

**OPS02**

# Travel Policy

<b>Document author:</b>	Administration
<b>Date this version approved:</b>	01/07/2020
<b>Date first created:</b>	12/05/2020
<b>Approval:</b>	CEO
<b>Version control:</b>	V0.3
<b>Review date:</b>	01/07/2023

## Introduction

Purpose	3
Scope	3
Exclusions	3
Responsibility	3

## General Statement of Policy

Definitions	4
Travel Approval	4
International Travel	4
Reimbursable Travel Expenses	5
Supporting documentation	5
Guidelines	5-7
Air Travel	7

## Implementation

Breach of this Policy	8
Policy Review	8
Dissemination of Policy	8
Authority and Responsibility	8
Supporting Documents	8



# Introduction

## Purpose

This policy documents the conditions under which all travel by Ecocycle (Ecocycle) executives and employees should be approved and booked. It applies to all travel on behalf of Ecocycle and all travel arrangements including domestic and international travel.

The purpose of this policy is to ensure that:

- Ecocycle executives and employees have a clear understanding of the requirements of this policy in relation to travel protocols and administration.
- All Ecocycle employees maximise its ability to negotiate discounted rates with preferred suppliers.
- Ecocycle employees are provided with the best available service at the lowest possible costs.
- Effective, efficient and consistent travel management is introduced across Ecocycle.

## Scope

This policy applies to all executives, employees and contractors of Ecocycle (referred to as staff in this policy).

## Exclusions

Travel excluded from this policy are:

- Personal travel
- Travel on behalf of other organisations
- Any travel not approved by Ecocycle

## Responsibility

It is the responsibility of Management to ensure that:

- Employees are aware of this policy.
- Appropriate controls are in place to ensure the appropriate application of this policy.
- Any breaches of this policy that come to the attention of management are dealt with appropriately.

It is the responsibility of all employees to ensure that travel for business purposes conforms to this policy.



# General Statement of Policy

## Definitions

Name	Definition
<b>Business expenses</b>	Reasonable business expenses incurred by staff in the course of performing their official duties. These can include travel, meals, accommodation, hospitality, etc.
<b>Business travel</b>	Travel required for the business and authorised by a person with appropriate delegations of authority and segregation of duties.
<b>Domestic Travel</b>	Refers to travel within Australia.
<b>Ground Travel</b>	Refers to travel by road or rail.
<b>Hospitality</b>	The provision of food, beverage, accommodation, transportation and other amenities.
<b>International Travel</b>	Refers to travel to countries outside Australia.
<b>Receipt or Tax Invoice</b>	An original document which includes details of the issuer (including their ABN if applicable), the expenditure, amount (inclusive or exclusive of GST), date and indication of proof of payment.
<b>Employee</b>	Person undertaking the travel.

## Travel Approval

### Domestic Travel

All domestic travel and associated expenses (i.e. Ecocycle) should be approved in advance as follows:

- Managers - by the CEO
- Employees - the CEO and/or State Managers (if appropriate and applicable)

## International Travel

All international travel and related expenses require pre-approval in writing from the CEO.



# General Statement of Policy

## Reimbursable Travel Expenses

Ecocycle's preferred method of payment for business travel expenditure for flights and accommodation is through the company's corporate credit / debit card. All other expenses incurred whilst travelling such as meals and car hire will be reimbursed using the staff expenses form and upon submission of supporting documentation such as receipts or tax invoices. This reimbursement normally occurs in the same week as payroll is processed.

## Supporting documentation

Whether processed through the company's corporate credit / debit card or staff reimbursement, all individual business expenditure items must have appropriate supporting documentation.

The documentation provided must be in accordance with ATO requirements, which include provision of an itemised receipt (or tax invoice for all purchases for GST claim purposes). If the business expense includes hospitality or payment for more than one staff member, the receipt or tax invoice should be annotated to indicate the names of the persons in attendance.

## Guidelines

### Meals

Ecocycle will reimburse staff for the cost of meals when travelling or attending to business (up to the maximum amount published by the Australian Taxation Office in relation to reasonable travel expenses- refer to table below).

A tax invoice which includes the details of the issuer, the expenditure, amount (inclusive or exclusive of GST), date and indication of proof of payment is required for reimbursement. Staff will use the Staff Expense form, coding correctly to the event or activity and attach all receipts. This is to be signed off by their relevant State or General Manager or the Chief Executive Officer (as appropriate). This form is then scanned and sent to the Accountants for payment (payment will usually be in the week salaries are paid).

Staff Annual Salary	Breakfast	Lunch	Dinner
\$125,000 and below	\$28.15	\$31.65	\$53.90
\$125,000 to \$220,000	\$30.60	\$43.35	\$60.65
\$225,000 and above	\$36.10	\$51.15	\$71.55



# General Statement of Policy

## Alcohol

Alcohol for staff is not an allowable expense under this policy unless pre-approved in writing. It is understood at times staff may need to host corporate clients as part of their role. The CEO or your State or General Manager needs to provide the pre-approval in an email. Otherwise any consumption of alcohol while travelling or from a hotel mini bar should be paid as a personal expense.

Alcohol is an allowable expense for the Chief Executive Officer, State or General Manager whilst travelling for business purpose or when providing hospitality. However, the following rules apply:

- During dinner or a function, reimbursable consumption must be at responsible levels, which is considered to be no more than three standard drinks per person.
- The cost of alcohol products must also be reasonable, and the purchase of high cost premium items is not allowable.
- If alcohol is provided in a hosting context, the above guiding principles must also be applied.
- At all times, the CEO and State or General Manager must act in accordance with health and safety obligations and Ecocycle policies in relation to appropriate workplace behaviour.

## Accommodation

In general, staff should not travel a distance exceeding 1,000 kilometers, in one day, unless a relief driver is available. If no relief driver is available, accommodation at destination is to be provided.

All bookings for accommodation must be made in advance wherever possible. Ecocycle staff should use the most economical accommodation available (generally a standard quality hotel room) that is conveniently located close to the event/meeting being attended.

For stays longer than 7 days, or where there is more than one staff member and is seen as appropriate, Ecocycle encourages bookings into apartments rather than hotels. In these circumstances' rooms may not need daily servicing and facilities for meals can be made available for a more economical stay.

When reservations have been made and a change in itinerary prevents the staff member from honouring the reservation, the staff member must exercise all care in ensuring that the booking is cancelled or rescheduled in a timely manner.

Any 'no-show' charges will not be borne by Ecocycle unless supported by a qualifying reason in writing to the relevant State or General Manager who approved the travel.

## Ground Travel

Travel between home or office and airport and other local business locations should be conducted by public transport, car or taxi/uber (or other rideshare provider). Provided it is in accordance with this policy, reimbursement for parking, kilometers, tolls and transport does not require pre-approval.

## Public Transport

The quality of public transport varies depending on the route and the service provider. Where possible, public travel should be taken unless the quality of travel is unreasonably low or is expected to take excessive time. Professional judgement should be exercised at all times.

## Taxis/Ubbers/other Rideshare providers

Taxis/Ubbers/other Rideshare providers should only be used for business journeys where:

- Large, heavy or bulky baggage is being transported
- A journey by public transport is either not practical or significantly slower
- Several people are travelling together and using public transport is more expensive per head
- To ensure personal safety or well-being
- The combined cost of fuel and parking at an airport exceed the taxi costs
- There is a valid business reason and pre-arranged approval by the State or General Manager.

The use of chauffeured luxury vehicles should be avoided. In instances where this type of transport is used, additional justification must be provided to show why it was necessary and represented value for money to the company.



# General Statement of Policy

## **Parking**

The cost of parking whilst on business related travel is reimbursable. Valet parking is considered a personal expense and will not be reimbursed. The exception is where the staff member has a valid business reason, this reason should be included in the expense report.

Wherever possible, an economical parking arrangement (e.g. early-bird or pre-booking) should be used.

Driving and parking infringement penalties are not reimbursable.

## **Air Travel**

### **Travel Booking**

The lowest logical and practical airfare available at the time should be utilised regardless of Frequent Flyer and airline membership.

Advance purchase (2 - 4+ weeks) of tickets is strongly encouraged to take advantage of the lower tariffs.

A staff member wishing to upgrade from economy to business class using points, dollars or both can do so at their own expense.

### **Prohibition**

Ecocycle staff must not change air tickets to a lower class to fund their partner or any other family member to travel with them, or to use the difference in costs for any other personal benefit.

### **Last Minute Changes to Itinerary**

Changes to itinerary attract additional service fees. If the time for the conclusion of the business trip is not known, it is recommended that a flexible fare be booked for the return flight in order to avoid itinerary change fees. However, if there is a last-minute change to the staff members itinerary and a seat is not available on the flight needed (being the same airline), then a change is permitted to another airline provided it is practical and economical.

Extended delays missed appointments or personal/family reasons which require you to change your plans are acceptable reasons.

This information and an explanation of the circumstances should be provided together with the expense report.

## **Responsibilities**

It is staff members responsibility to:

- Check the itinerary to ensure the booking is correctly made; and
- Allow appropriate time to transfer to and from the airport to catch a flight and attend meetings.

### **Baggage loss**

If an airline loses the staff member's baggage, it is the responsibility of the staff member to contact the airline directly. In most cases the airline will reimburse the staff member for the loss on a per kilo basis. The company does have some travel insurance and HR can help you with this.

### **Travel Combining Business and Pleasure**

If a staff member is combining a business trip with personal travel, then the staff member must notify the CEO or their relevant State or General Manager. If there is a difference in fare, the expense is to be paid for by the staff member.

Clear evidence of the business need to travel must be provided to the CEO, State or General Manager in writing to ensure transparency that the business component of the travel provides a recognisable benefit to Ecocycle.

# Implementation

## Breach of this Policy

Failure to comply with the principles of this policy, or of the supporting procedures and forms, could result in appropriate disciplinary actions, suspension, termination of employment (dismissal) or termination of vendor contracts and agreements. Additionally, individuals may be subject to loss of Company access, privileges, civil, and/or criminal prosecution.

## Policy Review

This policy will be reviewed annually or as required to reflect changes in business practice or legislation.

## Dissemination of Policy

A copy of this policy will be made available to each worker upon commencement of work and additional copies made available upon request.

## Authority and Responsibility

This policy is issued under the authority of the Chief Executive Officer of Ecocycle.

## Supporting Documents

- a) Delegations of Authority Policy
- b) Credit Card Policy
- c) Credit Card Procedure
- d) Expense Reimbursement Form



Doug Rowe

**Doug Rowe**  
**Chief Executive Officer**  
**Date: 21st July 2023**







**P: 1300 32 62 92**  
**[www.ecocycle.com.au](http://www.ecocycle.com.au)**