

## Travel and Hospitality Policy

This policy documents the conditions under which all travel by Science & Technology Australia (STA) executives, board members, program/event participants and employees should be approved and booked. It applies to all travel on behalf of STA and all travel arrangements including domestic and international travel.

### The purpose of this policy is to:

- Provide travellers with a clear understanding of the requirements of this policy in relation to travel protocols and administration;
- Ensure adequate financial controls are exercised over travel;
- Ensure accountability requirements are met for taxation purposes (FBT and GST); governance (anti-fraud provisions of the Commonwealth Corporations Act 2001) and for audit purposes; and
- Establish and maintain appropriate travel standards.

### Authorised travel bookers

Air travel and accommodation are to be booked by the Executive Assistant, Events Manager, or Program Manager only.

### Air Travel

STA's preference is always for the best fare available. The traveller may indicate preferred flights; however, the final booking will be made at STA's discretion.

For first morning flights out of Canberra in winter, bookings may preference Qantas regardless of best fare (in case of fog, Qantas flights will depart as scheduled whereas other flights will be cancelled or delayed).

Where late changes are anticipated the CEO may authorise a flexible return flight. Changes to travel arrangements that have already been booked can only be approved by the CEO or an authorised STA staff member. Any costs incurred by travellers due to late arrival at the airport or unauthorised changes to tickets will be at the traveller's own expense.

Should the traveller wish to book their own air travel, STA will reimburse up to the cost of the best fare of the day. Travellers are welcome to claim frequent flyer points for STA-booked travel.

### Accommodation

Accommodation will be a minimum three-star rating. STA's preference is for proximity to the event or meeting venue, and value for money. The traveller may indicate preferred accommodation; however, the final booking will be made at STA's discretion.

Should the traveller wish to book their own accommodation, STA will reimburse up to the value of the group or preferred accommodation rate in approximation to the event or meeting venue.

### **Ground Transportation**

If group ground transportation has been arranged and pre-paid by STA travellers will be informed and are expected to use this option. Where these arrangements have been made, alternative ground transportation will not be reimbursed.

If no ground transportation has been arranged, STA will reimburse public transport, taxi or Uber fares to/from the airport and to/from the meeting or event venue.

STA travellers are encouraged to take public transport or share rides with other STA travellers where possible.

In accordance with the current ATO guidelines, STA will reimburse **\$0.66/km** for the use of personal vehicles to travel to/from the airport or up to 500km if driving to the meeting/event city. The cost of parking whilst on STA related travel is reimbursable (wherever possible the traveller should seek an economical parking arrangement).

Driving and parking infringement penalties will not be reimbursed.

### **Meals**

Where agreed prior to travel, STA will reimburse up to a maximum of \$90 per day for meals (breakfast, lunch and dinner) when a traveller is outside their home city on STA business.

### **Reimbursement**

Digital scans of all tax invoices must be provided at the time of request for reimbursement. No reimbursements will be made without the production of a receipt.

January 2018 (to be reviewed December 2018)