



Highfields RSL Sub Branch, INC

Policy Name: Travel and Accommodation Policy
Responsibility: Executive Committee
Effective: 1st July 2012
Version: 1
Drafted by: Steven Dudley - President

Travel and Accommodation Policy

OVERVIEW

1. Policy

Highfields RSL Sub Branch (HSB) business travel includes, but is not limited to Committee Members and HSB Members who are travelling on approved HSB business.

2. Principles

HSB recognises that travel is an integral part of Sub Branch related activities for the Committee and from time to time other Members. This policy is designed to meet the needs of these travellers.

The policy is designed to provide maximum information, convenience, flexibility and safety for those travelling and to help ensure the financial integrity of the Sub Branches budget requirements, maintenance of accurate records and a record of traveller's whereabouts.

HSB travellers and authorising officers are expected to exercise prudent business judgment at all times when booking, authorising and under taking travel.

All travel must be requested and approved for financial and record keeping purposes.

'Reasonable' and 'Maximum' Rates

Travellers should always seek travel arrangements that provide the HSB with value for money and contain travel expenses within the rates and limits stated below. These rates are based on the Australian Taxation Office, Tax Determination TD 2010/19. A copy of this determination is available for the secretary or on the HSB website.

3. Coverage

This policy applies to everyone who travels on behalf of the HSB, on approved HSB business, regardless of the source of funds or duration of travel.

This policy applies to all domestic travel arrangements for everyone who travels on approved HSB Business. In the unlikely event that international travel is required the executive committee will meet to approve the international travel and accommodation arrangements.

No travel is to be undertaken without prior written authority by at least two members of the executive committee. In the event of emergency travel this approval can be gained after the travel has taken place, but members are to be aware that this approval may not be forthcoming if it is deemed the travel was not warranted.

An Executive Committee Member (ECM) being the President, Deputy President, Secretary and Treasurer are authorised to undertake HSB travel for meetings and training sessions where the travel is less than 100km each way with out prior written authority. This travel is limited to two trips per calendar month. Travel in excess of the distance or when more than two trips are required per month requires the normal prior written authority. An **Approval for Travel and Request for PVA form** must still be completed for each of these trips and endorsed after the fact.

4. Meals and Incidentals

The following rates should be used as a guide in assessing what constitutes 'reasonable' travel expenses for meals and incidentals:

	Breakfast	Lunch	Dinner	Incidentals	Daily Total
All Travellers	\$20	\$25	\$40	\$15	\$100

Where the period of HSB travel does not comprise a full day, the breakdown of reasonable rates for breakfast, lunch and dinner should be applied.

Travellers are entitled to the payment of meal expenses in accordance with the following travel departure and return times:

- Breakfast – the traveller departs earlier than 7:30am (0730hrs) or returns later than 7:30am (0730hrs).
- Lunch – the traveller departs earlier than 1:30pm (1330hrs) or returns later than 1:30pm (1330hrs).
- Dinner – the traveller departs earlier than 7:00pm (1900hrs) or returns later than 7:00pm (1900hrs).

Meal costs cannot be accumulated. Each amount is separate for each day and for each Breakfast, Lunch and Dinner, and an accumulated total cannot be utilised to pay for only one meal for the day or trip.

5. Domestic travel

The preferred method of travel for HSB is personal motor vehicle for travel less than 750km each way, when the distance is greater than 750km the most economical method of travel of either motor vehicle or air should be used.

When a member's personal vehicle is used the member will be reimbursed at a rate as shown in the table below. This allowance will be called Personal Vehicle Allowance (PVA). This figure is to be reviewed from time to time and can be amended by a motion to a general meeting of the HSB.

Mileage Allowance Rates	
Engine Capacity	Rate per Km Travelled
≤ 1600cc (1.6 litres)	\$0.50
16001cc (1.6 litres) – 2600cc (2.6 litres)	\$0.60
> 2600cc (2.6 litres)	\$0.70

All requests for payment of PVA is to be made after authority for travel is gained and is to be made on

a Request for Personal Vehicle Allowance form. The distance calculator to be used is the RACQ Trip Planner website available at http://www.racq.com.au/travel/drive_travel/trip_planner. Members are to attach a copy of the trip planner to the PVA claim. The total travel distance calculated by the RACQ website will be used for the basis of payment, with kilometres rounded up to the nearest full kilometre.

6. Domestic Air Travel

Air travel policy to be issued.

7. Domestic accommodation

The following rates should be used as a guide in assessing what constitutes 'reasonable' and 'maximum' travel expenses for accommodation:

Reasonable Rates	Maximum Limits
\$100	\$150

Where appropriate accommodation within the reasonable rates is not available, the most cost effective accommodation within the maximum limits should be selected.

In certain situations it may be more appropriate and/or cost effective to select a more expensive accommodation option. Consideration should be given to time management, associated costs for ground transportation, and potential networking opportunities when determining the most cost effective option.

For example, staying in the conference location accommodation may be more cost effective than a cheaper accommodation option as it eliminates the cost of taxis between the accommodation and the conference.

With the exception of individual destinations where the reasonable rate published by the ATO is greater than the maximum limit stated above, the actual travel expense for accommodation should not exceed the maximum limits.

8. Sub Branch Taxi Account

The HSB has an account with a local Toowoomba Taxi company for use by HSB members for authorised activities when approved by the treasurer. If the Treasurer is not contactable another member of the executive committee can authorise use of the taxi account.

When a member requests the use of the taxi account the treasurer or ECM authorising the trip fills out an **Approval for Travel and Request for PVA form** which must be signed by the member requesting the taxi at the first opportunity.

The taxi would only normally be used by a HSB member for short trips to attend activities such as detailed below when they are unable to use their own personal vehicle due to health or welfare reasons.

Examples of normal Taxi use are as follows

- To attend monthly sub branch meetings
- To attend medical appointments
- To visit their spouse or other HSB member in hospital
- To visit other HSB members who are confined to home due to illness
- To enable the spouse of a HSB member to visit the member in hospital
- Any other trip deemed necessary by the treasurer or executive committee



Highfields RSL Sub Branch

Approval for Travel and Request for PVA

Travellers details:

First Name:	Last Name:
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Purpose of travel:

Travel start address:

Travel destination:

Travel dates:	From:	To:
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Mode of Travel:	Private car <input type="checkbox"/>	Air <input type="checkbox"/>	Hire car <input type="checkbox"/>	Taxi <input type="checkbox"/>
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If private car is used what is the total distance of Travel:	Kilometres	Engine Capacity in cc
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If air is used details of travel:	Away leg Airline:	Flight Number:	Home Leg Airline:	Flight Number:
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If Hire Car is used details of travel:	Company:	Booking Number:	Return Date:	Total Cost:
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Additional Cost Details and Amounts: *(example cost for transport to and from Airport)*

Travellers signature:	Date:
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Approval: *(must be two members of the executive committee, not the traveller or approved at a general meeting of the Sub Branch)*
NOTE: For TAXI only travel to attend Sub Branch approved Business, Function, Medical Appointment or Welfare visits – ONLY the approval of the treasurer is required (or one Executive committee member in the treasurers absence)

Signature:	Name:	Position:
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Signature:	Name:	Position:
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Treasurer Action:

Signature:	Date:
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Cheque Number:	Remarks:
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