



Travel and Accommodation Policy

1. Principles

- a. Proposals and applications for TasCAHRD business related travel and accommodation within and outside the state are to be managed as efficiently as possible.
- b. TasCAHRD delegates are to be reimbursed for any expenses that they may incur whilst travelling on TasCAHRD business.
- c. Travel is directly related to work being undertaken by the relevant program or organisation as a whole;

2. Definitions

Delegate: a person authorised by the TasCAHRD Board or CEO to represent the organisation at meetings, conferences or forums.

Award: refers to the Community Services Award Tasmania.

3. Travel within Tasmania

- a. travel within Tasmania is to be approved by the direct supervisor of a delegate and should take into account the following;
 - i. the travel does not negatively impact on regular operations;
 - ii. the availability of a TasCAHRD vehicle or budget to cover alternative means of travel; and
 - iii. There are sufficient funds to cover any costs for accommodation and relevant meals.
- b. Delegates who are not paid staff will be provided access, where possible, to a TasCAHRD vehicle to undertake travel within Tasmania. This must be within the parameters of existing vehicle insurance arrangements.

- c. The use of private vehicles for TasCAHRD business requires prior approval of the CEO.
- d. Where possible and practical consideration is to be given to the use of information technology such as teleconferences or videoconferencing.
- e. Accommodation for intra-state travel is to be in line with section six (6) of this policy.

4. Inter-state Travel

- a. All interstate travel requires approval by the CEO.
- b. Travel requisitions must be submitted to the Chief Executive Officer no less than two weeks in advance of the requested travel whenever possible;
- c. Accommodation for intra-state travel is to be in line with section six (6) of this policy.
- d. Where possible and practical consideration is to be given to the use of information technology such as teleconferences or videoconferencing.

5. International Travel

- a. All overseas travel must have the prior approval of the Board. This approval must be sought prior to the purchase of tickets and at least six weeks before the proposed departure date.
- b. Applications to the Board for international travel must be in the form of a Board Briefing and include:
 - i. evidence of organisational relevance and support;
 - ii. a statement by the employee, endorsed by his/her manager, justifying the travel;
 - iii. An estimate of all costs (*fares, accommodation, incidental expenses*).

6. Booking Flights and Accommodation

- a. Accommodation and flights are to be arranged prior to travel through the authorised travel agent or, where significant cost savings can be achieved, via the internet utilising the organisations credit card.
- b. An economy class fare is to be used for domestic air travel irrespective of the distance travelled.

- c. The nightly rate payable for accommodation is \$150 per night without breakfast or \$166.00 including breakfast. Where breakfast is included in the nightly room rate the breakfast meal allowance will not be paid to the traveller. Accommodation that exceeds these limits must be approved by the CEO.
- d. The accommodation should be as close to the meeting/conference venue as possible.

7. Personal Extension of travel arrangements

- a. Delegates may choose to extend their stay before or after the dates of attending the authorised activity. In the case of paid staff this will be dependent on the relevant leave approvals prior to booking accommodation or airfares.
- b. Where accommodation bookings are extended the delegate is responsible for all costs for the extended period. If the delegate wishes to extend the authorised accommodation booking and it requires prepayment, the organisation will consider making the full payment and invoice the delegate for the additional costs. This is to be paid by the delegate within 48 hours of the booking being made and requires prior approval from the CEO

8. Use of Taxis, Public Transport and Hire Vehicles

- a. Wherever practical, employees are to use a TasCAHRD vehicle rather than taxis or their private vehicle for official business within Tasmania.
- b. Taxi E Ticket is to be used in accordance with the Taxi E Ticket Procedures and Conditions of Use.
- c. When travelling interstate staff are encouraged where possible to use public transport such as airport train services, trams and buses. Where this is not practical or the travel is outside usual business hours taxi e tickets are to be provided.
- d. Tickets or receipts from public transport are to be retained and provided with a reimbursement claim.
- e. Taxi e tickets are only to be used for work related activities (*e.g. office/home to airport, airport to hotel, and hotel to meeting venue*) unless otherwise authorised by the CEO.
- f. At times, during extended stays interstate, the use of a hire vehicle may be more cost effective than using taxis. The hire of vehicles in this situation is to be with the authorised provider and requires prior approval of the CEO.

- g. Where a TasCAHRD vehicle is not available for intrastate travel over significant distances, a hire vehicle may be considered. The hire of vehicles in this situation is to be with the authorised provider and requires prior approval of the CEO.
- h. Delegates should refer to the Vehicle Use Policy (AMS-03) for further information.

9. Travel Allowance

- a. TasCAHRD authorised delegates who are required to travel away from home on behalf of the organisation are entitled to an allowance for meals and reimbursement of expenses.
- b. Allowances will not be paid where catering is provided or a per-diem is paid to the person by an external source related to the activity.
- c. Claims for meal allowance must be lodged with the supervisor two weeks prior to travel and be paid on the same day as wages by electronic funds transfer. Where necessary a cheque will be made payable to the individual in time to allow clearance by the financial institution.
- d. All travel reimbursement payments must be acquitted within seven (7) days of return and require the provision of receipts.
- e. All allowance and reimbursement claims will be documented using the Travel Claim Form HRM F07.

10. Accrual of Time off-in-lieu (TOIL)

- a. TOIL can be accrued for travel to and from destinations undertaken outside normal working hours only where the trip is for business purposes. The rate at which TOIL is accrued is to be consistent with the Award.
- b. Where possible travel should take place during usual working hours.- travel outside work hours to be approved by CEO

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