

Travel Policy

Section 1 - Purpose and Context

(1) Travel is an important and often essential activity in the conduct of (TWEK!)’s business operations.

(2) This Policy sets out the principles and rules to which (TWEK!) adheres in the management and funding of official business-related travel.

Section 2 - Policy

Health and Safety

(3) While (TWEK!) acknowledges that it is impossible to eradicate the inherent risks associated with travel, in planning and undertaking official business-related travel, employees are, so far as possible, to avoid actions that would place themselves or others at a higher level of risk and to take corrective action to mitigate increased risks as and when they arise (e.g. cancel or rearrange trips if a risk arises post booking, alter travel plans en-route if need arises, and act carefully and with consideration to reduce or eliminate risks when they become known).

Business Continuity

(4) In the interests of protecting business continuity, key personnel (e.g. the company directors) shall, wherever possible and practicable, avoid sharing the same transport service. The aim being that at least one key member of staff is always available and, in the event of disaster, the resulting risk to the company is limited.

Environmentally Sustainable

(5) (TWEK!) acknowledges that many forms of travel have a direct impact on the environment. Accordingly, (TWEK!) aims to mitigate its environmental footprint where possible and practicable without undermining the company’s professional standing, reputation or competitive position. In keeping with this aim, employees are expected to limit travel to circumstances where travel is warranted:

- in order to form and/or maintain business relationships with clients;
- to effectively and efficiently fulfill a service obligation; and/or
- to attend a (TWEK!) sponsored event.

(6) So far as possible (TWEK!) sponsored events and client meetings will be held in conjunction, once per annum for a particular region, to limit travel time and environmental impacts.

Approval to Travel

(7) Official business-related travel must be approved in advance by an authorised officer, as set out in the company delegations. Authorised officers shall adhere to the principles and requirements set out in this Policy when evaluating and approving travel requests. In particular, approving officers should have regard to limiting costs, risks and related obligations for employees.

(8) Examples of official business-related travel include:

- a. demonstrations/presentations for potential new clients;
- b. training sessions for existing clients;
- c. conferences, seminars and workshops relevant to business expansion; and/or
- d. (TWEK!) functions (e.g. client meetings).

Travel Costs and Class of Travel

(9) (TWEK!) will cover the following costs in relation to official business-related travel:

- a. Airfares (Domestic and International): Economy class fares only.
- b. Coach/Bus
- c. Taxi/Equivalent: Where other means of transport are unavailable/inefficient.
- d. Car: The Australian Taxation Office 'Cents Per Kilometer' rates apply.
- e. Sustenance: The Australian Taxation Office 'Reasonable Travel and Overtime Meal Allowance Expense Amounts' apply.

(10) Employees are expected to select transportation and routes that are expedient, safe, offer value for money and that mitigate unnecessary or unavoidable delays.

(11) Acceptable costs relating to official business-related travel may be paid up-front, where (TWEK!) pays the transport provider, or by way of reimbursement to the employee on proof of payment (Receipt).

(12) Employees issued with a (TWEK!) corporate card may use the card for payment of travel expenses, where this does not incur excessive overheads by way of fees and charges.

Section 3 - Procedures

(13) All official business-related travel is to be approved by an authorised officer prior to the travel being undertaken.

(14) Where an employee is seeking reimbursement of expenses incurred for official business-related travel, they must submit receipts (actual or electronic copies).

Status and Details

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Unit Head	Joanne Auld Director
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