



TRAVEL POLICY

12.12.2022 V1

1. DEFINITIONS:

Board – The collective of persons elected to a Board, by Members, to manage the affairs of the church.

Board Member – Persons elected to the Board of the church.

Church – registered entity.

Employees – Persons employed or assisting as a volunteer.

GM – General Manager or key manager of church affairs.

Job Description – defined role and responsibilities of an employee.

Members – persons that have been approved as Members of the Church.

Person's – employees, volunteers and members of the Board.

Strategic Plan – a document that defines the goals of an organisation over a given period.

Zoom – online audio-visual means of communication, which includes similar applications.

2. CONTEXT:

Employees required to travel as defined in their Job Description and or Strategic Plan, on the occasion they need to meet someone, are to be reimbursed relative expenses.

Members of the Board that have to travel to meetings of the Board and on behalf of the Board, are to be reimbursed relative expenses.

Rather than set limits, due to the variances in the cost of flights, accommodation and hospitality across Australia and the world, this policy relies upon claimants booking the most economical means of facilitating their attendance.

3. PURPOSE:

The purpose of this policy is to define what is an acceptable travel expense relative to the context.

4. SCOPE:

This policy applies to employees, volunteers and members of the Board, who are acting on behalf of the Church.

5. POLICY:

i. Purpose:

A Person intending to travel on behalf of Church, is to have a justifiable reason to do so.

ii. Permission:

Unless defined in the Employee's Job Description, Church's Strategic Policy, instructed by the employee's supervisor or Board, all are required to seek approval to travel, prior to travelling.

- a. Unless authorised by the Board or their supervisor or included in the Strategic Plan with a budget, Employees are to seek the permission of their immediate supervisor, prior to booking.
- b. Members of the Board are to seek the permission of the Board, which is to check its budget to ensure funds are available and if not check with the GM.
- c. Members of the Board may elect to claim or not to claim their travel costs.

iii. Reasonable Expenditure:

- a. Person's intending to travel, are to have explored meeting via Zoom etc, prior to committing to meeting in person
- b. Those required to travel, are to seek the most economical and convenient means to do so.

iv. Allowable Travel Expenditure:

a. Accommodation

- a) If a meeting is to commence at a time in the morning it would not be possible or reasonably possible to arrive in time, the Person may travel the day prior and secure accommodation for the day/night.
- b) If a meeting is to conclude at a time in the evening it would not be possible or reasonably possible to arrive home in time, the Person may secure accommodation and leave the following day.
- c) The Person securing accommodation is to book what is reasonable [average] in price for the location.

b. Air Travel

- a) Persons needing to travel via plane, are to secure the most economical and convenient bookings available.
- b) Business class or First-Class bookings will be reimbursed at the rate for Economy flights.

c. Car

- a) Kilometres travelled per trip during the working week, are reimbursed less

kilometres travelled to and from the prescribed location of employment.

b) Kilometres travelled per trip during the weekend or public holidays, are reimbursed from the Person's place of residence.

c) Kilometres travelled are reimbursed at the prescribe [ATO KMS TRAVEL RATE](#)

d. Taxi

a) Reimbursed at the standard rate.

e. Bus/Coach

a) Reimbursed at the rate for Economy.

f. Tolls

a) Reimbursed at the standard rate.

g. Tram

a) Reimbursed at the standard rate.

h. Train

a) Reimbursed at the rate for Economy.

i. Ship/Ferry

a) Reimbursed at the rate for Economy.

j. Meals

a) Whilst travelling, the cost of a tea/afternoon break, breakfast, lunch and dinner will be reimbursed, including the participant/s, provided it is reasonable.

b) The purchase of alcohol will not be reimbursed.

v. Accountability.

Claims for travel related expenditure are to be submitted to the GM, stating purpose with invoices/receipts, as soon as practicable upon return.

vi. Right of Refusal

The GM reserves the right to refuse all or part of a claim for travel, where the Person acted outside their Job Description and Strategic Plan, or did not seek permission, or the claim is excessive given the circumstances.