








## NTGPE TRAVEL POLICY

Description			
Domain:	Corporate		
Policy Number:	COR005		
TRIM Folder Number:	10/2458		
Owner/Responsible Area	Chief Executive Officer (CEO)		
Date Originally Adopted:	15 March 2010		
Author:	Garry Lambert, Previous Executive Manager Support Services (EMSS)		
<b>Distribute to:</b>	Program Participants ✓	Staff ✓	Board ✓
Via:	Information Bulletin ✓	Email ✓	Website ✓
<b>This Policy includes:</b>	Procedure	Yes	
	Instrument(s)	No	
	Attachment(s)	Yes	
Approval Process:			
Senior HR Officer	YES	Signature:  Date approved: 11 / 02 / 2016	
Board Committee Approved to Progress:	N/A		
Final Authorisation	CEO		
Review Cycle:	Annually and as required.		
<b>Signature:</b>			11 / 02 / 2016
Title	CEO		Date

Year Reviewed		
2012	<b>Comment:</b> put on combined Policy/Procedure template and reviewed.	
	Signature: 	20 / 12 / 2012
	Name & Title: Dr Brett Dale, CEO	Date
2014	<b>Comment</b> amended clause 35.3, replaced all references to Quickbase with SharePoint.	
	Signature: 	20 / 01 / 2014
	Name & Title: Dr Brett Dale, CEO	Date
2014	<b>Comment:</b> travel allowance memorandum added to attachments.	

	Signature 	18 / 06 / 2014
	Name & Title: Dr Brett Dale, CEO	Date
2015	<b>Comment:</b> Annual updated. Removed reference to Junior Doctors. CTC changed to Travel Coordinator TC. Included up to date travel logistics, including NTGPE Group Travel spreadsheet.	
	Signature 	27 / 10 / 2015
	Name & Title: Dr Brett Dale, CEO	Date
2016	<b>Comment:</b> Clause 21 Qantas Club Membership has been updated. Clause 39 Taxi and cab charge vouchers has been updated. Removed Clause 41.1.12 & 41.1.13 regarding NTGPE student accommodation.	
	Signature 	11 / 02 / 2016
	Name & Title: Dr Brett Dale, CEO	Date

# Policy

## 1.0 Purpose

This Policy has been developed to clearly set out the means by which domestic and international business related travel, paid for by Northern Territory General Practice Education (NTGPE), can take place.

This policy applies to all NTPGE employees, Board Directors, program participants and external consultants, including pre-approved accompanying family members, (hereafter all referred to as employees) for travel primarily organised and undertaken to conduct the Company's business.

Only the CEO can approve any variation to this Policy. Any other variations are unauthorized and the traveller may be personally liable for reimbursement of expenses.

## 2.0 Scope

### 2.1

This policy applies to all persons employed by NTGPE in any capacity who is seeking to travel under NTGPE auspices.

### 2.2 Limitation

Nil.

## 3.0 Definitions

### 3.1 Travel

Has its ordinary meaning; typically the act of making a journey usually of some length and includes travel by car, aircraft, public transport or any normal transport means.

### 3.2 Business Travel

The act of travelling for the primary purpose of conducting or engaging in NTGPE business affairs for the benefit of the Company. Such travel may have an ancillary but clearly subordinate personal purpose but must always have the primary purpose of travel for company reasons.

### 3.3 Authorisation /Authorised Person

Has its ordinary meaning; typically the act of being given "official permission or approval" to perform a task by ones Line Manager or an authority above the Line Manager.

### 3.4 Travel Coordinator (TC)

Refers to the position primarily responsible for travel across the organisation.

### 3.5 Program Participant

A program participant can include a GP Registrar or medical student undertaking training and/or clinical placement with NTGPE

## 4.0 Responsibilities

### 4.1 General Responsibility

Employees are to comply with all NTGPE's policies and are responsible for familiarising themselves with the policies (available on TRIM and SharePoint and as hard documents) that are relevant to their particular circumstances. Line Managers are responsible for the provision of guidance in this regard. Generally at induction, HR will follow up with a sign off sheet to ensure staff have read and understood this policy.

### 4.2 Responsibilities of CEO

4.2.1 The CEO is responsible for management (including staff induction) and oversight of this policy and procedure.

4.2.2 Compliance with this policy and procedure.

#### **4.3 Responsibilities of Line Managers**

- 4.3.1 Ensure staff and program participants are familiar with this policy.
- 4.3.2 Determine if travel is absolutely necessary to achieve the goal.
- 4.3.3 Approve expenses in line with this policy.
- 4.3.4 Provide an operational framework to identify and manage travel relating to the Company's business activities.
- 4.3.5 Ensure all travel meets relevant legislation and Company procedures.
- 4.3.6 As far as practicable, protect the safety and wellbeing of employees while travelling on business.
- 4.3.7 Monitor budget usage and ensure that cost efficient business travel is undertaken.

#### **4.4 Responsibilities of NTGPE Employees**

- 4.4.1 All NTGPE employees must comply with this policy and related procedure when undertaking business or associated private travel.
- 4.4.2 Ensure timely arrival and departure when undertaking pre-planned business travel.
- 4.4.3 Comply with Company OH&S safety requirements and manage their own wellbeing when away from their normal place of work on business.
- 4.4.4 Maintain accurate records of travel undertaken in a diary and keep all business travel receipts for claiming and supporting credit card or cab expenditure.
- 4.4.5 Act in a manner that ensures no real or perceived damage to the Company's reputation or image when on business travel; and
- 4.4.6 Undertake travel within working hours (where possible), in a manner that causes no additional expense or inconvenience to the Company's business operations. If this is not possible pre-approval must be obtained from your Line Manager.
- 4.4.7 Act with integrity and good faith in relation to all business travel undertakings.

#### **5.0 Inclusions to this Policy**

- 5.1 Procedure

#### **6.0 Attachments**

- 6.1 Attachment 1 - Traveller Profile Form
- 6.2 Attachment 2 - Travel allowance memorandum to all staff 9 May 2014
- 6.3 Attachment 3 – 4WD Remote Trip Checklist Form

#### **7.0 Related Policies and Legislation**

- 7.1 COR001 Attendance Flexible Working Arrangements & TIL Policy and Procedure
- 7.2 COR003 Workplace Health and Safety Policy
- 7.3 COR006 Employee Leave Policy
- 7.4 GOV017 Code of Conduct Policy
- 7.5 ATO Taxation Determination
- 7.6 KPMG Travel Allowances and Reimbursement Guidelines
- 7.7 Corporate Travel Insurance Policy (see HR or Finance)
- 7.8 [www.smarttraveller.gov.au](http://www.smarttraveller.gov.au)

## Procedure

### 8.0 Definitions

#### 8.1 Travel Coordinator (TC)

Means the person or position responsible for arranging travel on behalf of the Company - currently Narelle Piper, phone 08 8946 7205 / mobile 0408 626 530 / email [narelle.piper@ntgpe.org](mailto:narelle.piper@ntgpe.org). The TC is available to staff and program participants **seven (7)** days a week.

#### 8.2 Employee

Includes all NTPGE staff, Board Directors, program participants and external consultants, including pre-approved accompanying family members.

### 9.0 Procedure

**9.1** Prior to the booking of any travel, low-cost alternatives such as audio/video conferencing or web casting, if available, should be considered.

**9.2** Once it has been determined that travel is necessary, a Travel Request form is to be completed by all employees. This includes motor vehicle travel outside normal movements. All employees must complete a *Travel Request Form* (found on SharePoint, Internal Forms '[Travel Request Form](#)') prior to travel, which, when approved, will be sent through to TC to action.

**9.3** Requests should be submitted a minimum of 7 days in advance but generally not exceeding two months in advance.

**9.4** Travel should be undertaken by the most cost efficient mode of transport, which may include air travel, commercial and/or charter, hire vehicles, company pool vehicles, private vehicles, taxis or public transport.

**9.5** Employees, program participants and people travelling on related NTGPE business will be booked to fly on a reputable carrier using the lowest logical fare of the day, as determined by the TC.

### 10.0 Changing Travel Arrangements To Be Avoided

**10.1** All travel is expected to be adequately planned before bookings are made. Employees who need to make changes to their travel arrangements due to personal reasons may do so **at their own expense**. NTGPE will make arrangements to recover such costs if necessary.

**10.2** Once travel arrangements have been agreed and made, any subsequent changes to travel arrangements, must be approved in writing by an authorised NTGPE staff member, if the proposed change is to be funded by NTGPE. There may be circumstances whereby NTGPE will bear the cost to change travel arrangements (i.e. death of a family member). Any exceptions will require approval by the employees Line Manager or authorised person.

**10.3** Should the Company instruct the employee in writing to change their travel arrangements for business reasons, then, in those circumstances, the Company will meet the travel costs incurred by the amendment.

**10.4** If a purchase order (PO) has been raised for a travel request, the TC must inform Finance by e-mail of any changes or amendments required as a result of this change.

### 11.0 Travel Coordinator

**11.1** The in-house TC is to ensure that NTGPE has:

**11.1.1** Uniform and efficient services to all staff;

**11.1.2** Preferred vendor arrangements and rates;

**11.1.3** Up to date employee traveller profiles;

- 11.1.4 Consistent and complete management information reporting and filing;
- 11.1.5 Accurate records of employee travel and emergency contact details to ensure timely assistance in the event of an emergency or other incident during business travel; and
- 11.1.6 Ability to monitor budget usage and ensure that cost efficient business travel is undertaken.
- 11.1.7 Up to date travel logistics, including NTGPE Group Travel spreadsheet

## 12.0 Traveller Profiles

A traveller profile needs to be completed by all new and existing employees. The profile contains such information as your emergency contact details and frequent flyer numbers etc. This will be kept on file for and only accessed (for privacy reasons) by the TC. Any changes to this profile must be updated as soon as practical.

## 13.0 Travel Records

- 13.1 Employees must keep a travel diary when travelling for more than five (5) consecutive nights, with the exemption of domestic travel that has no private element, as per the ATO Income Tax Assessment legislation requirement.
- 13.2 Travel diaries for more than five (5) consecutive nights are to be made available to Finance (either a print out of your Outlook Calendar detailing meetings/conferences etc attended or a copy of your diary), for the specific days, before 31 March of each year.
- 13.3 If valid travel diaries are not maintained in the required form, all travel expenditure will be deemed as private in nature and thus subject to FBT.

**NOTE:** where business travel is such that the employee is required to stay away over a weekend, this will not mean the employee has failed the test in respect of travel being 'exclusively' for work purposes.

## 14.0 Passports & Visas

- 14.1 If you are unsure as to whether you need a travel visa, please liaise with the TC in a timely fashion who will be able to advise on requirements. Anyone wishing to renew or make an application for a Passport please follow the link as follows:  
<https://www.passports.gov.au/Web/index.aspx>
- 14.2 Passports must have a minimum of six months validity post departure dates to be acceptable for international travel. Employees without a passport who only travel internationally for Company business may have a passport paid for by the Company providing it is approved by the CEO.
- 14.3 When undertaking international travel, the employee is responsible for ensuring all requirements applicable to obtaining a visa or similar documentation are met in a timely manner. The Company will bear the cost of obtaining visas to visit countries on the approved itinerary for the purpose of official business travel.
- 14.4 Visas have various end dates and employees must ensure they depart the country at least 24 hours before the visa expiry date.

## 15.0 Accompanying Family Travel

- 15.1 The Company recognises the desire by some employees to have an immediate family member accompany them on official business travel at times. Approval for accompanying family travel (funded or unfunded) will be at the discretion of the CEO.
- 15.2 Where approval has been granted for accompanying family travel, that approval may be withdrawn without explanation if it is deemed in the best interest of the Company to do so.
- 15.3 Any fringe benefits tax (FBT) incurred by the Company because of an employee's accompanying family member/s will be borne fully by the employee and will be repaid to the Company immediately on incurring the additional tax.

---

This is a quality controlled document which may not be current once printed and must not be altered without the approval of the authority.

## **16.0 Associated Private Travel (non-Company business)**

- 16.1** The Company recognises the desire of some employees to occasionally combine business travel with personal travel.
- 16.2** Associated private travel can only be approved by the CEO for a period up to one week only (7 days) before or after official business travel. Applications for periods longer than one week (7 days) must provide a full written explanation and any approval is at the discretion of the CEO.
- 16.3** Where approval has been granted to an employee for associated private travel, that approval may be withdrawn without explanation if it is deemed in the best interest of the Company to do so.
- 16.4** Associated private travel approved greater than one week (7 days) will normally require employees to share the costs of the business travel on a pro-rata basis; otherwise the official business travel component is perceived by the ATO as an employee obtaining a personal gain, for which FBT must be paid.
- 16.5** FBT incurred by the Company because of an employee's associated private travel will be borne fully by the employee and must be repaid to the Company immediately on written request.

## **17.0 Air Travel (Domestic/International)**

- 17.1** The lowest logical fare of the day will be booked (Domestic/International) wherever possible according to entitled class of travel.
- 17.2 Domestic Air Travel**
  - 17.2.1 If a traveller requires flexibility, the TC must be advised at the time of booking.
  - 17.2.2 Travellers are able to fly with Qantas, Virgin or Jetstar on the main domestic routes. Travel on carriers such as Air North, Regional Express and SkyWest is permitted on routes not serviced by the larger airlines.
  - 17.2.3 All employees travel economy class unless contracts of employment specify business or other class.
- 17.3 International Air Travel**
  - 17.3.1 International travel cannot be funded by DoH funds without prior written approval. All overseas travel is to be funded out of the projects account when approved by the CEO.

## **18.0 Charter flights**

All charter flights must be on a twin engine plane unless pre-approved by the CEO or no alternative exists.

## **19.0 Ticket Delivery and Cancellation**

- 19.1** This will be in line with the terms and conditions of the ticket purchase.
- 19.2** Please note that the TC will secure the best rate at the time of booking your flights. This may mean there is little or no flexibility surrounding your flights and NTGPE may charge the traveller for any change fees and no-shows. The employee can either elect to reimburse NTGPE's bank account or have Payroll deduct the amount from their next pay.

## **20.0 Frequent Flyer Program Membership**

- 20.1** The Company will **not** pay for an employee's frequent flyer program membership as this is a private matter. Any benefits travellers receive from joining any of these programs travelling on behalf of NTGPE are for the traveller to retain.
- 20.2** Travellers/employees will be fully responsible for any Income Tax implications that may arise as a result of using employer-paid travel to earn points for personal-use travel or rewards.

## **21.0 Qantas Club Membership**

- 21.1** Qantas club membership is no longer paid for by the Company as the Commonwealth Government limits the use of funds for certain benefits.
- 21.2** Existing Qantas Club membership may be used until the membership expires at which time it will be the staff member's responsibility for payment if continued membership is desired.

## **22.0 Excess Baggage Fees**

- 22.1** Any excess baggage fee incurred while travelling is a personal expense unless it can be proven that the excess baggage was specifically work related.
- 22.2** If excess baggage is work related (i.e. moving corporate materials) it is the traveller's responsibility to ensure the TC is notified prior to booking the flights so that excess baggage can be paid for in advance in order for NTGPE to access favourable rates (as opposed to the employee incurring the more expensive rates at airport check-in).
- 22.3** Employees must ensure their Line Manager and the TC is aware of the need for extra baggage by ensuring it is noted on the travel request form at the time of making the booking request.

## **23.0 Failure to Depart on Time**

Employees who, without a valid reason, fail to meet the departure time and location as stated on travel documentation and where such action causes the Company to incur additional charges or costs of travel, the employee will bear all associated costs personally. The costs will be itemised in writing and it is expected that employees will reimburse the Company within ten (10) working days.

## **24.0 Overnight Delays**

In the first instance if a traveller finds themselves staying overnight due to an airline delay, it is recommended that the traveller make a first attempt to secure complimentary accommodation from the airline and if this is not successful obtain a contact name/number and then advise the TC if time permits so that they can assist with accommodation.

## **25.0 Denied Boarding Compensation**

In the event of any inconveniences due to overbooking, flight cancellations, changes of equipment etc, if the airline offers the traveller free tickets or cash allowance/s to compensate for the above inconvenience, these payments should be surrendered to NTGPE Finance.

## **26.0 Risk Management During Travel**

### **26.1 Employees Travelling Together**

It is expected that no more than fifty percent (50%) of Board members and NTGPE Management will travel together on the same aircraft/car/bus due to the evident risk of loss of key staff.

### **26.2 Vehicle Travel**

When travelling in remote regions it is advisable to travel in company to minimise risk. However travel alone on main roads, may be possible if the apparent risk is assessed by the Line Manager as reasonable and the traveller is willing to travel solo.

### **26.3 General Travel Safety Advice and International Travel Advisories**

Travellers are responsible for contacting and monitoring the [Australian Government's Travel Advisory and Consular Service](#) website, for travel advice prior to travel and must not travel to those countries on the list with a "Not to travel warning".

### **26.4 Health Precautions/Immunisations**

Travellers should consult with a medical professional to discuss or review any immunisations that may be required for international travel. Should you deem it appropriate to have any vaccinations for travel purposes, please keep your receipts and make a claim to have these reimbursed.



## **27.0 Rest and Recovery Time**

Employees travelling overseas are entitled to one (1) day rest and recuperation after a long international flight (i.e. eight (8) or more hours).

## **28.0 Illness during Work-Related Travel**

If an employee becomes ill or is injured whilst travelling for work purposes they should seek immediate medical attention. In addition, the employee should contact their Line Manager and/or HR as soon as practical to inform them of the illness or injury and to alert them to any potential claim that may need to be made with NTGPE's relevant insurance provider.

## **29.0 Recall from Leave**

When an employee is on approved leave and is recalled to duty by the Company, the Company will pay any reasonable additional costs accrued by the employee due to that persons recall.

## **30.0 Emergency Travel Assistance**

If you need to make any changes to your travel arrangements, you should first contact NTGPE's TC. If they are unavailable, and you require urgent assistance whilst travelling, then you can contact your Line Manager/CEO.

## **31.0 Travelling by Road / Car Hire / Taxi's**

**31.1** Car travel involving travel outside ones immediate Town/City of employment requires notification and authorisation via a travel form.

**31.2** When driving on company business, parking costs are covered. Please retain tax invoices of these charges to ensure these expenses are reimbursed.

**31.3** No vehicle is to be driven by any employee under the influence of intoxicating liquor or drugs.

### **31.4 Reimbursement for Using Private Vehicles**

31.4.1 Employees must obtain pre-approval from their Line Manager to use their private vehicle for business purposes. To make a claim use the "[Vehicle Reimbursement Form](#)" (SharePoint). In certain circumstances a rental car may be more economical.

31.4.2 Employees will be reimbursed for using their own vehicle when there is no rental or NTGPE pool vehicle available.

31.4.3 All vehicles must be registered and roadworthy prior to and during any use.

31.4.4 All vehicles must be covered by comprehensive insurance. The Company should be indemnified against claims, and such indemnity noted on the Policy if required by the insurance provider.

31.4.5 Employees who choose to use their private vehicle for business purposes are advised to contact their insurer to discuss insurance cover in these circumstances. NTGPE employees that utilise their own vehicle for work related purposes/to conduct business must ensure that their personal vehicle insurance policy states that occasionally their vehicle may be used for work purposes. A copy of the employee's vehicle insurance policy should be sighted before approval is provided.

31.4.6 Employees who use their private vehicle regularly for business purposes must use a Log Book and keep travel details up-to-date.

31.4.7 Photocopies of log book entries will be required when making private vehicle travel claims and are to be available on demand for inspection by internal or external auditors.

31.4.8 Reimbursement is calculated according to the size of the vehicle's engine as per the ATO Guidelines.

### **31.5 Driver's Licence / Drive within the Law**

31.5.1 All employees driving any vehicle for any business purpose must ensure they hold a valid current NT/Australian jurisdiction driver's license. A copy of the driver's license must be given to HR and will be held on their personal history file in TRIM. Only persons employed by NTGPE are covered by Insurance.

- 31.5.2 All employees must obey all NT or interstate road laws when driving their own vehicle, Company or hire vehicle when undertaking Company business. Employees new to the NT are required to familiarise themselves fully with NT road rules before driving on Company business.
- 31.5.3 Employees must inform NTGPE HR when they have or are likely to have their driving license suspended for any purpose.
- 31.5.4 Employees who incur infringement notices when travelling for business are required to inform Finance where it is likely to affect capacity to drive on Company business and are also personally responsible for paying any fine incurred while driving.

### **32.0 Safety and Duty of Care when Driving**

- 32.1 Employees must ensure that their Line Manager and/or colleagues know where they are going, their contact details, proposed route and the approximate times of arrival and departure at key places.
- 32.2 All employees' travelling by road need to ensure they contact their Line Manager and/or colleagues to advise of their safe arrival to their destination and again when they arrive home.
- 32.3 The Line Manager or office must be contacted if employees are likely to be more than half an hour later than their estimated times of arrival and departure at key places.
- 32.4 Travelling on roads after dark is best avoided. If necessary prior approval should be sought through your Line Manager for after dark travel.
- 32.5 Wherever practicable, employees are encouraged to travel in pairs when travelling by road in the NT or in similar conditions for longer than four (4) hours.

### **33.0 Driving 4WDs**

- 33.1 Employees required to drive 4WDs off-road in the course of duty must complete an approved *4WD Driver Awareness Course*, including recovery of a vehicle. Alternatively employees must be able to provide to the CEO sufficient evidence of having recently completed a similar course within their qualifying period of employment.
- 33.2 Employees must undertake the course or a refresher course at least every three (3) years, if available.
- 33.3 Employees travelling in 4WDs on remote roads must carry goods and complete checklist as outline in Attachment 3 - :

### **34.0 Car Hire**

- 34.1 Car hire is preferred over the use of a personal car for longer trips. Car hire is only eligible to employees when other modes of transport are not available or when car hire use results in a cost savings. Hire Terms and Conditions are to be adhered to.
- 34.2 When hiring a vehicle an employee must be over the age of 21 years and under the employment of NTGPE at the time of vehicle hire. Car hire companies may apply an extra charge for people under the age of 25 years, which NTGPE will incur in the instance that an employee has to hire a vehicle and is under 25 years of age.
- 34.3 There is no need to take out car hire Insurance at point of sale. NTGPE has its own insurance applicable to car hire (Policy number 2400114775).
- 34.4 The Company will **not**, under any circumstances, pay for any driving or parking infringements or court proceedings/findings.

## **35.0 Pool Vehicles**

- 35.1** Employees should, in the first instance, use pool vehicles when available to conduct official business activities. Pool vehicles include NTGPE vehicles provided as part of an employment contract.
- 35.2** Pool vehicles are required to be signed out when taken and signed back in when returned so that it can easily be determined who had use of the vehicle in case of traffic infringement or vehicle damage. This is a requirement of the NT Traffic Act.

## **36.0 Accidents**

In the event of an accident, travellers should contact the Police (131 444) or local law enforcement agency without delay and if any bodily injury is sustained the employees' Line Manager should be notified immediately.

## **37.0 Alternate Transport**

NTGPE will pay any reasonable travelling expense when required to work away from the office. This includes taxis, public transport and private car kilometre allowance claims.

## **38.0 Accepting Accompanying Passenger**

- 38.1** Employees are not encouraged to offer members of the public transportation, due to associated legal risks.
- 38.2** However, there will be instances where non-NTGPE employees will travel with NTGPE employees (i.e. GP Registrars, students, health professionals) and in this instance it is accepted that the third party will generally be covered by their organisation or by application of the Motor Accidents Compensation Act (MACA) as applicable in the NT.

## **39.0 Taxis and cab charge vouchers**

- 39.1** Taxis are used where it is cost effective and may be used for official business activities locally where an employee does not have access to a pool vehicle, a driver's license or are not prepared to use their own vehicle and they are the only person available to undertake the activity. Cab charge vouchers must be obtained from Finance prior to travel and their use must be acquitted by surrendering the relevant cab charge receipt to Finance. Otherwise, taxi receipts need to be kept for reimbursement after travel and claimed using the [Cash Reimbursement](#) Claim form (SharePoint).

## **40.0 Parking at Airports**

Employees should take a taxi to/from the airport and only use their private vehicle and claim for parking where it is cheaper to park than the cost of taxi fare to/from their place of residence.

## **41.0 Accommodation**

### **41.1 Utilising NTGPE Program Participant Accommodation/Housing**

- 41.1.1 The Company has already secured standard accommodation for program participants in many locations throughout NT. When vacant, this accommodation is available for employees who are travelling on business or for personal use.
- 41.1.2 Accommodation managed by NTGPE can be utilised for personal reasons at standard fee per night and subject to availability.

### **41.2 Preferred Hotels**

- 41.2.1 NTGPE has established a list of Preferred Hotels in each state and internationally which are in line with the *Australian Taxation Office Taxation Determination (2011/17) Guidelines*.
- 41.2.2 As a guide, the Company considers a reasonable cost to be between \$120 and \$250 per night for accommodation depending on the individual city. The TC will seek approval from the CEO if suitable accommodation cannot be found for \$250 or under.

41.2.3 It is imperative that each individual obtains a copy of their hotel account before they depart and verify all items listed. Hotel “room only” charges (and breakfast charges, where the employee has indicated on their SharePoint form that they require breakfast) will be pre-paid for by the Company if the employee doesn’t have a corporate card.

41.2.4 All other incidentals are paid by the employee upon check out and a copy of the bill must be kept to attach to their monthly corporate card statement or their [Cash Reimbursement](#) Claim form (SharePoint). This reimbursement form should be completed upon return.

41.2.5 **NOTE:** Any use of mini-bar items are a cost that the employee will incur. Bottled water is the only exception.

### 41.3 Cancellation Procedures for guaranteed reservations

To cancel guaranteed reservations, the traveller needs to communicate in a timely fashion (usually min 24hrs notice required, but may be greater if conference travel) by either contacting the TC or the hotel direct, that a reservation will not be required and obtain a cancellation number. Any penalties incurred for failing to advise a hotel of the cancellation of a guaranteed reservation in fair time may be payable by the traveller.

## 42.0 Travel Allowances

42.1 *Per diem* travel allowances are paid on the basis that the employee (staff only) is required to undertake an **overnight** stay at a location away from their usual place of residence. This is paid to compensate an employee for the cost of meals and incidental expenses incurred while the employee is carrying out duties of employment.

42.2 If the rate of the daily travel allowance is equal to or less than the reasonable travel allowance rate published by the Australian Taxation Office “ATO”, the allowance will not be treated as salary or wages of the employee.

42.3 Reasonable travel allowance/incidental daily amounts are set by the tax office based on salary levels and destinations and generally reflected in SharePoint.

42.4 International rates and rates for higher income earners will vary from those in SharePoint. For precise information please contact the CFO. Examples are provided within the *ATO TD 2011/17 Guidelines* on SharePoint-Travel and TRIM.

42.5 Employees must repay any travel allowance that has been prepaid by the Company when returning earlier than expected or when the trip is cancelled.

### 42.6 Staying with Friends and Family

The *per diem* travel allowance can only be paid to employees (staff). Employees who choose to stay with friends or family do so of their own accord and cannot access an equivalent bed rate but will be entitled to the *per diem* travel allowance for meals and incidentals for **overnight** stays.

### 42.7 Per Diem Travel Allowance

42.7.1 If an amount of actual expenditure exceeds that of the ATO allowance, you will only be reimbursed reasonable actual spend costs.

42.7.2 A breakfast allowance can only be claimed where it is paid for by the employee and not by any other provider - including hotels/motels, breakfast meetings at conferences or by commercial aircraft during the period 6am to 9am.

42.7.3 A lunch allowance can only be claimed where it is paid for by the employee and not by any other provider, including hotels/motels, conference organisers or by commercial aircraft during the period 12noon to 2pm.

- 42.7.4 A dinner allowance can only be claimed where it is paid for by the employee and not by any other provider, including hotels/motels, dinner meetings at conferences or while travelling on commercial aircraft during the period 6pm to 8pm.
- 42.7.5 The incidentals allowance can only be claimed where the employee has stayed away from home **overnight** because of business reasons. Incidentals are paid to cover some of the small costs associated with being away from home such as purchasing coffee, water, etc.

### **43.0 Cash Advance**

#### **43.1 Domestic Cash Advance**

- 43.1.1 A cash advance is generally not permitted for employees on business travel. In exceptional circumstances and at the discretion of the CEO request may be considered for approval.
- 43.1.2 If a Cash advance is approved the employee must complete a [Cash Reimbursement Claim form](#) (SharePoint) within one (1) week upon return and attach receipts to substantiate the cash used and return any unused cash to Accounts.

#### **43.2 International Cash Advance**

- 43.2.1 Foreign Currency Cash Advance requests are available to employees travelling overseas (maximum limit of \$AUD500.00 equivalent per trip per employee). Requests must be submitted and approved using the [Cash Reimbursement Claim form](#) (SharePoint) (minimum 3 business days prior to departure). Accounts Payable require 3 business days notice prior the employee's departure to order and arrange foreign currency submissions.
- 43.2.2 When the employee returns from travelling overseas an expense report must be submitted, within one (1) week, using the [Cash Reimbursement Claim form](#) (SharePoint). Including all original receipts, the balance of any unused foreign currency and travel diary if applicable.

### **44.0 International Travel Phone Plans**

- 44.1 If planning to use a mobile device that is an NTGPE device while overseas, a call and data pack may be provided. By completing the appropriate Overseas Travel component on the [Travel Request](#) form (SharePoint) your request for an OS mobile device plan will be sent to ICT for action. Your final plan will be approved by your Line Manager. A suitable plan will be purchased for you prior to travel and the plan type is subject to your destination and countries of travel.
- 44.2 Overseas call and data roaming charges are significantly more expensive than Australian based charges.

### **45.0 Air/Rail Telephones**

Please note that except in an emergency or when a critical business issue is involved, employees should not use air-phones, railway phones or telephones in car service, due to their high cost.

### **46.0 Hotel Surcharges – Phone usage**

Surcharges in hotels can often be substantial. So when staying at a hotel, travellers conducting NTGPE business should always use the Company issued mobile device. In the case where you do not have a company mobile, prior approval to utilise a device may be provided.

### **47.0 Reimbursement of Expenses**

- 47.1 Where business travel incurs a direct business related expense and it is not possible to use a Company purchase order or credit card for payment, employees may receive reimbursement for reasonable expenses.
- 47.2 These expenses must be approved by your Line Manager on returning to the office using the [Cash Reimbursement Claim form](#) (SharePoint) and proof of purchase receipts must be provided. Finance will reimburse approved claimed expenses on the next Friday's pay run.
- 47.3 Please note some purchases or requests for reimbursement may not be approved.

#### **48.0 Reimbursement for Kilometre Allowance to Airport from Home or Work**

- 48.1** Employees are encouraged to take a taxi to and from an airport when conducting NTGPE business.
- 48.2** Taxi service is preferred for business travel. However, any use of a private motor vehicle can receive reimbursement of kilometer allowance where travel is for business travel purposes to or from the airport.

#### **49.0 Accidental Use of Company Credit Card**

- 49.1** Employees should not be making any purchases of a private nature using the Company credit card. However this sometimes occurs by accident or necessity/emergency.
- 49.2** Where this happens the employee will notify Finance when they provide receipts and details on their monthly credit card statement and the employee can either elect to reimburse NTGPE's bank account or have Payroll deduct the amount from their next pay.

#### **50.0 Non Compliance**

- 50.1** Failure to comply with this policy and procedure may result in NTGPE not complying with the Corporations Act and the Australian Securities and Investment Commission Act.
- 50.2** Non compliance with these Procedures may result in disciplinary action.

# Attachment 1

## 1. Traveller Profile Form *(located on SharePoint-Travel-[Traveller Profile Form](#))*



Traveller Profile Form  
Template.pdf

Example:

Date completed/updated:

**Name: (as per Drivers License and/or Passport) Important that name below matches your ID)**

Surname:		Middle Name:		First Name:	
----------	--	--------------	--	-------------	--

**Personal Details:**

Title:		Gender:	
Home Address:		Marital Status:	
Suburb:		Date of Birth:	
State/Territory:		Work Mobile No.:	
Postcode:		Office Ph No	
Email Work:		Mobile No.:	
Email Home:		Home Tel No.:	

**Emergency Contact:**

Name:		Mobile No.:	
Relationship:		Home Tel No.:	

**Travelling Passport: (ensure you provide name exactly as shown on passport – essential if we have to book international flights)**

Nationality:		Expiry date:	
Passport No.:		Place of issue:	
Date of issue:			

**Employee Details:**

Position:		Job No.:	(leave blank)
		Category:	(leave blank)

**Airline Preference:**

Domestic:		Window or aisle:	
International:		Front or rear:	
Other:		Meal requirements:	

**Accommodation Preference: (Note: in cities where we have corporate rates we will only be booking Company preferred hotels – unless approval provided otherwise by your line manager)**

Hotel:			
Room Type:		Smoking Yes/No.:	

**Membership Details**

	eg Qantas/Avis	eg Frequent flyer/ rewards / corp rate etc	
Name on Membership Card:	Card:	Type	Membership No.:
			Expiry Date (if any)



## Attachment 2

### 2. Travel Allowance Memorandum



Travel Allowance.pdf



#### MEMORANDUM

TO: ALL STAFF  
FROM: CEO  
SUBJECT: TRAVEL ALLOWANCE  
DATE: 9 MAY 2014

---

The following changes will apply in respect of TA entitlements for NTGPE staff (excluding CEO, DMCE, EMSS and PM JFPP).

- Staff **are entitled** to access and receive TA payable in advance of their travel dates provided that sufficient notice is made to allow the finance team time to process the payment.
- Staff members holding company credit cards **are not** permitted to use these cards for payment of meals in lieu of TA.
- Where it is known and understood that a meal is to be provided (i.e. at a conference) there should **be no claim** for the meal allowance portion of that TA claim.
- Where a meal is provided incidentally, either while on airline travel or at an informal meeting with a client, there will be **no expectation** that TA claimed will be refunded.
- In some locations, particularly remote locations, accommodation services provide three meals a day plus accommodation. In these circumstances staff **will not claim** the meal allowance portion of TA.
- The Travel Coordinator has been advised that all bookings should include breakfast unless the hotel or accommodation facility does not provide this service. When breakfast is included in the booking, **claims will not** be accepted for that meal.

These changes are to take effect immediately.

**Brett DALE**  
Chief Executive Officer



**Attachment 3**

# 4WD Remote Trip Checklist Form

## Attachment 3

\*All employees are required to complete an approved 4WD Driver Awareness Course, organised through NTGPE human resources, prior to any off-road driving.

Destination: \_\_\_\_\_ Date: \_\_\_\_\_

Driver(s) Name: \_\_\_\_\_

Passenger(s): \_\_\_\_\_

Departure Time: \_\_\_\_\_ Return Time: \_\_\_\_\_

**ITEMS TO ENSURE you have with you when going to remote community:**

Satellite phone if available – otherwise find out in advance about mobile phone coverage limitations	<input type="checkbox"/>
Phone contact list	<input type="checkbox"/>
Emergency Personal Locator Beacon if available (EPRB)	<input type="checkbox"/>
Check road conditions/weather report	<input type="checkbox"/>
First Aid Kit – approved and checked prior to departure	<input type="checkbox"/>
Water - At least 10 litres per person, per day	<input type="checkbox"/>
Food – sufficient and suitable snacks. A crate of food items etc if staying overnight	<input type="checkbox"/>
Spare vehicle key	<input type="checkbox"/>
Phone charger	<input type="checkbox"/>
Camera - you may see something beautiful or interesting	<input type="checkbox"/>
Music	<input type="checkbox"/>
Spare container for fuel (if required)	<input type="checkbox"/>
Maps/directions as required	<input type="checkbox"/>
Goodie basket for clinic (eg fruit, etc.)	<input type="checkbox"/>
Hat	<input type="checkbox"/>
Mozzie head net	<input type="checkbox"/>
Sunscreen	<input type="checkbox"/>
Insect repellent	<input type="checkbox"/>
Torch	<input type="checkbox"/>

**CHECKLIST for vehicle**

Spare Tyres X 2 – inflated and in good condition. Driver must know how to change tyre and where to find the spares and the necessary tools to do so	<input type="checkbox"/>
Fuel/Oil/Water full	<input type="checkbox"/>
Tyre Inflation pressure correct	<input type="checkbox"/>
Tyre Gauge available	<input type="checkbox"/>
Cross bar wheel nut remover	<input type="checkbox"/>
Large spanner	<input type="checkbox"/>
Pipe	<input type="checkbox"/>
Snatch straps and D clamps	<input type="checkbox"/>
12m X 18m tarp	<input type="checkbox"/>
Small tarp/ground sheet	<input type="checkbox"/>
Tow rope	<input type="checkbox"/>
Jack board	<input type="checkbox"/>
WD40	<input type="checkbox"/>
Radiator & Petrol Repair Kit	<input type="checkbox"/>
Jumper Leads	<input type="checkbox"/>
Engine Oil	<input type="checkbox"/>
Coolant	<input type="checkbox"/>
Brake Fluid	<input type="checkbox"/>

**TRIP CHECK-INS:**

**You need to arrange with a work colleague to monitor your departures/arrivals. Inform them of the following:**

Please provide work colleague who is monitoring your trip with an estimated itinerary (including estimated times of arrival/departure) this will assist in knowing when to expect to hear from you and/or when to follow up:

When you leave (either from office or home)	Who advised: _____ Time: _____
When you arrive at your destination	Who advised: _____ Time: _____
When you leave the community you are visiting	Who advised: _____ Time: _____
When you arrive back to office or home	Who advised: _____ Time: _____

**Any problems or repair/maintenance needs?** \_\_\_\_\_  
 \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_