



Travel Policy

Document number: PO2022-006

Approval

Policy owner	Chief Financial Officer		
Approved by	Executive Leadership Team State Council		
Date approved	9 November 2022 4 December 2022	Review date	4 December 2025

Purpose

1. The purpose of this policy is to provide guidelines for business related travel for St Vincent de Paul Society NSW employees, members, and volunteers (Society Personnel).
2. This Policy sets out when Society Personnel are entitled to travel and accommodation expenses and outlines planning requirements including the consideration of safety and wellbeing.
3. The Procedures are in place to ensure that Society Personnel are accountable for appropriate and effective utilisation of travel budgets and travel related administration is efficient.

Scope

4. This Policy applies to all Society Personnel (employees, volunteers, and members, Board Directors and State Council members, contractors and consultants) travelling on official Society business with the approval of the Society.
5. This Policy and associated Procedures address:
 - roles and responsibilities
 - the suppliers, systems and processes that must be followed in relation to Society related travel expenditure
 - appropriate expense levels for common categories of expenditure
6. This Policy does not address the use of personal vehicles for member or volunteer activities (for example members or volunteers making home visits to community members).

Related policies and procedures

7. Related policies and procedures include:
 - Delegations of Authority Policy
 - Credit Card Policy
 - Motor Vehicle Policy
 - Gifts and Entertainment Policy
 - National Policy on Meeting Expenses (applies to attendance at National Council meetings)

Policy principles

8. While recognising the value of meetings held in person, the Society is committed to an environmentally friendly and cost-efficient approach to travel. The Society encourages Personnel to travel only when other meeting methods (such as Teams) are not a reasonable alternative.
9. The safety and wellbeing of our people is our highest priority. Our people will only be required or approved to travel when it is considered safe to do so.
10. Society Personnel are expected to plan their travel in advance with reference to section 4 of the Procedures.
11. Travel expenses will generally be paid for by the directorate/Central Council of the person

- undertaking the travel. In exceptional circumstances, and with pre-approval, another directorate/Central Council, which is hosting a meeting, may meet associated travel costs.
12. The Society will fund travel for a person who needs to travel for genuine business reasons and where prior approval has been sought.
 13. Employees should use Society pool cars for the delivery of outreach services and must seek approval every time they use their own vehicle for this purpose. Society vehicles must be used for the transport of people we assist.
 14. Travel must be arranged using the Society's preferred supplier/s and following the Travel Procedure annexed at Appendix 2. Any exceptions require prior written approval from the relevant Executive Director or the Chief Financial Officer.
 15. Where travel is required, attempts should be made to minimise costs by arranging appointment times so that, where practicable, overnight accommodation is not required.
 16. Travel should be booked at least 14 days in advance to take advantage of advance purchase discounts. Approval from the respective Executive Director or the Chief Financial Officer is required for travel being booked less than 14 days in advance.

Roles and responsibilities

17. The Chief Financial Officer is responsible for maintaining the currency of this policy.
18. Executive Directors, Chief Financial Officer, Directors and Regional Directors must:
 - determine their annual travel budgets in line with the organisational budgeting process (with final budgets approved by the Board)
 - actively monitor travel expenses to ensure that travel within their directorates is undertaken in compliance with this policy and within allocated budgets
 - seek the approval of the Chief Executive Officer for any proposed international travel.
19. Managers/Supervisors, or Presidents (travel approvers) must:
 - ensure that Personnel understand the Travel Policy
 - determine whether travel is necessary and reasonable
 - approve travel arrangements, ensuring that cost is minimised, within allocated budgets and in a timely manner
 - pre-authorise regional, interstate and international travel (in writing) – See **Attachment A: Travel Booking Request Form** – with regard to the Delegations of Authority
 - authorise use of private cars for routine outreach purposes
 - ensure that expenses reimbursed or paid for by the Society are reasonable and compliant with this policy and approved using the prescribed reimbursement process
 - actively monitor travel arrangements and expenses, and manage patterns of travel taking into consideration the safety, health and wellbeing of the traveller, and compliance with this policy and budgets
 - refer all suspected violations of the Travel Policy to People and Culture
 - fully cooperate in any investigation and work with People and Culture to determine appropriate outcomes.

20. Society Personnel must:

- read, understand and comply with all aspects of this policy
- consider their own safety when planning travel with reference to section 4 of the Procedures including assessment of their own fitness to travel
- proactively ensure their travel choices are the most efficient and cost effective for the Society, and determine if there is a way to meet business objectives without travelling
- follow the Procedures annexed below at Appendix 2, including securing prior approval to travel from their Manager/Supervisor, President, or other senior manager with regard to the Delegations of Authority.
- use the Travel Booking Request Form **Attachment A** to the Procedures at **Appendix 2**
- obtain receipts for all travel expenses incurred and submit for reimbursement as soon as possible on completion of travel
- take precautions to prevent the theft or damage of Society assets
- ensure their manager or President has access to their current itinerary and appropriate communication arrangements are in place with their manager.

21. The Finance team is responsible for:

- processing business travel expense claims in a timely manner
- monitoring compliance to this policy and escalating incidents of non-compliance
- managing the relationships with the preferred travel providers

Review

22. This policy and its implementation will be reviewed every three years, or on a needs basis to align with legislative or practice changes.

Further assistance

23. Society Personnel should speak with their manager regarding any questions about this policy. Members should speak with their Regional Director and volunteers should speak with their Volunteer Manager.

Penalties and consequences

24. Non-compliance with this policy exposes the Society to:

- unnecessary and uncontrolled expense
- lack of ability to track and report expenses accurately
- risk to the wellbeing and safety of personnel while travelling

25. A violation of this policy will be considered a performance issue and may result in disciplinary action.

Privacy

26. Personal information held by the Society will be managed in compliance with the St Vincent de Paul (NSW) Privacy Policy.

References

27. Legislation, regulations or other instruments relevant to this policy include:

- *Work, Health and Safety Act 2011 (NSW)*
- Fringe Benefit Tax Act 1986

Approval and amendment history

Version	Approval authority	Date	Amendment summary
1 – Airfare and/or Accommodation Booking Policy & Procedures	State Council	May 2009	NA
Doc # PO2019-006	Executive Leadership Team	14 August 2019	This version has been updated and expanded to include policies and procedures for: seeking approval to travel; booking travel and accommodation; limitations on travel expenses; use of own vehicles, taxis and ride platforms; train travel; hiring of vehicles; and how to claim travel expenses.
Doc # PO2019-006 Version 2	Executive Director Corporate Services	27 July 2020	Updated ownership and responsibilities to align with organisational structure changes.
Doc # PO2019-006 Version 3	Executive Director Corporate Services State Council	19 March 2021 17 April 2021	Updated travel booking for State Council Members
Doc # PO2022-006	Executive Leadership Team State Council	9 November 2022 4 December 2022	Desktop review

Appendix 1: Definitions

28. Relevant definitions include:

Term	Definition
Lowest Logical Fare	The lowest logical airfare is the least expensive fare available at the time of reservation, on any airline within two hours of the preferred departure or arrival for domestic flights or within four hours for international flights.
Society Personnel	Any person (or group of people) engaged by the Society to assist in its works. This includes members, volunteers, employees, contractors and consultants.
Travel	A trip undertaken on the business of the Society, authorised in accordance with this Policy, involving a destination 50km or more from normal place of work or residence, excluding travel between home and your normal work location.
Traveller	Any person travelling for work related purposes on behalf of the Society.

Appendix 2: Procedures

Approval for Travel

1. Prior to traveling, Society Personnel must seek approval from their Manager/Supervisor, President, or a senior manager with delegation to approve travel.
2. Society Personnel are not permitted to approve their own travel.
3. If travel falls outside the pre-approved travel budget for a business unit, approval must be sought from the relevant Executive Director or the Chief Financial Officer.

Travel Safety and Restrictions on travel

4. The Society is dedicated to the safety and security of our Personnel while they are travelling on Society business. This includes planning that takes into consideration the:
 - risk associated with the proposed destination (e.g., international, or remote)
 - anticipated environmental conditions (e.g., flooding, bushfire, extreme heat/cold)
 - mode of transport (e.g., fly or drive, type of vehicle)
 - choice of accommodation (e.g., security and personal safety, proximity to work site)
 - activities being carried out
 - management of fatigue (e.g., trip planning including scheduled breaks, avoidance of driving at times when we normally sleep, overnight accommodation where necessary)
 - attributes of the travellers (e.g., skills, experience, cultural competence)
 - frequency and method of communication between the traveller and their manager/supervisor or President.
5. The Society must be able to locate all travellers in the event of a travel disruption or emergency event. For this reason, all travel and accommodation must be booked with the Society's appointed travel management company (currently FCM Travel Solutions). If a significant event occurs, the travel management company will help re-route travel as appropriate.
6. The Society reserves the right to withdraw approval, restrict, or cancel any or all business travel, based on safety, health or security warnings or other factors.

Travel bookings

7. Travel must be authorised prior to booking. See Approval for Travel.
8. Travel must be booked at least 14 days in advance, unless there are extenuating circumstances. This ensures the Society can achieve better pricing and ensure preferred provider accommodation is available. Executive Director approval is required for travel bookings required within the 14 day time frame.
9. Personnel must use the Travel Booking Request Form available on the Staff Portal and MAVS and attached at **Attachment A** and must ensure that all elements of the form are completed

including: budgetcost codes, reason for travel, proposed travel arrangements and host's name and approval (if relevant).

10. Where the travel is for an event hosted by another area within the Society (for example training, meeting, conference) and that part of the Society is responsible for the cost of the travel, the completed Travel Booking Request Form must be returned to the host of the event for approval before it is submitted.
11. The completed Travel Booking Request Form must be submitted to travel@vinnies.org.au.
12. The Society has contracted a preferred travel management company, FCM Travel Solutions, to provide travel related services for all locations. All company-related travel, including air, rail, ground transportation and hotel reservations must be booked via FCM to ensure maximum utilisation of discounts and more importantly, quick access to critical traveller information in the event of an emergency.
13. State Council members have standing approval for travel to attend State Council meetings. A booking request form is not required for this travel. The Executive Assistant making meeting arrangements will book travel for State Council meetings.
14. The Society's preferred travel supplier agreements have been integrated into the FCM online booking tool. Domestic business travel arrangements should be made using the online booking tool. Transaction fees for using the online booking tool are significantly less than using the full-service call centre to make reservations. Complex reservations should be booked with a dedicated travel consultant through FCM.
15. Booking travel or accommodation using airline or other travel booking sites is prohibited as these bookings cannot be captured for reporting, they are not in compliance with the preferred airline agreement and they prevent the Society from locating travellers in the event of a serious travel disruption.
16. Travel for groups involving 10 or more people, should be arranged in consultation with the relevant travel booker and FCM to ensure the Society achieves the best practical and financial arrangements.
17. Personnel must check their travel booking confirmations/itineraries are correct as soon as they are received and ensure that the preferred supplier is notified immediately if there are any errors.

Air travel

18. Economy class is to be booked for all flights, except where there is a medical requirement for another class. Medical evidence for alternative class must be current (minimum six months' validity) and attached to Travel Booking Request Form.
19. Approval for an alternative class must be approved by the Chief Executive Officer or State Council President.
20. The Society has negotiated a preferred supplier agreement with Qantas that gives the Society access to discounted domestic and international airfares. Reservations must be booked via FCM to receive the discount. To ensure the Society maximises benefits from the

preferred supplier agreement, Personnel are required to book all flights with Qantas or their regional affiliates, unless there is a compelling business reason to book with another airline (such as a cheaper fare). Airline discounts are automatically applied to travel reservations booked through FCM.

21. For business continuity reasons, no more than 2 ELT members should travel on the same flight.

Lowest Fare Requirements

22. Personnel are expected to accept the lowest logical fare, typically a restricted fare, offered when making flight reservations, unless there is a valid business reason to take an alternate flight (i.e. unavoidable schedule constraints). 'Logical' is defined as reasonable in the course of business and does not mean red-eye flights, or routings that put undue stress on the traveller or cause additional hours of flying time to save relatively small amounts of money. A valid business reason would not include booking a flexible fare for a return journey in case a meeting/event finishes early.
23. When a request for air travel is submitted using the online booking tool, options will be returned for 30 minutes either side of the requested time. The cheapest option within this one-hour window should be selected. If a different selection is made, a reason must be given, and an exception report created.
24. This requirement will often result in the purchase of restricted fares. Be aware of ticket restrictions when making bookings. Ultimately it is cheaper to cancel and re-purchase these tickets when required rather than regularly purchase fully flexible fares.
25. Airline-imposed fees such as baggage and onboard food deemed reasonable and necessary for travel may be purchased with a Society credit card or may be reimbursed. Charges for upgrades or to obtain better seats are not reimbursable but may be obtained at the traveller's expense using a personal credit card.
26. Membership of a frequent flyer program is not an acceptable reason to deviate from the lowest fare of the day policy.

Advance Ticket Purchase

27. Personnel are expected to purchase tickets at least 14 days in advance whenever possible. While advance ticket purchasing may require tickets to be non-refundable, the savings obtained through booking these types of tickets generally outweigh the penalties for change.
28. Changes to air reservations can be made via the FCM on-line booking tool however some may require a call to a full-service travel consultant.

Frequent Flyer Points and club membership

29. Frequent Flyer Points gained by Personnel in the course of business travel may be used for the individual's personal benefit
30. While the Society allows the use and collection of frequent flyer points, alliances and memberships with particular airlines and/or club lounges should not be the deciding factor when making a booking.
31. Personnel travelling on Society business may use their personal Frequent Flyer Points to upgrade

from economy with no prior approval required.

32. Personnel who travel regularly may be eligible for special negotiated club membership obtained through the Society's preferred travel supplier. Personnel should discuss with their Manager/Supervisor.
33. All frequent flyer and club membership fees are at the Personnel's expense.

Airline Credits

34. FCM will track unused tickets and credits. Unused tickets with residual value will be applied to the next applicable business trip. Personnel and travel arrangers are required to ensure that unused credits are actively monitored and utilised prior to expiry.

International travel

35. All international travel must be approved by the Chief Executive Officer or State Council President.
36. Travel to international destinations with [Smartraveller](#) advice, 'Reconsider the need to travel' or 'Do not travel' is not permitted.
37. If the proposed travel to a high-risk destination is considered essential and not able to be deferred, exceptions will be considered following the review of a thorough risk assessment and travel plan prepared by both the person travelling and their manager/supervisor.
38. The standard class for all international travel is economy, except where there is a medical requirement for another class. Medical evidence for an alternative class must be current (minimum six months' validity) and attached to Travel Booking Request Form.
39. When travelling overseas for Society business, Personnel are covered under the Society's Travel Insurance Policy. Personnel should ensure they obtain a copy of the [travel insurance summary](#), which includes the insurers contact details, prior to travel.

Accommodation

40. When Personnel are required to travel for work purposes it is appropriate for them to stay overnight, when:
 - flight timetables do not allow for same day travel
 - travel would amount to more than three hours travel each way
 - combined travel and work hours would exceed 12-hours within a 24-hour period
 - two or more days of work in a row is required.
41. When selecting accommodation personal safety must be considered and preferred hotels booked when available. Preferred hotels are highlighted in the online booking tool.
42. Personnel are eligible for Society preferred, not-for-profit, or government accommodation rates. Personnel must select the best rate of the day, bearing in mind that some rates may include breakfast, and may therefore be the most cost-effective option.
43. Personnel are to select hotels which are convenient to the location where business is to be transacted and are of a reasonable price up to \$200 for metropolitan and \$180 for regional locations.
44. Personnel are to use single room accommodation. The use of suites, luxury accommodation,

and/or accommodation above the reasonable price is not permitted, without prior Executive Director approval.

45. Where breakfast is included in the accommodation rate, it will not be reimbursed.
46. Hotel charges should be charged back to the Society directly. On checking out, Personnel will be provided with a statement and must confirm all charges are correct.
47. Loyalty points programs should not influence hotel selection though Personnel are permitted to earn points through these programs if they are staying at a preferred property and there is no additional cost for participation.

Cancellation of Reservations

48. Personnel must ensure that guaranteed hotel reservations are cancelled if they will not be used. Itineraries should be checked for the required cancellation time. It is important to keep a record of the cancellation number to refute 'no-show' charges. Hotel and car reservations may be booked or cancelled via the online booking tool.
49. When hotel charge-back is not available, Personnel are expected to pay the hotel bill on checkout using their corporate credit card. If Personnel do not hold a corporate credit card, they should cover the costs and reimbursement may be claimed via the Expense Reimbursement Claim Form for Employees, Members and Volunteers available on the Staff Portal and MAVS.

Extending time away beyond what is required for business

50. If Personnel are travelling at the beginning or end of the week and wish to extend their stay in the location over the weekend, the extended time is at the Personnel's own cost and includes any difference in airfare price (which must be reimbursed to the Society), accommodation, meal and incidentals.
51. The Society's travel insurance policy does not cover Personnel for the extended period for personal reasons.

Combining Annual Leave and Business Travel

52. Any requests to combine annual leave with business travel must be approved by the person's Manager/Supervisor, President, or other senior manager with delegation to approve travel. Each request will be addressed individually, taking into account length of leave, destination and organisational requirements.

Family members travel

2. Family members who choose to accompany Personnel on a work-related trip must do so at their own expense.
3. Any associated upgrade in accommodation is at the Personnel's own expense.

General Transport

53. Personnel required to travel for business purposes must consider the most cost effective and efficient mode of transport.

54. Personnel must also consider whether it is possible to share transport if others are travelling to the same meeting, event or other activity.
55. Where available, public transport should be the first option for local transportation, as long it is considered safe to do so.
56. When Personnel use public transport for business purposes, they may be required to pay the cost and then seek reimbursement (for example when a prepaid option or work Opal Card is not available).
57. If Personnel are required to use their personal Opal Card they may claim reimbursement by providing a copy of their Opal Card statement.
58. Reimbursement may be claimed using the Expense Reimbursement Claim Form for Employees, Members and Volunteers at **Attachment B**.

Taxi/rideshare platforms

59. Taxis or rideshare platforms (for example Uber) may be used for local business travel purposes when:
 - public transport is not available, or not a time-efficient option
 - a Society pool vehicle is also not available
 - Personnel transporting goods that are not reasonable to take on public transport such as goods of value or large and/or heavy goods
 - several Personnel are travelling to the same place and a taxi/rideshare is a more efficient and economical option
 - Personnel have received prior approval from their Manager/Supervisor, President, or senior manager where they are required to work beyond their ordinary ceasing time, and they are unable to obtain their regular form of transport home, or unable to arrange their own safe alternative transport
 - Personnel become sick and are unable to be taken home or unable to take public transport home, and have received approval from their Manager/Supervisor, President, or senior manager.
60. The Society will not pay for or reimburse use of taxis used for normal commute between home and the workplace, except as provided above.
61. Personnel receiving a Motor Vehicle allowance or allocated a Packaged or Tool of Trade Vehicle should only take a taxi when the cost of parking at the destination would exceed the return taxi fare.
62. Personnel using taxis/rideshare for business purposes should:
 - pay with a corporate credit card
 - obtain a cab charge voucher from the Finance Department (if they do not hold a corporate credit card or cab charge card) following written approval from their Manager/Supervisor, President, or senior manager with delegation to approve travel.
63. The Finance Department will only issue cab charge vouchers when written/email approval from a Manager/Supervisor, President, or senior manager with delegation to approve travel is provided.

64. If it is not possible to obtain a cab charge voucher prior to travel, reimbursement may be sought using the Expense Reimbursement Claim Form for Employees, Members and Volunteers.
65. Unused cab charge vouchers must be returned to Finance Department as soon as possible and must not be used for any purpose other than that which it was approved for. New travel requires new approval and new cab charge voucher.

Rental cars

66. When car travel is required and it is more cost effective and more efficient than taxi/ride platform, Personnel may book a rental car with prior approval of their Manager/Supervisor, President, or senior manager with delegation to approve travel.
67. Personnel must utilise the travel management providers preferred rental car provider.
68. The standard car hire should be a small to mid-sized at best fare of the day. The Society is eligible for not-for-profit or government rental car rates. Personnel must select the best rate of the day.
69. Drivers must have a current driver's license.
70. Personnel are responsible for refuelling vehicles during travel and upon returning vehicles and will be reimbursed accordingly. Avoid costly surcharges by refuelling rental vehicles before returning them.
71. Chauffeured car use is not an approved mode of Society transport.

Use of Tool of Trade or Packaged vehicle and Motor Vehicle Allowance

72. Personnel who have a Tool of Trade or Packaged car, or a Motor Vehicle allowance, as part of their employment arrangements are expected to use this vehicle or vehicle allowance for all work-related local travel and are discouraged from using Society pool cars. Where it is not practical or cost-effective for these Personnel to use their Society or personal vehicle for travel, they can be reimbursed for local taxi, ride platform, public transport travel. For example, where travel to the CBD is required and car parking fees would be greater than a return taxi fare.
73. Use of personal vehicles is discouraged unless employees have a vehicle allowance. When employees are required to use a vehicle, the first preference should be the use of a Society pool car.
74. Where the use of one's personal vehicle is unavoidable, Society employees will be reimbursed for mileage incurred following the ATO mileage guidelines or as per relevant employment contract. Society employees must:
 - have pre-approval from their manager, unless they routinely use their cars for outreach purposes
 - record precise mileage travelled and
 - submit approved **Mileage Expense Claim Form** (available on the Staff Portal and MAVS) to Payroll.
75. Fuel purchases for personal car use are not reimbursable because the cost of fuel is covered in the reimbursement for mileage rate for business use of personal vehicles. Employees are not eligible to receive mileage reimbursement and fuel reimbursement for the same trip.
76. Mileage will not be covered for the regular commute between home and work. If an employee regularly works in several locations, mileage will not be covered for the regular commute to all work locations. Where volunteers use their own vehicle, outside of their normal outreach work

or other activities, it must be pre-approved by a manager/supervisor and must comply with the Volunteer Policy.

77. In accordance with The Rule, Members are expected to use their own vehicles for reasonable associated travel. Members may be reimbursed for travel in their own vehicles when attending regional meetings, events or training outside of their regular area. Reimbursements must be approved by their President in line with their delegation of authority. Members seeking reimbursement for travel in their own vehicle must submit the Expense Reimbursement Claim Form for Employees, Members and Volunteers provided at Attachment B.
78. Society Personnel must not transport People We Assist in their personal vehicles except in extenuating circumstances and when all other avenues have been pursued.
79. Mileage reimbursement will be exempt from income tax withholding up to a maximum of 5,000kms per tax year (July-June). Any approved mileage reimbursement claims in excess of 5,000kms per tax year will be subject to income tax withholding.

Meals

80. The cost of reasonably priced meals during business travel is reimbursable when travelling overnight and same day travel. If Personnel are required to leave home before 7am, they are entitled to purchase breakfast. Similarly, if Personnel return home after 8.30pm they are entitled to purchase dinner.
81. Standard rates: meals and incidentals will be reimbursed based on actual expenditure incurred. Meal expenditure should be reasonable and should not exceed the following rates, unless otherwise specified in the applicable award or industrial agreement:
 - Breakfast \$29.20
 - Lunch \$32.85
 - Dinner \$56Expenditure in excess of these rates will not be covered, regardless of whether the charge is billed to the room or paid on Corporate Credit card.
82. Where meals are included in accommodation or work functions (for example conference or training) additional meal expenses will not be covered.
83. Tips should not be added to meal payments. This is not a reimbursable expense.
84. The Society will not cover any alcohol related expenses.

Other Accommodation Charges

85. Reasonable use of mini-bars (non-alcoholic beverages) in hotel rooms is reimbursable.
86. Reasonable use of hotel internet access is reimbursable
87. Pay TV and in-house movie costs will not be reimbursed.

Travel expense reimbursement

88. Where possible, travel expenses should be charged back to the Society or booked using a Society credit card.

89. Where approved travel cannot be paid for using a Society credit card, Personnel will be reimbursed.
90. Where travel is approved the Society will meet the costs associated with travel if consistent with this Policy, including accommodation, meals, incidentals (for example parking) and other approved items, up to the standard rates.
91. Tax invoice/receipts are required for all travel expenses and must be submitted and reconciled within 30 days of completion of travel.
92. Employees eligible for Time in Lieu (TOIL) under an Award or Enterprise Agreement may claim travel time as TOIL for intrastate or interstate travel. This does not include overnight accommodation time and does not apply to travel that is to and from the employee's regular workplace. If working away from home, where the working day is within normal working hours, no TOIL may be claimed. Travel time where possible should be factored into the normal working day and within the span of hours specified in the relevant industrial instrument.
93. In order to receive reimbursement, Personnel must show that their expenses were incurred for a legitimate business purpose, and must provide all required documentation, including any required itemised receipts in accordance with reporting and receipt requirements of this policy.
94. Exceptions to this Policy must be for legitimate business reasons and due to special circumstances. Exceptions must be approved by the applicable ED.
95. Non-Reimbursable Expenses – in most cases, the Society will not reimburse the following expenses:
 - membership fees for airline, hotel, rental vehicle and frequent flyer clubs
 - ticket purchases outside of an approved Society travel provider
 - incremental costs of double-occupancy over single-occupancy rates for a spouse/guest
 - hotel charges associated with cancellation, where reasonably prudent actions were not taken to avoid such charges
 - supplemental travel insurance (the Society provides travel insurance for Personnel)
 - parking tickets/traffic violations
 - personal credit card fees
 - personal entertainment or recreation items (e.g., magazines, books, movies)
 - personal expenses incurred in Personnel absence (e.g., lawn care, mail redirection)
 - membership in health clubs and associated fees (except for fees charged by hotels for use of fitness centre by hotel guests)
 - lost airline ticket application fees
 - in-room movies during hotel stays or charges for in-flight movies on airlines

- charges for laundry (unless the travel is longer than XX days), dry cleaning, hairdresser, beauty treatments, massages, shoeshine or similar items
- purchase of clothing, toiletries or medicines (lost luggage exceptions)

This list is not intended to be all-inclusive; the Society has the right to review and deny submitted requests for reimbursements.

Travel insurance

96. Society Personnel are covered by the Society's Travel Insurance Policy while on Society business; Further information, including the [Claim Form](#), can be found on the Staff Portal and MAVS, or obtained by emailing Procurement@vinnies.org.au. Claims must be submitted to the Insurer and copied to Procurement@vinnies.org.au.
97. The Travel Insurer provides emergency assistance on a 24/7 basis. Society Personnel should ensure they have access to the [Insurer emergency assistance contact details](#) prior to embarking on their journey.
98. In the event of a car accident during a journey (as defined under the Travel Insurance Policy), Society Personnel are insured for a vehicle excess waiver. Subject to the terms of the Travel Insurance Policy, the Insurer will reimburse the Society or individual for the payable excess up to the following:
 - \$5,000 for rental vehicle. Accordingly, Society Personnel hiring a vehicle for Society business must ensure they do not pay additional insurance to the hire company to reduce the excess, as this is already covered by the Travel Insurance Policy.
 - \$2,000 for personal vehicle, subject to the terms of the Travel Insurance Policy.

Attachment A: Travel Booking Request Form



Travel Approval and Booking Request Form

Instructions:

1. Please ensure you complete all fields, to ensure we have the necessary details to make the booking.
2. Please submit this form at least 14 days prior travel to ensure availability.
3. Once completed, and management approval received, please send form to travel@vinnies.org.au

TRAVELLER'S DETAILS

Name		Cost Centre	(XX-XXX)
Reason for travel		Phone no.	

If you are travelling for the first time, please complete the [New Traveller form](#) and send it along with the booking request.

ACCOMMODATION

Location	Check-in date	Check-out date	Total no. of nights	Preferred hotel name, special requirements & comments

AIRFARE * The Society's policy is best fare of the day.

Date	Departure airport	Time		Arrival airport	Preferred flight Number	Checked baggage
		Depart	Arrival			
						<input type="checkbox"/>
						<input type="checkbox"/>
Comments						

CAR HIRE

Pick up location	Drop off location	Pick-up date	Drop-off date	Comments (incl. size of vehicle, extras)

ESTIMATED TRAVEL COSTS *Do not claim items provided or included in an event/meeting cost.

		COMMENTS
		<i>*Daily allowance guide for meals: B/fast \$29.20, Lunch \$32.85, Dinner \$56.</i>
MEALS	\$	
AIRFARE	\$	
ACCOMM	\$	
CAR HIRE	\$	
TAXI	\$	
FUEL	\$	
OTHER	\$	
TRIP TOTAL	\$	The cost of this travel is within the Cost Centre budget: Yes <input type="checkbox"/>

TRAVELLER DECLARATION

I confirm that I have fully read and will comply with the [Travel Policy](#).
I confirm that if my travel exceeds the estimated cost above, I will seek further management approval.

Traveller's signature		Date	
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MANAGER APPROVAL

I approve the travel arrangements and estimated travel costs indicated above.

	Name	Signature	Date
Approved by Manager			
Approved by Cost Centre Owner (manager who holds financial delegation of cost centre)			

Once management approval is received, please send form to travel@vinnies.org.au

Attachment B: Expense Reimbursement Claim Form for Employees, Members and Volunteers

Available on the [Staff Portal](#) and [MAVS](#)

EXPENSE REIMBURSEMENT CLAIM FOR EMPLOYEES/MEMBERS/VOLUNTEERS						
NAME:				APPROVED:		
BUDGET/DEPARTMENT:				PRINT NAME:		
BSS:				TITLE:		
ACCOUNT:				DATE:		
DATE:				RECEIVED:		
EXPENSE	EXPENSE	NUMBER OF	TOTAL	GST	DESCRIPTION	
EMPLOYEES	CODE	RECEIPTS	COST (\$)	AMOUNT(\$)		
Meals/Catering	3300					
Travel - Staff	3910					
Phones/Internet/Fax	3970					
Petrol	3700					
Accommodation	3930					
Stationery	3560					
Postage	3540					
Subscriptions/Memberships	3610					
Training & Development	4300					
Other:						
MEMBERS / VOLUNTEERS						
Expenses (refreshments/food)	2500					
Petrol	3800					
Travel	3920					
Accommodation	3940					
Training	2600					
Subscriptions/Memberships	3610					
Other:						
Please attach supporting receipts/documentation						
TOTAL:			\$0.00	\$0.00		