



Geelong Mums



St Kilda Mums



Eureka Mums

## Travel Policy

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### Introduction

This policy defines the conditions, rules and procedures that apply in relation to travel undertaken on behalf of St Kilda Mums, Geelong Mums and Eureka Mums (the **Organisation**) and where the Organisation may contribute to the expenses associated with travel.

### Scope

This policy applies to employees (including Supervisors and Managers), volunteers, trainees, students gaining work experience, contractors and sub-contractors and all those who represent the Organisation.

### Credit card or payment process

All employees who are required to travel and stay overnight on business will be provided with a company debit Mastercard to pay for fuel, accommodation and meals.

Itemised receipts are required for all travel expenses incurred on the company debit card and for all out of pocket expenses an expense claim will be submitted for.

### Vehicle Rental

If business travel requires the rental of a vehicle, all employees must take out insurance when renting a vehicle (with an excess of not more than \$2000).

### Personal Vehicles

Employees may use their personal vehicles for company business at the reimbursement rate as prescribed in the award that applies to their contract.

The employee has the sole responsibility for properly insuring their vehicle against damage incurred while on company business.

Fines incurred when driving on company business due to parking, speeding or other violations of the law are the responsibility of the individual, and not reimbursable and must be paid on or before the due date.

### **Meals**

The Organisation will reimburse employees for reasonable meal expenses (breakfast, lunch and dinner) incurred while travelling on approved business.

A one-day trip takes the employee outside their normal work location. This would include:

- Breakfast if the employee is required to leave home earlier than normal.
- Lunch.
- Dinner when an employee cannot reasonably return home until two hours or more after normal working hours.

### **Accommodation**

Employees are to book accommodation that is affordable but safe, and preferably one that is staffed overnight for extra security. Accommodation costs should not exceed \$200 per night unless prior approval is obtained from the employee's manager prior to booking accommodation.

Employees are welcome to stay with friends and family when travelling for business.

### **Travel Kit**

Your vehicle should contain a car first aid kit, and employees should travel with printed contact information for key people in the Organisation in case of an accident or incident when out of mobile phone range, or in the event your phone is lost or damaged. Individuals should ensure they have details of the of the staff contact list.

### **Safety**

If you are undertaking travel on behalf of the Organisation you must always provide your manager (and family) with a copy of your itinerary (including the name and phone number of your accommodation, planned meetings – names and contact phone numbers).

It is the employee's responsibility to check for severe weather warnings (for example on the BOM website), and any other reasonable precautions before undertaking any travel. Travel is not permitted where there are severe weather warnings in place.

### **Drugs and Alcohol**

Employees undertaking travel on behalf of the Organisation are not to have any alcohol or be under the influence of any illicit or prescribed substances while operating a vehicle.

### **Mobile Phone**

It is the employee's responsibility to ensure that their mobile telephone has enough data to provide mobile broadband via personal hotspot for work while travelling. The Organisation will pay an allowance to any employees whose personal phone plan is not adequate for their travel needs.

Employees undertaking travel on behalf of the Organisation are not to use a mobile phone without a mounted hands free device while driving.

### **Accident**

In the event an employee has an accident, the following procedures should be followed:

- Contact emergency authorities immediately and file an accident report.
- If another party is involved, obtain the appropriate information such as driver's licence number, vehicle registration number, and insurance information, if possible.
- Complete an incident report on Canvas immediately to alert your manager and other key people in the Organisation

Then;

- Notify the local car rental office from which the car was rented and fill out a car rental accident form.
- Upon your return, forward a copy of the police report, car rental accident report, and rental agreement to the Finance Manager.
- If there are injuries involved, complete a Workcover report

### **Review**

This policy will be reviewed and updated every two years or sooner if required. It will be readily accessed by all staff via the People & Policy App on Salesforce.

This policy will be published on the St Kilda Mums website.

Any questions in relation to this Travel Policy, please contact the CEO.

### **Policy Implementation Documents**

The following documents are to be used in conjunction with this policy:

- Employee Handbook