated expenses but must be kept within reasonable and appropriate limits.

All costs associated with any business-related travel must be reconciled by the employee through the completion of an expense report. If an expense report is not received by SGT within ten (10) business days following the return from travel, any cash advance paid will be deducted from the employee’s next and subsequent salary payment(s).

All travel on organisational business must be arranged as far in advance as possible, to take advantage of any applicable discounted airfares or other travel-related benefits that will be provided by advanced planning and/or purchasing.

All domestic travel undertaken by an employee will be Economy Class.



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Where annual leave is arranged to coincide with an employee's business-related travel, specific prior approval must be obtained from the CEO. The employee will be personally responsible for any Fringe Benefits Tax liability that may arise in these circumstances.

Whilst travelling on organisational business, an employee is entitled to claim all reasonable expenses incurred, by providing substantiating information and receipts. Itemised restaurant accounts are required for expenditure on meals. Expenses in excess of the prescribed amounts contained in the associated procedure will be considered personal entertainment and will not be reimbursed by the organisation.

The CEO or (their delegate) will be responsible for executing and monitoring all agreements relating to organisational travel, products and associated services.

Employees undertaking business travel are expected to consider the best interests of SGT at all times.

Employees are required to complete the necessary travel request forms and expense reports in line with this Travel Policy.

#### Air Travel

All bookings for business air travel to attend conferences, conventions, seminars, trade launches and the like, must be authorised by the CEO, and their delegate will make all arrangements. This also includes related services such as accommodation, transfers, etc.

Any deviations from direct routes must be authorised by the CEO and should not incur any additional cost of Fringe Benefits Tax liability for the organisation.

The lowest cost airfare in the appropriate class must be sought at all times, unless circumstances restrict their use. Certain discount airfares contain restrictions that may limit their usefulness.

Frequent Flyer Incentive Schemes that provide frequent flyer points/awards earned as a consequence of organisational business travel may only be used as the CEO sees fit. Any liability relating to personal income tax, Fringe Benefits Tax or insurance resulting from the personal use of points/awards is the sole responsibility of the employee concerned.

#### Accommodation

Accommodation is deemed necessary if:-

A staff member must depart home prior to 6:30am, in which case accommodation is payable for the previous night; or

A staff member would not be able to return home prior to 9:30pm

All accommodation bookings must be made through the SGT's Head Office staff.

All hotel expenses must be charged to the appropriate corporate credit card. For employees without access to a corporate credit card, payment must be made by personal credit card. Direct charge to the organisation is not permitted under any circumstances, unless arranged by the CEO or their delegate.



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The use of mini-bar facilities (or alcohol in mini-bar facilities) will not be accepted as business travel expenditure and will be at the employee's own cost.

#### Rental Cars

All bookings for rental cars must be authorised by the CEO or their delegate, using the appropriate vehicle class and negotiated rates.

#### Meals

All meals on organisational travel are to be eaten at the place of accommodation wherever possible. Employees must avoid consuming meals other than at the place of accommodation, particularly if a person not on organisational travel is present, as it is likely to change the expenditure from 'travel' to 'entertainment' and effectively double the cost to the organisation.

Authorised entertainment expenditure on customers or clients which occurs whilst on business travel is not subject to these limits, but must be kept within reasonable and appropriate limits.

Consumption of alcohol and the use of mini-bar facilities will be at the employee's own expense, in the employee's own time, and will not be reimbursed by the organisation.

#### Payment Terms

Employees who have not been issued with a corporate credit card must not charge any travel expenses directly to the organisation. Conference bookings are the only item that is permitted to be charged to the nominated debtors account and only after the appropriate authorisation has been obtained.

When employees are not issued with a corporate credit card, all charges for travel-related expenses must be debited to the employee's personal credit card. Once a travel expense claim is submitted and authorised, SGT will reimburse the employee accordingly.

Any account queries must be directed to the Financial Controller.

#### Reimbursement

Expenditure Statements will be issued to all corporate credit card holders prior to the last day of each month.

Itemised receipts of all travel expenditure, together with a copy of the Expenditure Statement must be attached to the Claim form by the employee. Claim forms must be signed by the employee submitting the claim and authorised by management.

Correctly completed and authorised Travel and Entertainment Expenditure Claim forms must be returned to the Finance Department.

All authorised and approved expenditure claims will be paid directly by the organisation. Any unauthorised expenditure will be deducted from the employee's salary.

Employees who personally incur any business-related travel expenses must follow the same Claim Form procedure and will be reimbursed by cheque once per month. Any unauthorised expenditure will not be reimbursed by the organisation.

Laundry expenses will be permitted for travel of seven (7) nights or longer duration.



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The use of a valet service offered by some hotels or airlines is not permitted, unless they are cheaper than a taxi or are provided free of charge.

General Issues

Employees are permitted to call home whilst on business travel. Such calls should be kept to a reasonable and appropriate timeframe. Employees issued with a mobile phone should utilise it to make such calls, as hotel/motel call rates can often be expensive.

Usage of wired or wireless connections in hotel/motel rooms for remote access to computer networks or the internet should be carefully considered and monitored, as rates and charges, and security threats, can differ from connection to connection.

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APPROVED: KYM ANDERSON

DESIGNATION: CHIEF EXECUTIVE OFFICER

APPROVAL  
SIGNATURE:

DATE: 27<sup>TH</sup> MARCH 2023

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