



Staff Travel Policy

1. Approval

1.1 All travel (for individuals such as staff or other applicants) must be approved by the AU Sport Board of Management.

1.2 To seek approval, the following information must be provided to the Board:

- Nature/purpose of travel
- Duration of travel
- Benefit to AU Sport and
- Any other information as required by the Board

All travel must have a benefit to AU Sport or a sporting club or a number of members of AU Sport.

2. Funding available

2.1 Airfares

2.2.1 Where air travel is required, the Board may nominate a preferred airline. If no preference is given, the cheapest available fare should be sought at a time that is relevant to the travel.

2.2.2 At all times, the cheapest possible class of fare should be used for travel.

2.2.3 Where a booked flight is missed due to the fault of the individual travelling, AU Sport will provide funding up to the value of the original fare to board another flight. However, in this situation, the individual will have to explain to the Board the reason for missing the flight. Depending on the reason given, the Board may request financial compensation from the individual concerned.

2.2 Accommodation

Where it is required that accommodation be provided, a hotel or other suitable accommodation will be sought at a basic hotel with a rating not less than 3 stars, which is within close proximity of the primary purpose for travel.

2.3 Food and Drink

When an individual is approved to travel by the Board, he/she will be provided with a food allowance of:

- \$30 per day when dinner is not provided or \$15 per day when dinner is provided

2.4 Alcohol

When an individual is travelling, as approved by the Board, AU Sport does not condone or fund the purchase of alcohol for that individual. All alcohol purchased and consumed will be at the individual's expense.

2.5 Transport

2.5.1 Where possible, public transport will be used by individuals while on Board approved travel.

2.5.2 In the event of using a taxi, this should only be done when no other cheaper form of transport is available or when travelling to or from the airport with baggage.

2.6 Car Hire

2.6.1 When a car hire is required, it must be approved by the Board before travel commences.

2.6.2 Car hire should be of a basic type at a preferred agent, specific for the purpose of the travel.

3. Reports

3.1 When required by the Board, an individual who uses travel, approved by the Board, will be required to provide a written report to AU Sport about the purpose of the travel including: -

- Skills learnt undertaking the travel
- Benefits to AU Sport
- Total cost of travel and
- Any other information as required by the Board

3.2 Where a report is required by the Board, it should be filed at the office no later than 12 days following the completion of travel and presented to the Board at its next meeting.

4. Receipts

4.1 Where any expense is claimed for travel, a tax invoice will be required to prove the expense.

4.2 The tax invoice(s) should be filed at the AU Sport office no later than 7 days following completion of the travel.

5. **Petty Cash**

- 5.1 Where an individual requires petty cash for travel, this will be issued up to a maximum of the combined projected expenses of: -
- Food and Drink
 - Transport and
 - Any other amount as determined by the Board
- 5.2 If petty cash is required, application must be made at the same time as the application for travel.
- 5.3 If petty cash is issued and receipts for expenses not delivered to the office by the individual within the prescribed timeframe (refer Clause 4.2), an AU Sport invoice for the petty cash amount will be issued to the individual with a 14 days payable timeline.