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POLICY

TRAVEL (Policy & Procedure)

Date effective: 01/06/26
Date of next review: 02/2029
Approved by: Board

1. PURPOSE

1.1 The purpose of this policy and procedure is to provide conditions under which travel by Brien Holden Foundation (BHF) employees can be approved and booked. It applies to travel on behalf of BHF and travel arrangements including domestic and international.

2. SCOPE

2.1 This policy covers all BHF employees who are required to travel for business purposes and explains how to claim business-related expenses consistent with accounting standards and GST requirements.

3. POLICY STATEMENT

3.1 When employees travel for business-related purposes, it is BHF's responsibility to provide safe and reliable travel arrangements. This policy and procedure serves to clarify the conditions and parameters of a business-paid trip.

4. TRAVEL FOR WORK – PROCEDURE

4.1 The procedure for arranging work travel is as follows:

- 4.1.1 Request and complete the Travel Authorisation Form (Annexure 1).
- 4.1.2 Obtain sign-off from the CFO.
- 4.1.3 Traveller to register for conference and use Early Bird Rates (if applicable).
- 4.1.4 Traveller to check DFAT risk rating for the destination before proceeding with travel booking and register for updates to the destination.
- 4.1.5 Travel Request Form to be given to the Sydney or country-specific travel agent.
- 4.1.6 Travel Agent will communicate directly and organise travel needs.
- 4.1.7 Any issues to be discussed with the CFO.

5. AIR TRAVEL AND ACCOMMODATION

5.1 Unless otherwise approved by the CEO, all airline bookings are to be: in economy class; at the least expensive rate obtainable (inclusive of checked-in baggage fees and seat selection fees); on a OneWorld, Star Alliance or SkyTeam carrier, or on Emirates.

5.2 Accommodation should be in a 3 or 4 star chain hotel (allied with Accor Group, Hilton Group or Starwood/Marriott Group where possible). Please take a single or double room (and occupy it solo).

5.3 All travel bookings are to be made with BHF's corporate travel agency. The CFO is responsible for managing the travel account and ensuring business travel is in line with this policy. The CFO will forward the completed travel authorisation form to the Sydney travel agent and consultant and work with the country-specific traveller.

5.4 Conference registration is the responsibility of the employee. Where early bird registration fees exist, all attempts must be made to meet the cutoff dates so long as travel/attendance has been approved by the CFO. Speak to the CFO regarding BHF credit card usage.

Travel Requirement	Details
Accommodation Room Type	Single / Double (lowest price)
Airfare	Economy (cheapest available on OneWorld, Star Alliance, SkyTeam or Emirates)
Frequent Flyer Loyalty Program	Membership fees will not be paid for by BHF (with the exception of Amex and their frequent flyer program).
Frequent Flyer Points	Individuals may keep and use their points, preferably to upgrade their class of travel.
Vehicle Transport / Transfers	In consultation with the travel agent, where possible, the most appropriate cost-effective means of transport to/from airport and conferences should be booked. This may be in the form of shuttle services, coaches, or rental cars. In some instances taxis/Uber may be appropriate. These will be reimbursed. Car hire: appropriate driver's licence is required based on in-country requirements for international travellers. It is the traveller's responsibility to organise motor vehicle insurance when hiring a vehicle.

6. EXPENSE REIMBURSEMENT

6.1 In order to be reimbursed by BHF, a business expense must be substantiated with documentation to support the incurred business expense, including a receipt (tax invoice if available), documentation of business purpose, names of persons in attendance, and appropriate expense report for the incurred cost.

7. EXPECTATIONS AND POLICY COMPLIANCE

7.1 This policy defines an allowable business expense as a necessary, reasonable, appropriate, and allowable expense incurred for a valid business purpose.

7.2 Whenever possible, all business travel-related expenses should be prepaid prior to commencing travel. Please speak to the CFO.

7.3 The allowable expenses outlined below are subject to budget availability. Expenses not deemed to be acceptable business expenses cannot be claimed. Acceptable business expenses are at the discretion of the CFO. Any breach of this policy may result in disciplinary action being taken up to and including summary dismissal.

7.4 **Checks and approvals.** Expenses should always be pre-approved by the CFO in conjunction with board approved budgets or reforecasts. The expense may then need to be escalated to CEO for further approval. If an employee is in doubt over whether an expense is in policy, speak to the CFO and the reporting manager for clarity. Any expenditure not deemed to have been part of the approved budget or

approved reforecast will require ACC pre-approval prior to committing to the expenditure.

7.5 **Areas of Ambiguity.** Where a cost is split between personal and business, the employee should split the charge or pay the cost personally and submit a claim for the business portion of the expense. Under no circumstances should corporate credit cards be used for personal expenses.

Expense Section	Details
Airline lounge / club memberships, Loyalty and frequent flyer programs	Loyalty and Frequent Flyer / Program fees are not reimbursable as not necessary to perform a valid business purpose and are deemed as private expenditure.
Car Hire / On ground transport	Where driving is more cost-effective than flights or taxis/Ubers. Staff must rent the most economical vehicle consistent with business and safety needs. Refuel the car prior to returning to the car hire company. All travellers should consider the use of public transport for BHF business travel if practical and safe.
Bus / Train Travel	Where it is necessary or more convenient to travel by train or bus, the cost of the fare may be claimed.
Passports and/or travel documents, vaccinations	Visa and visa-related expenses for travellers on BHF business trips are considered appropriate and necessary. Vaccinations when required for work and not covered by insurance. Passports are considered private and therefore not reimbursable.
Meal Allowances and Incidentals	Alcohol is not a reimbursable expense. All expenses relating to meals including tea, coffee, water and snacks should be reasonable and may only be incurred for legitimate BHF-related business reasons. Meals whilst travelling may be paid for via: reimbursement for staff who do not have a corporate credit card, or expensed on a corporate credit card.
Mileage & tolls reimbursement	In circumstances where an employee is required to use a private vehicle for business purposes, only business kilometres can be claimed at the statutory rate. “Business kilometres” does not include travel to and from home to normal place of work. Please speak to the CFO. Toll charges incurred on business-related trips can be reimbursed with substantiation.
Parking Fines & Other Traffic Related Offences	Parking fines and other traffic-related offences are not payable by BHF.

Expense Section	Details
Licensing fees for professional boards e.g. CA, CPA	Reimbursement of licensing fees required to perform a requirement of one's role are not permitted without prior approval by the CFO.

8. PERSONAL TRAVEL (ANNUAL LEAVE)

8.1 Noting that BHF generally discourages this practice: where employees wish to take annual leave adjoining a business trip, they may do so with the permission of their Reporting Manager PRIOR to travel (leave submitted in Employment Hero portal).

8.2 Employees must pay for any additional travel costs or accommodation directly to the travel agent. This includes extra nights' accommodation, transfers and the difference between BHF's destination airfare and the new recreational airfare. Return travel from personal travel must be covered under annual leave.

8.3 Employees who wish to merge business travel with dependents, spouse, family member, friend, de-facto or partner's travel will be responsible for these arrangements and all costs, and ensure that these are paid directly to the travel agent including personal travel insurance.

9. HEALTH AND SAFETY

9.1 Prior to travel, staff should check the Department of Foreign Affairs and Trade (DFAT) website Smartraveller (www.smartraveller.gov.au) regarding information on the travel destination(s). Destinations deemed high risk (travel advice rating ≥3) will require CEO sign-off.

9.2 Staff should subscribe for updates on the Smartraveller website for the destinations being visited, including transit points. This ensures receipt of the latest travel advice by email or SMS.

9.3 Certain countries in which BHF works are usually classified as high-risk contexts, including Pakistan, PNG, and Haiti. A high degree of caution needs to be exercised in planning and conducting travel to and within these destinations.

9.4 When travelling, should staff be caught in an emergency situation such as health alert, conflict, civil unrest, terrorist event or natural disaster, they should follow the procedures below:

9.4.1 In a life-threatening situation or where immediate assistance is needed, contact the local emergency authorities. Find local emergency numbers at: https://www.smartraveller.gov.au/destinations

9.4.2 For urgent consular assistance, the Consular Emergency Centre (CEC) in Canberra is available 24 hours a day: +61 2 6261 3305 from overseas; 1300 555 135 from within Australia.

9.4.3 Alternatively, contact travel agent FCM Travel on their 24-hour help line: International: +61 7 3083 6087; Within Australia: 1300 557 854. Alternatively, contact country-specific travel agent.

9.5 The Smartraveller website has practical advice on the following situations experienced overseas: Crisis or emergency (https://www.smartraveller.gov.au/while-youre-away/crisis-or-emergency); Victim of crime (https://www.smartraveller.gov.au/while-youre-away/crime); Other situations (https://www.smartraveller.gov.au/i-need-urgent-help).

10. INSURANCE

10.1 **Business travel insurance.** BHF's travel insurance with Chubb Travel Insurance automatically covers employees for business travel. No additional paperwork is required.

10.2 Insurance is covered for business travel to a destination 50 kilometres or more from the normal place of business or residence. Cover commences from the time the employee leaves their normal place of residence or place of business until they return, whichever occurs first. The maximum duration covered for any one trip is 180 days.

10.3 Any illness or injury resulting in medical expenses while travelling should be claimed through insurance (this includes doctors' bills). Receipts for doctors' visits, medication and/or hospitalisation should be uploaded on the Chubb Travel Insurance online claim form along with proof of travel and the policy number (01ET008610) and policy holder name (Brien Holden Foundation). The Chubb online claim portal: https://apac.myaccount.chubb.com/myaccount/au/basic-book/default/default/en-AU

10.4 During business travel, if there is a problem (e.g. bags lost, items stolen or any accidents), please report it to the hotel and local authorities and then call:

CHUBB ASSISTANCE 24 Hour Assistance Line	+61 2 8907 5666
• Policy Number (when requested) is **01ET008610**	

11. FEES OR AWARDS

11.1 ALL documentation relating to lecture fees, legal appearance fees, honorariums, consultancy fees, and grants for travel must be attached with the Travel Request Form and sent to the CFO who will forward it to the Finance Department for processing.

11.2 Awards received may be retained or donated by the individual. If donated to Brien Holden Foundation, a tax-deductible receipt will be issued.

12. BUSINESS FUNCTIONS

12.1 Employees travelling on business for BHF are expected to attend all business functions and meetings as a priority. If unable to attend a function or meeting for any reason, pre-approval from the reporting manager must be obtained.

13. RETURN TO WORK

13.1 **Domestic travel.** 6am – 3pm: return to work next day. 7pm – Midnight: return to work 11.00am next day. Midnight – 6am: return to work next day (take the rest of the arrival day off).

13.2 **International travel.** 8am – 7pm: return to work next day by 1pm. Overnight travel (after 7pm and before 8am): return to work next day.

14. OVERTIME

14.1 Employees eligible for overtime are not entitled to this when travelling overseas. This includes both travel time and whilst at the destination.

15. EXPENSES AND TRAVEL ALLOWANCE

15.1 Refer to the employee expense claims and reimbursement form (Annexure 2).

ANNEXURE 1

TRAVEL AUTHORISATION FORM

All travel must be approved by the reporting manager prior to any staff booking travel. Once approved, the Travel Declaration must be completed.

PERSONAL DETAILS

Name (as shown on Passport):	
Type of Travel (e.g. air, land):	
Destination/s: Country – City:	
Dates of travel:	**From:** To:
Accommodation required (if known, list name of hotel):	Yes No
Additional personal travel:	Yes No **Dates of additional travel:**
Consulted with reporting manager:	Yes No

DFAT RATING FOR THE DESTINATION(S)

DFAT rating for the Country/City: Level 1 – Exercise normal safety precautions (Green) Level 2 – Exercise a high degree of caution (Yellow) Level 3 – Reconsider your need to travel (Dark amber/orange) Level 4 – Do not travel (Red) Weblink: http://www.smartraveller.gov.au	**DFAT Rating:** Destination: **Comments:**

PROJECT

PROJECT	Activity from work plan	Percentage of Time

CHECKLIST

My travel was approved by the reporting manager (and CEO for destinations deemed high risk ≥3 Smartraveller rating)	

I have read the destination country's travel and medical advice on DFAT Smartraveller Website and subscribed for updates for the destination	
I have read and understood the Travel Policy	

DECLARATION

I _____ (name) travelling to _____ (location) on behalf of BHF from _____ to _____, confirm that I have undertaken the safe international travel measures ticked above and have considered the risks associated with my travel. I am satisfied that I can conduct this visit safely. I will comply with all safety and security instructions as outlined in the travel policy during my visit.

Print name:	
Contact Phone No:	
Signature:	
Date/Place:	

AUTHORISATION

CFO's Signature:		**Date:**	

ANNEXURE 2

BHF EXPENSE AND REIMBURSEMENT

Please attach all receipts and supporting documentation. Submit to the CFO for approval.

Provider	Date incurred	Nature of expense / description	Project reference