



EQUESTRIAN
AUSTRALIA

Equestrian Australia Travel Claims Policy

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Introduction

The purpose of the Equestrian Australia Travel Claims Policy (Policy) is to define procedures for the reimbursement of expense claims and the parameters that define the claims that are acceptable to be claimed when conducting business on behalf of Equestrian Australia (EA). The procedures and parameters defined are to be used by staff, volunteers and Board members (travellers).

EA expects travellers to act responsibly and professionally when incurring and submitting costs.

Scope

The Policy applies to Board members, staff and volunteers that are required to travel in pursuit of the goals and aims of EA.

Exceptions

Exceptions to the Policy require approval from the CEO or Chair of the EA Board.

Implementation & Responsibility:

Managers' Responsibility:

Managers should:

- Know the Policy and inform their staff of the Policy.
- Determine if travel is really necessary to achieve goal.
- Approve expenses in accordance with the Policy.

Traveller's Responsibility:

A traveller should:

- Only incur expenses that are consistent with the business needs, and exercise care in determining appropriate expenditures.
- Book all travel through the Concur Travel website. This includes air, car, and accommodation. If you do not have access to the Concur Travel system, you must contact an EA staff member to book your required travel.
- Submit claims for any other reasonable out of pocket expenses, with receipts, using an EA Expense Claim form, coded and approved by your manager within ten days of returning from your trip.

Board members will only be reimbursed for travel to and from Board meetings and Joint Sessions. Any travel to and from events will only be reimbursed if prior approval has been granted by the Chair of the EA Board.

Payment for Travel

- Travel expenditure is to be paid for with an EA credit card through the Concur Travel system as a first preference.
- Reimbursement can only be claimed for costs not paid for by an EA credit card.

Acceptable Expenses

Expenses which can be paid for using an EA credit card through the Concur Travel system or reimbursed as actual expenses include the cost of:

- flights
- accommodation
- car hire
- travel to and from the airport for flights
- approved business-related travel (e.g. car hire or taxi fares for travel from one location to another)
- necessary inoculations, vaccinations and medical requirements (e.g. Malaria tablets)
- necessary visas
- business-related excess baggage and customs fees
- compulsory entry/exit fees
- business document preparation (e.g. photocopying)
- hotel accommodation including any hotel service fee

- meals including breakfast, lunch and/or dinner. In the case of the evening meal, EA will allow reasonable beverage costs as part of the meal. As a guideline, this should be no more than A\$20.
- laundry, where the trip is of four days duration or longer

Expenses that cannot be claimed

- EA will not fund airline life membership programs.
- EA will not accept any claim for reimbursement if frequent flyer points are used to purchase travel services nor will EA reimburse the cost of airline lounge memberships (eg Qantas Club).

Air Travel:

- All flights are to be booked through the Concur Travel website.
- Any international travel requires approval from either the CEO or the Chair of the Board, in writing and prior to the flight/s being booked.
- The class of travel will always be economy unless it is an international flight in excess of eight hours in which case it will be premium economy.
- The fare booked will be the best available for that day and will not be a flexible fare. Should a flexible fare be sought for an EA business reason, this will require prior written approval from the CEO or Chair of the EA Board.
- Travellers may upgrade their flights. All attempts will be made to reserve flights that can be upgraded. The cost of an upgrade is at the expense of the traveller.
- Travellers may retain all benefits from frequent flyer club memberships. All dues for such clubs must be paid by traveller.
- Travellers choosing to use personal modes of travel between cities serviced by regularly scheduled airlines will be reimbursed based on the least expensive airfare or actual expenses, whichever is less.

Car Rental:

- All car hire is to be booked through the Concur Travel website with AVIS, using the Wizard number F8U27A.
- AVIS will include the collision damage waiver and the personal liability insurance in the price of the daily rental to all company travellers when the discount number above is advised. Should a situation arise in which a traveller rents a car from a provider other than AVIS, the traveller must take out collision damage waiver (CDW).
- Travellers can request either compact or intermediate size cars. Rentals for other types of cars are not permitted except with manager approval.
- Wherever possible the traveller must re-fuel the car to capacity prior to returning the rental car for drop off. Fuel charges at the rental locations average 50% more than independent filling stations.

Personal Vehicle Reimbursement:

- Travellers are not permitted to drive more than 3.5 hours in a single journey.
- Travellers are only authorised to use his/her automobile if they have both a valid driver license and current comprehensive auto insurance including liability. If not, the traveller is not authorised to travel for the company.
- The reimbursement rate is 55 cents per kilometre. EA will also reimburse all actual tolls and parking fees, with a receipt.
- Mileage from traveller's home to regular assigned work location is not a reimbursable expense. However, if the traveller goes directly from home to another work assignment other than the regular work location, the traveller can expense this mileage.
- In order to receive reimbursement for mileage, the traveller must complete an expense report specifying purpose of trip, start and finish odometer reading, point of origin, destination and time of trip.
- Travellers assume responsibility for all parking and traffic fines.

Accommodation:

- All accommodation is to be booked through the Concur Travel website.
- The accommodation booked will be defined as reasonable accommodation with a private shower/bath in a moderately priced business suitable hotel.

- The rate booked will be the best rate when booked and in line with the parameters set on the Concur Travel website.
- The limit for the per room price is \$250 per night.
- If the traveller wishes to stay elsewhere then the traveller will be required to pay the difference between the best rate obtained by EA and the desired accommodation.
- All hotel reservations will be guaranteed to an EA approved credit card. It is the traveller's responsibility to cancel hotel reservations within the Hotel Cancellation Policy time frame to avoid EA incurring cancellation fees. This can be done by contacting the travel agency or the hotel directly. You must obtain a cancellation number when cancelling a hotel reservation. EA will not reimburse hotel "no-show" fees, unless approved by a manager.

Meals and Entertainment:

- Actual, reasonable and necessary costs for meals will be reimbursed.
- The amount claimed for meals shall not exceed \$40 per day.
- Entertainment expenses are reimbursable only with manager approval and must meet the following conditions:
 - a. The entertainment expense is fully receipted (original receipts required)
 - b. Expenses are authorised by the traveller's manager
 - c. The persons entertained, the place and the purpose of the entertainment must be clearly specified.

Non-reimbursable expenses include but are not limited to: alcoholic beverages, airline club dues, rental car club membership fees, airline head seat rental, in-room movies, fines for traffic violations, insurance on life or personal property while traveling, purchase of clothing and/or other personal items and expenses for family, child, pet, home and property care while on a trip.

Expense Reporting:

The following conditions apply when submitting expense reports:

- Actual and reasonable expenses are reimbursed in accordance with the provisions of this Policy and procedure
- The traveller must submit expense reports during the week after incurring the expenses, or upon returning to the office, whichever is sooner. Failure to submit expense reports within ninety (90) days will disqualify the traveller from receiving reimbursement for expenses incurred while traveling on company business.
- The following items are to be included in, or attached to, the expense report when submitting it for payment:
 - a. Original or copies of receipts for meal, lodging, air or auto transportation, tolls, fuel and any other business expenses.
 - b. Explanation of any deviation from Policy, unauthorised vendors, lodging or transportation, and/or charges submitted "in lieu of" normal expenses.
- For international travel expense claims, expense reports are to be completed in Australian currency during the week after returning to the EA office. If no foreign exchange rate is provided by the traveller, EA will use the daily rates used by the ATO.

Compliance and Breaches

EA may commence applicable disciplinary procedures if a person to whom this Policy applies breaches this Policy