

## 1. Policy Objective

The Travel Policy intends to facilitate business-related travel and maintain efficient business processes. The objectives of this policy include but are not limited to:

1. Ensuring a clear and consistent understanding of the policy and associated procedures for all business travel;
2. Maximising RGIT's ability to negotiate discounted rates with the respective travel company and reduce travel expenses; and
3. Providing management with a reporting/tracking tool for staff travel expenses, and ensuring all expenditure complies with RGIT's policy and other relevant legislations.

## 2. Scope

This policy will apply to the following:

1. Use of private car;
2. Holistic visits;
3. Domestic travels by marketing and admin staff, trainer, contractor and students; and
4. International travels by marketing and admin staff, trainer and contractor.

## 3. Responsibility

- The Chief Financial Officer (CFO) is responsible for overseeing the travel requisition processes to ensure RGIT meets all regulatory and legislative requirements, and processing any reimbursement claims.
- The Chief Executive Officer's (CEO) Office and Accounting Department are responsible for ensuring that staff meet their obligations in following the respective processes when assessing any requests or claims. The CEO's office will have underlying authority for final approval on any requests or claims.

## 4. Policy Statement

### 4.1 Exclusion

If travel is conducted by a Contractor or external Business Development Manager, reimbursement of travel expenses will be made as specified in the contract between the Contractor/Business Developer and RGIT.

### 4.2 Use of Employees' Private Motor Vehicle

1. Employees are entitled to reimbursement for costs incurred, using the Cents per Kilometre Method, to compensate for the use of their own motor vehicle when required for work-related travel.
2. The following rates will be applied to determine travel reimbursement entitlement. The rates are subject to changes;

#### Cents per Kilometre Method

Mode of travel	Rate
Car	\$0.78 per kilometre travelled
Motorcycle	\$0.26 per kilometre travelled

## REF: Educational Services (Post-Secondary) Award 2010

3. Employees will not be entitled to the reimbursement of private motor vehicle usage if their remuneration package includes a car allowance/travel allowance.
4. Where two or more employees travel in the same vehicle, only one employee can claim a reimbursement.
5. Employees are not entitled to reimbursement for any expenses incurred with regard to the distance travelled between their residence and the normal place of work and the return distance travelled from the normal place of work to their residence.
6. Risk to the private vehicle is the responsibility of the owner/driver of the private vehicle. The onus of responsibility is on the owner/driver, to ensure that you comply with any of the organisation's policies relating to motor vehicles and their usage.
7. Employees will need to complete the Travel Logbook, which outlines the details of their travel, and submit it to the Accounting Department for approval.

### 4.3 Interstate and International Travel by Office Employee and Managers

The following procedures will be applicable while booking travel tickets, accommodation and claiming other expenses in regard to the international and domestic travels:

1. A Travel Request Form outlining the date of travel, mode of travel, accommodation required etc. is to be filled up by the employee travelling interstate/overseas and submitted to the Manager/Direct Supervisor for formal approval. The Travel Request Form thus completed is to be forwarded to the CEO's office for further action. **All international travel needs to be processed to the CEO's office for approval. Upon approval from CEO.**
2. The approved Travel Request Form needs to be forwarded to the CEO's office for booking travel tickets, accommodation, required travel advance etc. While efforts will be made to accommodate to the request of the traveller, the air ticket/accommodation (etc.) will be booked through RGIT's preferred list of airliners/hotels/suppliers.
3. The travel request needs to be forwarded to the CEO's office at least three weeks prior to the travel date. Any deviation from this time frame needs to be explained and approved by the CEO.
4. It will be the responsibility of the travellers to arrange for the visa/travel permit as per the rules of the destination country. Costs associated with the visa/travel permit can be claimed as incidental costs.

#### Class of Travel

5. Travellers will be travelling through economy class. Exceptions to this standard, such as medical condition, explicit external funding arrangements, or otherwise provided for in the terms of employment, will require the written approval of our CEO and must be filed for inspection if required.
6. Institute travellers may choose to utilize their frequent flyer points for using personal funds to upgrade.
7. The employee will be entitled to economy class unless specifically approved otherwise by the CEO. Any upgrades without the approval of the CEO will need to be paid for from personal funds of the respective employee.
8. The employee is entitled to stay in a service apartment/3 star plus hotel depending on the country they are visiting and the availability. Any unauthorised upgrades will be paid from personal funds of the respective employee.

#### Frequent Flyer and Lounge Membership

9. RGIT will not pay for loyalty and frequent flyer programs. Loyalty and frequent flyers point accrued as a result of RGIT travel may be utilised to upgrade to a class higher than that to which the traveller is entitled or be used for other work or leisure travel.
10. A travel allowance cannot be claimed if either accommodations or meals are provided or included in the event cost, such as at conferences, workshops, seminars.
11. Travellers should use public transport for Institute travel wherever feasible. Prudent business judgement is to be made using taxis.
12. Travellers must use their practical judgement in deciding the mode of transportation that suits their circumstances, taking into account cost-effectiveness, risk and effective use of time.
13. Where, possible use of shuttle bus service should be done to travel too Airport and Airport to a city.
14. During travel, any infringement would not be payable by the institute. It's anticipated that all staff would be abide by Australian Laws and follow their duty of self care.
15. Meal Reimbursement threshold for a day

Description	Amount	Comments
Breakfast	\$15/PP	
Lunch	\$15/PP	
Dinner	\$15/PP	Overnight stay only
Other refreshment (tea/coffee)	\$10/PP	

Staff could spend slightly less or more in any items but not exceeding:

- Day trip only: \$40/day/person.
- Overnight stay: \$55/day/person.

#### 4.3 Travel Expenses and Advances

1. RGIT travellers that are staying overnight away from their home on official business travel are entitled to travel expenses relating to accommodation, meals and incidental expenses within approved budgets.
2. Employees travelling can request a travel advance based on estimated costs where prepayments are not possible. An Advance Request Form is to be submitted to the Accounting Department for processing. Travel advances are limited to AU\$1,500 for international travel and AU\$500 for domestic travel, unless otherwise approved by the CEO. Travel advances will be paid to the traveller's bank account and must be executed in accordance with this policy. The Accounting Department must receive 7 business days advance notice in order to process the payment in a timely manner, prior to scheduled departure.
3. Travel cash advance for business expense must be reconciled and acquitted upon return. Any unused funds must be repaid.
4. Travel cash advances settlement from must be submitted within 7 days of travel return.
5. Repayment of any unused portion of a cash advance must be made to RGIT Accounts team by way of cash or Via EFTPOS.
6. Wherever the institute sends its employees or contractors and experts for special missions, both domestic and overseas, they are not eligible to claim payment for travelling hours

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time (including any time spent in transit). However, they will be paid for core working hours estimated by their line managers prior to travel.

#### 4.4 Travel Expenses Reimbursement

1. The Expense Claim Form is to be submitted to the Accounting Department along with the related bills/invoices.
2. The Accounting Department scrutinises expenses and ensures that they are all business-related expenses in conformity with the relevant policy of RGIT. Once approved, it will be processed for reimbursement.
3. Expense Claim Forms must be completed and lodged within 7 business days of incurring the expenses in order to be processed.
4. The Accounting Department will reimburse the expenses within 7-14 business days from the date of receipt of the claim.
5. Trainers/Assessors are strictly prohibited from collecting any payment from students towards the reimbursement of their travel expenses/other costs.
6. Expense claims will not be processed by the Accounting Department if they are not supported by the bills/receipts to substantiate expenses and/or they are not submitted by the stipulated time frame.

#### 4.5 Travel Logbook and Official Visit Report

A Travel Logbook and Official Visit Report is to be maintained and submitted for all domestic and international trips. This must be in the prescribed format and must be completed and lodged within 7 business days of return along with the Expense Claim Form.

1. The Travel Logbook must detail all business activities during the relevant travel in order to comply with Fringe Benefits Tax legislation (FBT). The Official Visit Report must detail the purpose and outcome of the trip, detailing whether set priorities were achieved.
2. Entry in the Travel Logbook must be made at the time of activity (or soon after) and contain details such as date of travel, place of travel, duration of activities and nature of activities undertaken.

**Where a traveller fails to submit a Travel Logbook within the stipulated timeframe, the entire trip will be deemed private in line with current FBT legislation. In such instances, the traveller will be required to reimburse RGIT for the entire cost of the trip.**

Where a traveller does not complete a Travel Logbook and/or fails to submit their Official Visit Report within the required timeframe, they will not receive reimbursement for any related travel expenses. Furthermore, they will not receive any travel advances and the Manager/Direct Supervisor must not approve any further travel, until such time as the outstanding documentation has been completed, approved and verified by the Accounting Department.

#### 4.6 Holistic Visits

Nominated Trainers/Assessors who need to travel to workplaces must follow the following procedures:

1. The Trainer/Assessor needs to submit the travel request to his/her Manager/Direct Supervisor outlining the date of travel, mode of travel (etc.). For any travel expenses and advances such as accommodation cost/meal expenses and incidental expenses associated with the travel, they are to be submitted to the Accounting Department for approval.
2. The travel request approved by the Training Coordinator/Manager/Direct Supervisor is to be forwarded to the Accounting Department for raising an invoice to the student. An administrative fee of \$150 needs to be charged to the student on top of travel costs.

3. The Training Coordinator/Manager/Direct Supervisor needs to sight the receipt of such payment prior to proceeding forward with the formal travel arrangement. The Travel arrangement will only be finalised only upon the receipt of payment from the student.
4. Where a Trainer/Assessor utilises a private car during the travel, the above Use of Employees' Motor Vehicle standards will apply.
5. For visits requiring long distance intra/inter-state travel, accommodation costs will be paid/reimbursed in a moderate type hotel/motel.
6. The CEO's office will provide necessary support to book airline/train ticket, accommodation etc. whenever such support is essential.
7. The Trainer/Assessor will need to prepare a logbook (timesheet) and a brief report after completion of each holistic visit. This report needs to be submitted to the Training Coordinator/Manager/Direct Supervisor along with the duly completed Expense Claim Form.

#### 4.7 Compliance

All staff members of RGIT are required to comply with these procedures and business processes. Any deviation from this policy will not be acceptable unless approved prior to travel by the CEO.

## 5. Revision History

Revision	Date	Description of modifications
1	February 2014	Original
1.1	January 2015	Minor revisions
2.0	March 2016	Renamed from "Domestic Travel Allowance Policy" to "RGIT Travel Policy" – incorporated international travel and overall editing and update
2.1	August 2016	Revisions
2.2	November 2017	Incorporated advance payment option, Meal reimbursement table, class of travel and usage of frequent flyers point for upgrade.
2.3	April 2018	Header and footer updates
3.0	October 2018	Updated policy responsibility, daily meal thresholds, clarified the claim of contractors while travelling for special mission, added clause 6 under section 4.4 and overall editing update
3.1	January 2019	Responsibility section update