



TRAVEL POLICY

Purpose and Scope

To ensure that work-related travel, accommodation and meals for BPS' employees is managed in a consistent manner that minimises cost to the company without jeopardising the safety of employees. For the purpose of this policy, a combined total of travel time including breaks, plus work related duties including breaks, shall not exceed **12 hours** on any one day otherwise overnight accommodation shall be sought. This shall be known as the **12 hour travel limit**. The company shall bear the cost of all work related travel, accommodation and meals.

Policy

When employees are required to travel for work related purposes such as conferences and training, travel arrangements require pre-approval by the Manager. Depending on time constraints or other factors prevailing at the time, a preference for the lowest cost mode of transport shall be encouraged. Criteria to consider include cost of travel, cost of accommodation, cost of meals and actual travel time. In any case, employee safety shall always remain the first priority and under no circumstances shall employee safety be compromised during the decision making process. The 12 hour travel limit applies to all modes of transport, however this policy does not imply that employees shall be expected to endure 12 hour periods of work and travel on each and every occasion that it becomes a possibility. Fatigue management and employee safety shall always remain the first consideration before making a decision on travel arrangements. Both management and employees have a duty to manage factors concerning fatigue. Management cannot unreasonably refuse a request for overnight accommodation from an employee or employees who may consider themselves unable to continue with travel arrangements due to fatigue, ill health or any other reason. The matter can be dealt with upon return to normal work duties.

AirTravel

Air Travel is the preferred method for inter-regional travel to destinations that cannot be reached in less than 5 hours by company vehicle. However, there may be occasions when the company vehicle is the only option available when travelling to a destination that is more than 5 hours away. Every effort shall be made to reserve flights in advance to save expenditure when travelling by aircraft. Economy seating shall be reserved in the first instance. First class or business class travel is not allowed except in extremely urgent situations when economy seating is not available. Payment for air travel is to be made by company mastercard to qualify for travel insurance under the mastercard conditions of use. Employees who require luggage to be checked in are required to present for check in at least 60 minutes prior to departure. Costs imposed for personal luggage that exceeds weight limits shall be borne by the employee responsible. Employees with carry-on luggage or no luggage are required to present for check in at least 45 minutes prior to departure. At the discretion of management, employees may be required to reimburse the company for any extra costs imposed if a flight is missed due to personal negligence or poor planning.

Company Vehicle

Company vehicle is the preferred method for inter-regional travel to destinations that can be reached in less than 5 hours. Vehicles may be shared so long as the maximum number of persons allowable in the vehicle is not exceeded at any time. Safety always remains the most important consideration and staff members are forbidden from driving whilst fatigued. After 2 hours of uninterrupted driving, a 15 minute break must be taken or a change of driver instigated. After the second 2 hour period of driving, whether that be shared driving or lone driving, a 30 minute break must be taken. If no alternative transport can be found, the maximum allowable time when driving alone to a destination is 9 hours (4 x 2 hour stints + 2 x 15min breaks + 1 x 30 min break). If driving is shared between two or more personnel, the 12 hour travel limit shall apply (breaks included).

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Use of hire cars is permitted when on company business provided no other BPS vehicle is available. Choice of vehicle depends on the number of personnel travelling, but in any case safety is the most important consideration. Personnel are forbidden from driving when fatigued. Whenever possible, payment for hire vehicles is to be made by company mastercard to qualify for travel insurance under the mastercard conditions of use. If a company mastercard is unavailable and a personal credit card is used to pay for a hire vehicle whilst on company business, the company shall reimburse all costs to the cardholder. The same rules apply when driving hire cars as those listed above under ‘Company Vehicle’.

Accommodation

When overnight accommodation is required, it has to be approved by the manager prior to making the reservation. Every effort is to be made to make reservations as early as possible to save on expenditure. Normally, accommodation shall be reserved allocating 1 motel room per person. However, when a greater compliment of employees are requiring accommodation, multi room apartments may be reserved so long as actual rooms within the apartment are not shared, genders are separated and employees are consulted and agree to arrangements prior to the reservation being made. Payment for accommodation is to be made by company mastercard to qualify for travel insurance under the mastercard conditions of use. If a company mastercard is unavailable and a personal credit card is used to pay for accommodation whilst on company business, the company shall reimburse all costs to the cardholder.

Meals

Personnel shall be provided with breakfast, lunch and evening meals at the company’s expense when staying away from home on BPS business or training. Two standard alcoholic beverages are allowable with the evening meal so long as the monetary limits shown in the following table are not exceeded. If a company credit card is unavailable, staff shall be reimbursed for any costs incurred up to the maximum allowable as shown in the following table.

Meal	Alcoholic Beverage	Limit of expenditure (excl. GST)
Breakfast	No	\$25.00
Lunch	No	\$25.00
Evening meal	Yes – 2 standard drinks	\$50.00

Approved by the board of Burdekin Productivity Services Ltd. on 12th December, 2016.

Signed: CJ Hesp (Board Chairman)