

Travel Policy – Member Information Summary

What is this policy about?

The Travel Policy sets out:

- the circumstances when the Society will cover the cost of travel for members, volunteers and employees
- planning requirements including the consideration of safety and wellbeing
- how to seek approval for travel expenses to be covered
- how to book travel
- what kinds of travel expenses will be covered
- how much money can be claimed as a travel expense
- how to claim approved travel expenses.

When does it apply to members?

The policy applies to members traveling on official Society business, such as to attend a committee meeting, or special event, which will require travelling a long distance.

The policy does not cover the use of personal vehicles for member activities (for example members making home visits to community members).

What are the Rules?

Travel to State Council meetings:

Members of State Council travelling for State Council meetings' travel is pre-approved. State Council members can book travel for State Council meetings by emailing the Executive Assistant supporting the meeting.

All other travel approval:

All travel expenses should be approved prior to booking.

Usually, travel is approved by your President but there may be occasions where it is approved by another employee of the Society. For example, if you are traveling for training the training host may be able to approve your travel. Whenever the approver is an employee of the Society, they will tell you that they can approve your travel.

Presidents and managers should not approve travel if it is more expensive than their Delegation of Authority or available budget. If they do not have sufficient budget available or high enough Delegation of Authority, they can ask their Regional Director for approval. More information about Delegations of Authority can be found in the [Delegations of Authority Policy](#).

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.

Booking:

To make a booking, members should:

- complete the Travel Booking form with their intended travel details
- provide it to their President or manager for approval
- wait for approval in writing (signed form or email) before booking flights etc.
- send the approved travel request form to travel@vinnies.org.au so that the travel can be booked

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. Presidents approval is required for travel bookings required within the 14 day time frame.

When a booking is made, members should check the travel confirmation/itinerary is correct as soon possible and notify the Society if there is an error.

Flights:

All flights should be economy class except where there is a medical reason why a different class is required (must be supported by medical documentation and approved by the State Council President for members, or CEO for employees and volunteers).

Flights should be booked on the lowest logical fare, typically a restricted fare. A flexible ticket should only be booked if required or if it is cheaper than a fixed/restricted ticket.

Frequent flyer/rewards points may be claimed by the person travelling if they are a member of the appropriate rewards program, however claiming frequent flyer/rewards points is not an acceptable reason to book a more expensive fare or choose a particular airline. Any frequent flyer/rewards club membership fees are the responsibility of the person claiming travel (if they choose to participate).

International Travel:

International travel is rare, but when a request is made, it can only be approved by the State Council President (for members) or CEO (for employees and volunteers).

Accommodation:

Overnight accommodation is allowed 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.

Accommodation should be booked by your travel booker with the Society preferred travel management company as they offer the Society discounts and preferred rates. Safety should be considered and the lowest safe rate should be booked.

If breakfast is included in the room rate, a breakfast meal allowance will not be provided.

Meals:

When travelling, meal costs may be reimbursed.

Breakfast may be reimbursed on day travel if you are required to leave before 7am. Dinner may be reimbursed on day travel if you arrive home after 8:30pm.

Meals will be reimbursed, based on actual expenditure, up to a maximum value of:

- Breakfast \$29.20
- Lunch \$32.85
- Dinner \$56

Alcohol will not be reimbursed.

A receipt is required for reimbursement of meals and any approved incidental costs.

Travel in your own vehicle

In accordance with The Rule, members are expected to use their own vehicles for reasonable associated travel.

Travel Insurance

Members are covered by the Society's Travel Insurance Policy while undertaking travel on behalf of the Society, subject to the terms of the Policy.

Where can I find more information?

The full policy is available on the MAVS website.

Your Regional Director can also help if you have questions about travel reimbursements.