

Policy

<i>Policy Name:</i>	Employee Travel Policy
<i>Policy Date:</i>	JULY 2020
<i>Endorsed By:</i>	Directors
<i>Policy Code:</i>	POL017

01. Policy

The purpose of the Employee Travel Policy is to outline general guidelines around travel responsibilities for work commitments.

02. Scope

The **Employee Travel Policy** ensures all RJA employees are safe and comfortable during work travel commitments and helps all employees make cost effective decisions with their travel arrangements.

As travel is an inherent part of the RJA business, employees are hired with the expectation that they are willing to travel in accordance with these guidelines and provide supporting documentation.

This policy covers all RJA employees as well as any individuals under contract with RJA who incur, authorise, or reimburse company funds.

Violation of this policy may result in delayed/non reimbursement and/or disciplinary action up to and including termination of employment.

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04. Travel Requests and Approvals

Flights:

1. Flights can be booked via Serko which is RJA's online travel booking portal. Please refer to "*PROC008 – Travel Booking Process*" for further procedural information when booking flights.
2. Flight bookings must be made a minimum of 3 weeks in advance.

Accommodation:

1. When booking accommodation (*refer to "Section 07. Accommodation"*) the employee proposing to travel must complete a Travel Request email to the Office Manager, clearly stating the purpose of the trip including job number, accommodation requirements, dates and location of where the staff member would like to stay. They must copy their direct manager for approval.
2. The Office Manager will then place the booking and send a confirmation email to the employee.
3. Accommodation travel requests must be made at least 3 weeks in advance where possible, however a minimum of 2 weeks prior is an RJA requirement.

05. Air Travel

1. Airlines - Preferred flights will be booked through Qantas or Virgin. Where there is a significant cost saving another airline may be booked. Where there is better option for a flight time another airline may be booked.
2. Flight times – Flight times interstate and overseas will be the first flight out in the morning (6am) and early evening flights home in the afternoon (from 5pm). Where the Office Manager see's a significant cost saving in an alternate time flight, the Office Manager will advise the staff member of the possible change.
3. Class of Travel –
 - i) Employees must travel economy at all times
 - ii) Flights over 8hrs may be purchased as Premium Economy Class fares depending on price, at the discretion of the Office Manager
4. Upgrading – Employees are permitted to upgrade their fare using personal funds or through personal frequent flyer programs.
5. Frequent Flyer Programs – Employees may hold Frequent Flyer programs or memberships to lounges. The points to these programs are the employees to use as they see fit and are not owned by RJA. Staff members may wish to use these points for upgrades. Costs of memberships or memberships to lounges will not be reimbursed a a company expense.
6. Extended Stays – Should an employee wish to extend their stay for personal travel time, this may be permitted and is to be arranged with the Office Manager. Any additional costs arising from Personal Travel or extended stays will be at the employees personal cost.
7. Travel to and from the airport – The preferred method is via public transport or parking in a long term carpark. Both methods can be arranged with the help of the Office Manager. Parking at the airport is not permitted. RJA currently use a number of long term carparks which are affordable and reliable. Should a staff member live close to the airport and the cost of an Uber / Taxi is cheaper, this can also be approved by the Office Manager.

8. Cancellation and Changes – All cancellation and changes resulting in costs must be approved by the Office Manager. These changes can be arranged with the Office Manager. Changes should be kept to a minimum and avoided where possible.

06. Ground Transportation

Preferred method of travel when in a city is the cheapest form of public transport (trains, buses) as long as they are not detrimental to meeting the employees responsibilities (eg client meetings, arrival time onsite, etc).

Should public transport not be available, the next form of transport is the most affordable. Examples being car hire, Uber, taxi etc. Should an employee feel they cannot use the most affordable method of transport, approval must be given from the Office Manager or the employees direct manager.

07. Accommodation

Bookings are made through the Office Manager. Accommodation will be booked at the most affordable mid-range accommodation that is close to the meeting point or job site. Accommodation can include however is not limited to:

- i) Hotels
- ii) Motels
- iii) Self service apartments
- iv) Houses

Staff members of the same gender who travel together may be accommodated into an apartment with multiple rooms.

RJA has negotiated corporate rates and amenities at accommodation in our top travel destinations. Employees must utilise preferred hotels at the RJA preferred rate listed in the preferred accommodation directory.

Other accommodation will be considered by the Office Manager as presented.

Hotel cancellations must be made per the hotel's cancellation policy (available in the RJA hotel directory) to avoid "No Show" charges. "No Show" charges incurred due to employee's negligence will not be reimbursed.

Other costs within the hotel will not be reimbursed as a company expense. These include for example mini bars, in room entertainment (movies) or other hotel expenses.

08. Travel Meals

Each staff member is to keep their receipts for reimbursements for meals when away. Food and drinks will be reimbursed up to the value of \$70 per day total per staff member. Alcohol will be reimbursed, though is included in the \$70 per day total. Staff members are permitted to spend more than \$70 per day however the maximum of \$70 per day will be reimbursed.

09. Business and Entertainments Expenses

Should an employee be entertaining a client whilst travelling, the cost may be permitted to be reimbursed. For amounts up to \$200, approval must be requested from the employees direct manager. For amounts over \$200, approval must be requested from the Finance Director.

10. Payment Methods and Expense Reporting and Record Keeping

Each staff member is to keep their original receipts for all expenses incurred whilst travelling.

Payments are to be made via the staff members credit card and then reimbursed. Should a staff member require petty cash, this must be arranged a minimum of 48hrs prior to travel. Petty cash is to be requested via email to the Office Manager who will arrange. All petty cash amounts will be reconciled with receipts at the end of the staff members travel. Any differences will need to be reimbursed to the Office Manager.

11. Phone / Data Expenses including Roaming

Employees are to assess the requirement for the use of phone and data prior to travelling. An assessment needs to be made as to the amount of time an employee may require the use of phone or data. This assessment is to be made in conjunction with the Office Manager. Various options are then available:

- i) The employees phone plan that they are on (unlimited, or limited both for calls and data)
- ii) A data pack for the employees phone to allow hot-spotting
- iii) Wifi availabilities in the hotel / region the employee is travelling to
- iv) The cost of mobile data if required

Employees travelling overseas must advise the Office Manager if they require phone and data use. The Office Manager will look at the most economical way to achieve this with “data roaming packs” added to the phone plans. Should the employee fail to do so, roaming charges will not be reimbursed and the staff member will be required to pay for these.

12. Medical Expenses

RJA currently hold insurances for medical emergencies whilst staff are travelling, undertaking business.

Should a staff member be undertaking normal business practices – all medical expenses will be covered by RJA.

Should a staff member participate in activities that our outside of normal business practices, such as for recreation, and become injured or sick – medical expenses will not be covered by RJA.

Should a staff member require medical assistance the Office Manager must be notified immediately.

13. Overseas Travel Documentation

It is all staff members responsibility to ensure that prior to booking overseas travel their passport and any required Visa's are up to date and have not expired. The staff member can ask for assistance on these matters from the Office Manager however it is not the Office Managers responsibility to ensure that these are in place for the staff member at the time of travel.

14. Overseas Emergency / Evacuation Response Procedure

The safety and wellbeing of staff is of the utmost importance at all times. This includes whilst they are travelling. Should any staff member feel unsafe at any time whilst travelling in Australia or Overseas they should advise their direct manager at any time. No staff member should be placed into a scenario where their safety is in jeopardy.

Should a staff member require immediate evacuation they are to advise in the following order:

- i) Direct Manager.
- ii) Office Manager
- iii) Directors should the above 2 managers be unavailable.

15. Laundry Expenses

Laundry expenses will not be reimbursed by RJA unless:

- i) Travel is over 7 days straight at which time laundry will be paid up to \$40 per week thereafter
- ii) An employee is delayed for a longer period than expected when they commenced their travel

16. Foreign Currency

Should a staff member be travelling overseas and require local currency this is to be requested from the Office Manager a minimum of 7 days prior to travel.

17. Code of Conduct While Travelling

At all times whilst travelling both in Australia and Overseas, employees are a representation of RJA. RJA's Code of Conduct applies at all times and employees are required to uphold this conduct.

Related Resources, Tools and Links

- PROC008 – Travel Booking Process

Contact & Further Information

For further assistance please contact your direct manager.

Policy Owner

Directors – RJA

Note: This Policy does not form part of any contract between you and RJA. It summarises the expectation of the day to day operations and upkeep of Head Office in accordance with applicable legislation, and is not intended to create any

additional legal rights or obligations. Any reference to obligations or requirements of the Company in this Policy is not intended to give rise to contractual obligations binding on the Company. This Policy may be varied from time to time.