



TRAVEL POLICY AND GUIDELINES

NORTH QUEENSLAND RIFLE ASSOCIATION INC.

Commencement date: 1 February 2024

Document History

Version	Altered by	Approved by	Comments
1	E Gianasi		Initial Release

Intent

This policy documents the conditions under which all travel by North Queensland Rifle Association Inc. (**NQRA**) Councillors and employees and others travelling on NQRA business should be approved and booked. It applies to all domestic travel on behalf of, or for the NQRA and all travel arrangements.

The purpose of this policy is to ensure that:

- NQRA personnel and Councillors have a clear understanding of the requirements of this policy in relation to travel protocols and administration;
- NQRA maximises its ability to negotiate discounted rates with preferred suppliers and/or to obtain lowest possible costs from advance bookings; and
- Effective, efficient and consistent travel management is introduced across NQRA operations.

Definitions

Business expenses	Reasonable business expenses incurred by staff in the course of performing their official duties. These can include travel, meals, accommodation, hospitality, etc.
Business travel	Travel required for the NQRA business and authorised by the NQRA Executive Committee, with appropriate delegations of authority and segregation of duties
Domestic Travel	Refers to travel within Australia
Ground Travel	Refers to travel by road or rail
Hospitality	The provision of food, beverage, accommodation, transportation and other amenities at the NQRA's expense to persons who are not employed by NQRA
Receipt or Tax Invoice	An original document which includes details of the issuer, the expenditure, amount (inclusive or exclusive of GST), date and indication of proof of payment
Traveller	Person undertaking the travel

Scope

This policy applies to all Councillors, employees, contractors and honorary positions of the NQRA (referred to as staff in this policy).

Responsibilities

It is the responsibility of a traveller (as defined under this policy) to be aware of this policy and that all travel for business purposes conforms to this policy.

It is the responsibility of NQRA Council and Administration Officer (AO) to ensure:

- Appropriate controls are in place to ensure the proper application of this policy; and
- Any breaches of this policy coming to the attention of the NQRA Council and/or AO are dealt with appropriately.

Travel Approval

Domestic Travel

All domestic travel and associated expenses (i.e. NQRA expenses) should be approved in advance as follows:

- Councillors: by two other Councillors who are preferably independent of the required travel
- Administration Officer: by two Councillors
- Other staff, volunteers and honorary positions: by the Executive Committee
- State and Territory representatives: by the Executive Committee

Reimbursable Travel Expenses

The NQRA preferred method of payment for business travel expenditure is through reimbursement of incurred pre-approved costs. Travel expenses such as airplane tickets and accommodation should be made in advance by the individual. All other expenses incurred whilst travelling such as meals and taxis will be reimbursed upon submission of supporting documentation.

It is the NQRAs' policy not to pay per diems, but actual travel expenditure incurred, and these will be reimbursed in accordance with the requirements of this policy.

Supporting documentation

All individual business expenditure items must have appropriate supporting documentation. The documentation provided must be in accordance with ATO requirements, which include provision of an itemised receipt (or tax invoice for all purchases over \$82.50 for GST claim purposes).

If the business expense includes hospitality or payment for more than one staff member, the receipt or tax invoice should be annotated to indicate the names of the persons in attendance.

Exclusions

Travel excluded from this policy are:

- Personal travel;
- Travel on behalf of other organisations; and
- Any travel not approved by the NQRA.

Breaches of the Policy

Conduct which violates this policy is considered to be outside the scope of a person's employment or engagement and could significantly damage the NQRA and expose it to unintended legal and commercial liabilities. Individuals who breach this policy are subject to appropriate disciplinary action by the NQRA including, but not limited to one or more of the following:

- Counselling;
- Further training and development;
- Demotion;
- Suspension;
- Warning;
- Termination of employment (with or without notice or any payment); or
- Termination of engagement (in the case of contractors)

Implementation

This policy is not to be considered in isolation. It is to be read in conjunction with all related policies and other documents, including, but not limited to, those specifically listed in the body of this policy. This policy is not contractual and does not confer any entitlement. The NQRA reserves the right to review, change, update, or withdraw this policy. Compliance with this policy is mandatory; however this policy does not impose any binding obligations on the NQRA. Persons who have employees or contractors reporting to them should take all necessary steps to ensure such individuals know, understand, and follow this policy.

Guidelines

General

A tax invoice which includes the details of the issuer, the expenditure, amount (inclusive or exclusive of GST), date and indication of proof of payment is required for reimbursement.

Reimbursement will be made by direct deposit upon presentation of receipts/tax invoices and submission of "NQRA Travel Expenses Reimbursement", see Appendix 1.

Meals

The NQRA will reimburse for the cost of meals when travelling or attending to business up to the maximum amount as follows:

Breakfast \$30; Lunch \$30; Dinner \$60

Alcohol

Alcohol is an allowable expense whilst travelling for business purpose or when providing hospitality. However, the following rules must be applied:

- During dinner or a function, reimbursable consumption must be at responsible levels, which is considered to be no more than three standard drinks per person;
- Outside the dinner period, staff must pay for any alcoholic drinks, whether at a bar or from a room's minibar;
- The cost of alcohol products must also be reasonable and the purchase of high-cost premium items is not allowable; and
- If alcohol is provided in a hosting context, the above guiding principles must also be applied.

Accommodation

In general, employees should not travel a distance exceeding 350 kilometres, and return in one day, unless a relief driver is available. If no relief driver is available, accommodation at destination is to be provided.

All bookings for accommodation must be made in advance wherever possible.

Personnel should use the most economical accommodation available (generally a standard quality hotel room) that is conveniently located to the event/meeting being attended.

When reservations have been made and a change in itinerary prevents the Traveller honouring the reservation, the Traveller must exercise all care in ensuring that the booking is cancelled in a timely manner.

Any 'no-show' charges will not be borne by the NQRA unless supported by a qualifying reason in writing to the relevant approver who approved the travel.

Any request for accommodation off-range and/or at a higher quality of accommodation than other participants on NQRA business shall have the extra costs borne by the individual. Reimbursement shall only be made equivalent to the other participants on NQRA business.

Ground Travel

Travel between home or office and airport and other local business locations should be conducted by public transport, car, taxi or rideshare ie uber. Where this policy allows, parking and tolls to be reimbursed requires no preapproval.

Public Transport

The quality of public transport varies depending on the route and the service provider. Where possible, public travel should be taken unless the quality of travel is unreasonably low or utilises excessive time. Professional judgement should be exercised at all times.

Taxis or Rideshare

Taxis or rideshare (eg Uber) should only be used for business journeys where:

- Large, heavy or bulky baggage is being transported;
- A journey by public transport is either not practical or significantly slower;
- Several people are travelling together and using public transport is more expensive per head;
- To ensure personal safety or wellbeing;
- The combined cost of fuel and parking at an airport exceed the taxi costs; or
- There is a valid business reason and pre-arranged approval.

The use of chauffeured luxury vehicles is to be avoided.

Parking

The cost of parking whilst on business related travel is reimbursable. Valet parking is considered a personal expense and will not be reimbursed. The exception is where a Traveller has a valid business reason; this reason should be included in the expense report.

Wherever possible personnel should seek an economical parking arrangement (e.g.: early-bird or pre-booking).

Driving and parking infringement penalties are not reimbursable.

Travel by Vehicle

NQRA will provide reimbursement for travel on either of the following basis:

- Submission of a fuel receipt(s) clearly indicating purpose of travel
- 85c per kilometre travelled, with distance, start, end and purpose of travel clearly outlined

Travel Insurance

NQRA does not provide travel insurance.

Air Travel

Travel Booking

The lowest logical and practical airfare available at the time should be utilised regardless of Frequent Flyer and airline membership. Advance purchase (2+ weeks) of tickets is strongly encouraged to take advantage of the lower tariffs.

Travellers should make their own booking and payment arrangements where possible, for approval and reimbursement on presentation of invoices.

A Traveller wishing to upgrade from economy to business class using points, dollars or both can do so at their own expense.

Prohibition

Travellers must not change air tickets to a lower class to fund their partner or any other family member to travel with them, or to use the difference in costs for any other personal benefit.

Last Minute Changes to Itinerary

Changes to itinerary attract additional service fee. If the time for the conclusion of the business trip is not known, it is recommended that a flexible fare be booked for the return flight in order to avoid itinerary change fees.

However, if there is a last minute change to the Traveller's itinerary and a seat is not available on the flight needed (being the same airline), then a change is permitted to the Traveller's booking to another airline provided it is practical and economical.

Extended delays missed appointments or personal/family reasons which require you to change your plans are acceptable reasons. This information should be provided together with the expense report.

Traveller's Responsibilities

It is a Traveller's responsibility to:

- check the itinerary to ensure the booking is correctly made; and
- allow appropriate time to transfer to and from the airport to catch a flight and attend meetings.

Baggage loss

If an airline loses the Traveller's baggage, it is the responsibility of the Traveller to contact the airline directly. In most cases the airline will reimburse the Traveller for the loss on a per kilo basis.

Travel Combining Business and Pleasure

If a Traveller is combining a business trip with personal travel, then the Traveller must notify the relevant travel approver prior to travel. If there is a difference in fare, the expense is to be paid for by the Traveller.

Clear evidence of the business need to travel must be provided to ensure transparency that the business component of the travel provides a recognisable benefit to the NQRA.



NQRA TRAVEL EXPENSES REIMBURSEMENT

DATE	
NAME	

ITEMISED EXPENSES:

EXPENSE DATE	ITEM/DESCRIPTION	COST
Subtotal		
Advance payment		
Total Reimbursement		

**Remember to attach receipts/invoices.
Forms without receipts/invoices will not be processed.**

CLAIMANT SIGNATURE	
BSB	
Acc Number	
Acc Name	

OFFICE USE ONLY

Approved by	
Date Approved	
Date Processed	