

P27 TRAVEL POLICY

Scheduled Reviewed Triennially or as required

Date of Board Approval

8 November 2016

Last Board Review: 11 November 2019

Introduction

KA recognises the need for KA Staff and Volunteers to undertake travel on KA's behalf and is committed to ensuring that travel and related services are procured as cost effectively as possible using the KA's preferred travel suppliers. KA is also committed to ensuring travel undertaken is appropriate and to an acceptable standard.

Definitions

In addition to the definitions in the KA Manual, the following definitions apply to this policy:

Staff

A paid employee or contractor of KA

Volunteers

Unpaid/Honorary representatives engaged on KA business. Including but not limited to; Officials, Stewards, Commission & Committee members and Board Members

Consumer loyalty program

A marketing tool operated by a supplier of goods or services (including credit card providers), or a group of such suppliers, to encourage customers to be loyal to the supplier(s).

Applies To

This policy applies to all KA Staff and Volunteers travelling on KA business and attending Committees / Conferences / Events on behalf of KA.

Objectives

This Policy seeks to define the KA Corporate standards for travel, assisting Staff and Volunteers in undertaking travel cost effectively and at a standard commensurate with the KA's commercial profile.

Policy

Part A - Staff, Volunteers and Appointed Officials at National Events (excluding Appointed Officials at State Level events and below – See Part B)

Authorisation & Process

Prior to any travel being arranged by KA, the appropriate travel request form(s) must be completed.

The Administration Manager is responsible for booking all forms of travel, including flights, accommodation and car hire. All travel arrangements must be booked centrally by or under the direction of the Administration Manager. No staff member or volunteer is to make any travel bookings unless authorised. Any bookings made by individuals will NOT be reimbursed by KA unless previously authorised by the CEO, and in accordance with the Expense Reimbursement Policy.

Flights

Preferred Airlines

- Qantas, JetStar and Virgin Australia are considered acceptable air service providers.
- Regional Express (REX), or similar, is also an appropriate provider in instances where staff and volunteers are travelling to/from regional locations.

Fare Types

Airfares are generally categorised into two groups; cheapest (fixed) or fully flexible. Fixed fares are restricted in that a change will invoke a service fee and possibly an increase in fare costs. Fully flexible fares allow changes to be made without additional costs; however, this fare type is considerably more expensive than the fixed fares.

All flights will be booked on the cheapest available fixed fare, whilst also taking into account arrival and departure times for group travel and any overnight accommodation requirements.

The only exception to this being the Board and CEO have the option to book a flexible return flight if deemed necessary.

If a flexible flight is required this should be stated on the travel request form, if not requested a fixed fare will be booked.

When completing the Travel Request Form please stipulate the preferred departure and arrival (2 hour range) times. The cheapest available flight within that specified time will be booked. At times it may be necessary for us to contact you and suggest that you change your departure/arrival time, so that the cheapest available flight is booked.

If an over-riding reason exists why the fare needs to be flexible, prior approval must be sought from the CEO.

Flight change charges not related to KA business will be paid by the individual not KA.

If partners are also travelling but hold no position at the event then these bookings and arrangements are the responsibility of the relevant person.

KA provides for the cost of economy class air tickets for all KA Staff and Volunteers. Any upgrades or enhancements are personal expenditures and will not be paid for by KA.

International Travel

Staff and Volunteer international flight travel (not funded by a third party) is to be booked Economy unless otherwise authorised by the Board.

Consumer Loyalty Programs

Loyalty program points accumulated by employees or volunteers for KA related travel may be used for personal travel. However, the membership of such loyalty programs must not influence the selection of the most economical and efficient means of travel. Employees are responsible for any associated tax liability.

Any fees associated with any Consumer Loyalty Programs or airline lounge membership will not be paid by KA.

Accommodation

Accommodation for KA Staff and Volunteers should be of an appropriate standard, and not less than 3 stars under the AAA Tourism rating system. The 3 star rating definition is: "well appointed establishments offering a comfortable standard of accommodation, with above average furnishings and floor coverings."

All charges other than the room fee, including mini bar, entertainment, telephone charges, etc will not be paid by KA and should not be charged to your account but paid by the individual prior to check out. (For all other meal expenses please refer to the KA Expense Reimbursement Policy.) Accommodation for all events will be booked by the Administration Manager.

When travelling interstate for a one (1) day meeting, same day travel is preferred.

Vehicles

Hire cars

KA hire vehicles, as a standard, are of a medium class (ICAR class).

Any deviation up from this will only be considered in situations that warrant it, and must be approved by the CEO. Prestige vehicles, such as the Holden Statesman (LCAR class), are not to be ordered. People movers (PVAR class) should be ordered for larger numbers of passengers (can transport a maximum of 8 people).

Drivers collecting hire vehicles must not select any additional insurance cover or "extras" that incur additional costs. The motor vehicle should also be returned to the appropriate drop off point.

Car hire will be arranged in instances where Staff or Volunteers travel interstate, or where the cost of using a personal vehicle will be more expensive than a hire vehicle.

Please ensure that all cars are returned with a full tank of fuel where practical.

Personal Vehicle Use

Please see KA Expense Reimbursement Policy.

Cancellations/No show

If for any circumstances Staff or Volunteers are unable to make their flight or will not be using the accommodation booked, they are personally responsible for notifying either the airline/hotel (after hours) or KA (business hours) as early as possible. Failure to do so with reasonable notice may result in the loss of fares and hotel payments.

Part B- Appointed Officials (appointed to State Level and Club Level events)

Authorisation & Process

Prior to any travel being arranged by the KA Administration Manager, the appropriate travel request form(s) must be completed.

The Administration Manager is responsible for booking all forms of travel, including flights, accommodation and car hire. All travel arrangements must be booked centrally by the Administration Manager, no Staff member or Volunteer is to make any travel bookings. Any bookings made by individuals will NOT be reimbursed by KA unless previously authorised by the CEO, and in accordance with the Expense Reimbursement Policy.

Flights

Any flights costs at this level of event will be charged back to the event Organiser.

Accommodation

Any accommodation costs at this level of event will be charged back to the event Organiser.

Accommodation will be provided for the Appointed Official at a multi-day Meeting for the duration of the Meeting including the night prior to the start of the Meeting, if they are required to travel in excess of 200km (one way) from their home location. Where accommodation is required for this Official to perform their duties, this will be arranged by the KA Administration Manager via the relevant State Office, at a minimum 3 star rating for each Official. Any other charges (including, but not limited to, mini bar, laundry service, entertainment, telephone charges etc) will not be paid by KA.

For a single day Meeting, Accommodation may be provided for the Appointed Official for one (1) night. Such requests will be considered on a case by case basis.

Individuals will be responsible for any extra costs in relation to attendance of partners/friends etc.

Meals

Meal expenses can be claimed as per the KA Expense Reimbursement Policy.

Delegations/Authorisation/Responsibilities

1. The Administration Officer is responsible for all travel related bookings
2. CEO is responsible for approving all Travel requests.

Related Policies and Other References

Expenses reimbursement Policy Travel Request Form