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## **BUSINESS TRAVEL AND EXPENSES POLICY**

### **PURPOSE**

This policy provides details of how business-related travel expenses will be covered and reimbursed for staff required to travel to locations other than their usual place of work. This includes day travel and domestic and international overnight stays.

This policy is designed to accomplish the following key points:

- Ensure all employees have a clear and consistent understanding of policies and procedures for business travel and expenses.
- Ensure employees are reimbursed for legitimate business travel and entertainment expenses.
- Provide employees who must travel with a reasonable level of service and comfort at the lowest possible cost.
- Maximize the company's ability to negotiate discounted rates with preferred suppliers and reduce travel expenses.
- Provide the appropriate level of accounting & business controls for the company to ensure that expenses are reviewed & approved by the appropriate person.

### **SCOPE**

The policy applies to all employees.

### **RESPONSIBILITIES**

The traveller is responsible for complying with 's Business Travel and Expenses Policy. The manager who approves and signs expense reports is responsible for accurately reviewing expense reports for compliance. will reimburse employees for all reasonable and necessary expenses while traveling on authorized company business or entertaining business clients. assumes no obligation to reimburse employees for expenses that are not in compliance with this policy.

### **REPORTING GUIDELINES**

Employees must file expense reports no later than 30 days following the completion of the trip or of incurring the expense. All expense reports submitted by the 5<sup>th</sup> of the month will be reimbursed in their mid-month salary payment.

### **ENFORCEMENT**

Employees who do not comply with this policy may be subject to delay or withholding of reimbursement and/or, disciplinary action.

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## POLICY

### **Business Use of Personal Vehicle**

Employees may use their personal vehicle for business purposes if it is less expensive than renting a car, taking a taxi, or using alternate transportation. Personal vehicles may also be used when transporting company goods for delivery or entertaining stakeholders. It is the personal responsibility of the vehicle owner to carry adequate insurance coverage for their protection and for the protection of any passengers.

Mileage is reimbursed at the cents per kilometre rate established by the ATO for the engine capacity of the employee's vehicle. This mileage allowance is in lieu of actual expenses for fuel, oil, repairs, toll fees, insurance, and depreciation. Therefore, actual expenses for those items will not be reimbursed when an employee's personal vehicle is used for business.

To be reimbursed for the business use of a personal vehicle, employees must list on the expense report:

- Date and purpose of the trip
- Locations travelled to and from
- Mileage

### **Meals**

Employees will be reimbursed for meals and accommodation as set out below (Table 1). (The maximum amount that may be reimbursed is the adjusted average of 90% of the amounts set out in the ATO reasonable travel and overtime meal allowance expense amounts for the relevant income year.)

**Table 1:**

Management Level

	<b>Location</b>	<b>Accommodation</b>	<b>Meal</b>
1	Capital Cities	\$200	\$110
2	Major Towns	\$160	\$110
3	Tier 2 Country Centres and Other Country Centres	\$120	\$90

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## Staff Level

	<b>Location</b>	<b>Accommodation</b>	<b>Meal</b>
1	Capital Cities	\$180	\$90
2	Major Towns	\$140	\$90
3	Tier 2 Country Centres and Other Country Centres	\$120	\$70

If the travel time is less than one day, the maximum amount that may be reimbursed shall be 50% of the above standard.

In case of uncontrollable and necessary situations, actual expenses which exceed the above standards can be reimbursed if the employee gives explanation for the excess and gets the superior's approval.

### **Personal Meals**

Personal meals are defined as meal expenses incurred by the traveller when dining alone on an out-of-town business trip.

### **Business Meals Taken With Other Employees**

Employees will be reimbursed for business-related meals taken with other employees only in the following circumstances:

- When a stakeholder is present
- When at least one company employee is from out of town
- When, for confidentiality reasons, business must be conducted off company premises
- When the employees are working a late night or weekend (refer below)

Business Meal expense per person shall not exceed 1.5 times of the ATO reasonable meal allowance expense amounts.

The following documentation is required and must be recorded on the expense report:

- Names of individuals present, their titles and company name,
  - Name and location of where the meal or event took place,
  - Exact amount and date of the expense.
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### **Weekend and Late Night Meals and Taxi**

If an employee works beyond 7:30pm on a weeknight, a dinner and taxi expense may be reimbursed, so long as the employee arrived to work on or before normal office opening hours on that day. If an employee works a full day on a weekend, a reimbursable lunch may be purchased, and a reimbursable dinner and taxi charge may be purchased after 7:30pm. Meal expenses cannot be claimed on days the employee works part of the day.

### **Alcoholic Beverages**

Alcoholic beverages are not reimbursable. In the event an employee chooses to consume alcoholic beverages in connection with a business meal or function at their own expense, expects that employees will act responsibly and avoid excess. If an employee has any concerns that he/she is not capable of safely driving after such events, then will reimburse the cost of alternative transportation to ensure that the employee does not place themselves or others in danger. An employee, who is arrested and convicted for Driving Under the Influence of Alcohol or Drugs while in the performance of company business, or when returning from a business function, is subject to disciplinary action, possibly including termination.

### **Travel Authorisation**

Requests for travel authorisation must include the date, time, expected length, purpose and expected costs of travel. Written email authorisation from the CEO is required for international and interstate travel. Verbal or written email authorisation from a next-level manager is required for travel greater than 300kms from the employee's usual workplace. In exceptional circumstances where travel authorisation is not obtained prior to travel, authorisation may be provided retrospectively. The CEO's international travel shall be approved by Group Chairman.

### **Air/Rail Travel**

Air travel reservations should be made in such a manner as to secure the best available fare. Available resources include, but are not limited to: travel agents, or online booking directly with the airline. All air travel should be in economy class, unless the flight is an overnight international flight or an international flight greater than 6 hours, in which case the flight may be business class.

When traveling by air:

- Employees are expected to use the lowest logical airfare available.
- Employees are expected to book as early as possible.
- Employees are expected to use non-direct flights when the savings are substantial.
- Obtain CEO approval for all trips over \$1,000.
- Obtain CEO approval for all International travel. The CEO's international travel shall be approved by Group Chairman.

### **Upgrades for Air Travel**

Upgrades for air travel are not reimbursable. If an employee wishes to upgrade, this will be done at the employee's expense.

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## **Cancellations**

When a trip is cancelled after the ticket has been issued, the traveller should inquire about using the same ticket for future travel. Employees should reuse airline tickets if: a) they are traveling on the same route, or b) airfare eligibility requirements (verified with travel agent) are met.

If a cancellation fee or changing fee is caused by an employee, it shall be borne by the employee. If a cancellation fee or changing fee is caused by the company, it should be borne by the company.

## **Unused/Voiced Airline Tickets**

Unused airline tickets or flight coupons must never be discarded or destroyed as these documents may have a cash value. To expedite refunds, unused or partially used airline tickets must be returned immediately to the issuing authority. Employees must NOT include unused tickets with their expense reports. Employees with an electronic ticket simply need to call the travel agent/issuing authority to initiate a refund.

## **Lost or Stolen Airline Tickets**

Immediately upon discovery of a lost/stolen ticket, the traveller must:

- Report the loss to the travel agent/issuing authority who will file the lost ticket application
- Fill out a lost ticket application at the airline ticket counter.

## **Airport and Train Station Parking**

When parking at an airport or train station is part of business travel, the cost of parking will be reimbursed. Employees are encouraged to park at the cheapest location, including long term parking or off-site parking where possible.

## **Auto Travel: Car Rental**

Employees may rent a car to get to their destination when driving is more cost effective than airline or rail travel. Employees may rent a car at their destination when it is less expensive than other transportation modes such as taxis, airport limousines and airport shuttles. Whenever multiple employees are traveling together, every effort to rideshare or carpool must be made.. When picking up a rental car, check with the rental car agent for any promotional rates, last-minutes specials or free upgrades. At the time of rental, inspect the car and be sure that any damage found is noted on the contract before the vehicle is accepted. When plans change, employees are responsible for cancelling rental car reservations.

Employees may book a car rental class of service one level higher than a compact car rental when:

- The traveller can be upgraded at no extra cost
  - Two or more company employees are traveling together
  - Entertaining stakeholders
  - Cars in the authorized category are not available
  - Transporting excess baggage
  - Traveling in excess of 300km per day
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Domestic travellers should ensure comprehensive insurance covering the rental vehicle is in place. Should a rental car accident occur, employees should immediately contact the rental Car Company, local authorities (as required), and the Human Resources Department.

### **Rental Car Fuel**

Fuel for use in rental cars is reimbursable with proper documentation.

### **Mobile Phone Use While Driving**

strictly prohibits employees from using a mobile phone without a hands-free device while driving.

### **Lodging / Hotel**

Hotel reservations should be made in advance in such a manner as to secure the best available rate and may be booked through the assistance of a Travel Agent or directly on line. For travel within Australia, accommodation costs should not exceed the standard listed in Table 1. In case of uncontrollable and necessary situations, actual expenses which exceed the above standards can be reimbursed if the employee gives explanation for the excess and gets the superior's approval.

For travel involving a stay greater than 4 consecutive nights, a reimbursement for hotel laundry may be provided.

Any other costs associated with the stay (such as mini bar, in-house movies, gym fees etc.) are the responsibility of the employee. International accommodation may be booked at the employee's discretion under a best endeavours basis to secure the best available rate.

### **Entertainment During Travel**

Entertainment expenses occur during travel shall be approved by the CEO.

### **Non-reimbursable Expenses**

The following is a non-exhaustive list of items which are NOT reimbursable under this policy□

- Airline club / Country club membership dues
  - Parking tickets or other fines
  - Delinquency fees / Finance charges for personal credit cards
  - Excess baggage charges
  - Expenses for travel incurred by companions / family members
  - Expenses related to vacation or personal days while on a business trip
  - Loss / Theft of personal funds or property / Lost baggage
  - Avoidable "No-Show" charges for airfare, hotel or car services
  - Non-Compulsory insurance coverage
  - Rental car upgrades
  - Repairs due to accidents
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## **Documentation Requirements**

Employees must provide the following information in order to be reimbursed for any business-related meals or entertainment expenditures:

- Names of individuals present, their titles and company name
- Name and location of where the meal or event took place
- Purpose of the business travel
- Exact amount and date of the expense
- Receipts for all expenditures
- Receipts for meals
- Air/Rail - original passenger receipt.
- Hotel -hotel receipt plus credit card receipt or other proof of payment.
- Car Rental - credit card receipt plus rental agency invoice.
- Meals - credit card receipt or register receipts for meal expenses.

When a receipt is not available, a full explanation of the expense and the reason for the missing receipt is required. Actual bills/receipts must be submitted whenever possible; photocopies will be acceptable only with a detailed explanation as to why the original is unavailable. Receipts must include the name of the vendor, location, date and dollar amount. All expenses must be reported, regardless of how they were paid.

## **Incorrect or Incomplete Expense Reports**

Expense reports that are incorrect, incomplete or include disorganized receipts:

- Will be returned to the approver for completion.
- May result in delay or non-reimbursement of specific items.

Disregard for company policy or altering of receipts can result in disciplinary action up to and including termination.

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