



Travel Policy

Drafted By	Head of Corporate Services and People	Reviewed By	Executive Leadership Team
Version	2	Approved By	Board
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Introduction

This policy defines the conditions, rules and procedures that apply in relation to travel undertaken on behalf of St Kilda Mums Inc (also trading as St Kilda Mums, Eureka Mums and Geelong Mums) (“the Organisation”) and where the organisation may contribute to the expenses associated with travel.

Scope

This policy applies to all employees.

Definitions

“Line manager” refers to an employee’s direct line manager, or above if they are not available.

Policy

Where employees are required to travel for work purposes they will be reimbursed for travel expenses including:

- Cost of transport
- Accommodation if essential
- Meals

Travel must be pre-approved by an employee's line manager.

Where an employee does not have an organisation mastercard, they should submit an expense claim via the Expense Claim form on GoCanvas which is then reviewed and, if meeting the requirements of this policy, will be approved by the employee's line manager. The expense claim will be paid into the employee's nominated bank account as soon as possible after it has been approved.

Advance payments may be authorised where appropriate for longer trips. Such payments will be subtracted from the amount of any later reimbursements. If expenditure is, for whatever reason, not incurred then any advance payments made, or any unspent portion of such payments, must be returned.

Travel via use of Employee's Own Vehicle

Where employees are required to travel between warehouse sites or to other locations, they will be reimbursed for the most direct and economical mode of travel available, considering all of the circumstances.

Use of an employee's own vehicle for work-related travel will be reimbursed by way of an all-inclusive mileage allowance at the rate prescribed in the award applicable to their contract or at the ATO prescribed rate.

Where an employee uses their own vehicle, the claim must be either:

- from their home to the site they are travelling to, or;
- from their usual work site to the site they are travelling to - whichever is the shorter distance

The employee has the sole responsibility for properly insuring their vehicle against damage incurred while on organisation business.

Travel Via Other Means

If business travel requires the rental of a vehicle, this must be pre-approved by the employee's line manager. All employees must take out insurance when renting a vehicle, with an excess of not more than \$2000.

For taxi and public transport, a copy of the receipt must be included in the expense claim.

Fines

Fines (e.g. parking, speeding or other violations of the law) incurred when driving on company business, in either the employee's own vehicle, an organisation owned vehicle or a hire vehicle, are the responsibility of the individual, and not reimbursable.

Meals

The organisation will reimburse employees for reasonable meal expenses (breakfast, lunch and dinner) incurred while travelling on approved business.

This would include:

- Breakfast if the employee is staying overnight.
- Lunch.
- Dinner when an employee cannot reasonably return home until two hours or more after normal working hours or is staying overnight

Accommodation

Employees are to book accommodation that is affordable and safe. Accommodation costs should not exceed \$250 per night unless prior approval is obtained from the employee's manager prior to booking accommodation.

Employees are welcome to stay with friends and family when travelling for business - in this instance there will be no reimbursement of costs for accommodation or for meals provided by the host.

Drugs and Alcohol

Employees undertaking travel on behalf of the organisation are not to have any alcohol or be under the influence of any illicit or prescribed substances while operating a vehicle.

Review

This policy will be reviewed and updated every two years or sooner if required.

Any questions in relation to this Travel Policy, please contact the Head of Corporate Services & People.

Policy Implementation Documents

The following documents are to be used in conjunction with this policy:

- Employee Handbook
- Drug and Alcohol Policy