

APF TRAVEL POLICY AND PROCEDURES

CONTEXT AND PURPOSE

Executive, staff and volunteers may occasionally be required to travel on APF business associated with their role. This policy has been developed for the purpose of identifying travel and accommodation allowances and other reasonable expenses to be paid to executive, staff and volunteers engaged by APF when travelling on APF business.

POLICY

The Chairman of the Board of Directors to approve travel for all Directors except that in the case of routine Board Meetings where approval is assumed.

CEO to approve travel for all office staff and volunteers via the carrier deemed to be the most suitable and cost-effective method available.

APF will pay for accommodation of a standard to its discretion.

PROCEDURES

Flight Travel

APF is a member of Qantas Business Direct/Business Awards programs and may use these programs for booking flights at the most cost-effective rate. APF uses Qantas as the preferred airline but may at its discretion use other carriers where itinerary and cost benefits are beneficial.

All flights are to be booked by the APF Office on behalf of the traveller.

Company Award Points Program

APF earns Qantas Business Awards Points for every flight booking used. These awards points shall remain the property of APF to be used towards future travel and accommodation bookings at its discretion.

Individual Award Points Program

With the exception of points earned through the Qantas Business Direct/Awards program, approved persons travelling by an APF-sanctioned flight may retain points gained through the carrier's individual member awards scheme and utilise the rewards for personal purposes. Anyone may also upgrade the class of travel at their own expense.

Class of Service

All individuals travelling on APF business must travel in economy class. Upgrades at APF expense require prior approval from the CEO.

The CEO may travel Premium Economy class on international flights using tickets purchased at the lowest possible rate.

A comprehensive travel insurance policy for the duration of travel shall be provided where International travel is taken for business purposes.

Ground Transportation

Where a staff member is required to attend a location other than that in which they live, the APF will provide a method of transport suitable for them to attend such an event in a timely manner.

For transfers between airport, hotel and meetings, taxis, Uber, train, coaches, and other transfer transport expenses will be met by APF for approved travel upon presentation of an official receipt. Car rental will be considered at the discretion of the CEO.

Use of a personal car where necessary will be reimbursed by APF at the pre-determined rate per kilometre. This amount shall not exceed the cost of the most cost-effective alternative method of transport.

Accommodation

Payment for accommodation at APF discretion is subject to availability at the location of the event. This accommodation should be booked by the APF Office on behalf of the traveller.

APF has membership with a number of hotel chains and may use preferred hotels at its discretion.

Any additional costs incurred due to extended stays, the attendance of partners and / or children shall be borne by the individual.

Meals

Where staff are required to stay in a location other than that in which they live, APF will pay reasonable meal costs associated with the event.

Reimbursement for reasonable expenses

APF will reimburse for reasonable out-of-pocket expenses incurred when performing authorised tasks associated with the person's role. Payments will only be made for pre-approved expenditure upon receipt of an [APF reimbursement form](#). This form is to be submitted at the conclusion of each month and accompanied with all relevant tax invoices.

Travel Insurance

You should not travel internationally without travel Insurance. Refer to APF for appropriate policy.

Other related documents

APF Volunteer Management Policy and Procedures also contain information specifically to guide volunteers.

The APF may amend this Policy from time to time.

Date of Issue: 1 January 2019