

Travel Policy

At **[Organisation Name]**, we recognise the importance of travel for business purposes and are committed to ensuring the safety, efficiency, and cost-effectiveness of all business travel. This policy outlines the guidelines and procedures for planning, booking, and reimbursing business travel expenses.

Scope

This policy applies to all employees, contractors, and authorised individuals who are required to travel for business purposes on behalf of **[Organisation Name]**. It encompasses domestic and international travel, including transportation, accommodation, meals, and other related expenses.

Responsibilities

Employees:

- Employees are responsible for adhering to this travel policy and obtaining necessary approvals for all business travel in advance.
- They must make travel arrangements in a timely manner, selecting cost-effective options that meet business needs and comply with company policies.
- Employees should keep accurate records of their travel expenses and submit expense reports promptly upon returning from a business trip.

Supervisors/Managers:

- Supervisors or managers are responsible for approving employee travel requests and ensuring that travel expenses are reasonable, necessary, and within budgetary constraints.
- They must provide guidance and support to employees in planning and booking business travel, including assistance with itinerary planning and expense reporting.
- Supervisors or managers should review and approve employee expense reports promptly and ensure compliance with this travel policy.

Finance Department:

- The finance department is responsible for processing travel expense claims and reimbursing employees for approved expenses in a timely manner.
- They must ensure that expense claims are supported by appropriate documentation, such as receipts and invoices, and comply with company policies and tax regulations.
- The finance department should communicate any updates or changes to travel reimbursement rates or procedures to employees and management as necessary.

Travel Booking Procedures

Advance Approval: Employees must obtain advance approval from their supervisor or manager for all business travel. Travel requests should include details such as destination, purpose, dates, and estimated expenses.

Booking Options: Employees should use approved booking channels, such as designated travel agencies or online booking platforms, to make travel arrangements. They should compare options to find the most cost-effective and convenient travel options.

Expense Pre-Approval: Certain expenses, such as airfare, accommodation, and car rental, may require pre-approval from management before booking. Employees should obtain approval for these expenses as necessary.

Travel Itinerary: Employees should create a detailed travel itinerary, including transportation, accommodation, meeting schedules, and contact information, and share it with their supervisor or manager and any relevant colleagues.

Expense Reporting: Upon returning from a business trip, employees must submit an expense report detailing all incurred expenses, supported by receipts and other relevant documentation. Expense reports should be submitted promptly according to company procedures.

Expense Reimbursement

Eligible Expenses: Eligible travel expenses may include transportation (e.g., airfare, train tickets), accommodation, meals, ground transportation (e.g., taxi fares, rental cars), and other reasonable and necessary expenses incurred during business travel.

Receipts and Documentation: Employees must retain all receipts and documentation for expenses incurred during business travel and submit them with their expense report for reimbursement.

Currency Conversion: Expenses incurred in foreign currency should be converted to the employee's home currency using the appropriate exchange rate on the date of the expense.

Reimbursement Process: The finance department will process expense claims and reimburse employees for approved expenses in accordance with company policies and procedures. Reimbursements will be made via direct deposit or other approved payment methods.

Travel Safety and Security

Health and Safety: Employees should prioritise their health and safety while traveling for business and adhere to any travel advisories or guidelines issued by relevant authorities.

Travel Insurance: [Organisation Name] may provide travel insurance coverage for employees traveling on official business. Employees should familiarise themselves with the terms and coverage limits of the travel insurance policy.

Emergency Contacts: Employees should carry a copy of their travel itinerary and emergency contact information for [Organisation Name] and local authorities in case of emergencies.

Travel Alerts: [Organisation Name] may provide employees with access to travel alerts and updates to ensure their safety and well-being while traveling.

Compliance and Monitoring

Non-compliance with this travel policy may result in disciplinary action or other consequences as deemed appropriate by management. Employees who have concerns or questions about travel procedures should contact their supervisor or the finance department for guidance and support.

Review and Updates

This policy will be reviewed periodically to ensure its effectiveness and compliance with Australian legislative requirements and industry best practices. Updates may be made as necessary to reflect changes in travel procedures, reimbursement rates, or other relevant factors.

Authorised by

[Sign]

[Name]

[Position]

[Company]