



ENGINEERS  
AUSTRALIA

# MANAGEMENT INSTRUCTION

## TRAVEL

### Introduction

1. Engineers Australia's Board, employees and volunteers undertake a considerable amount of travel on an annual basis in order to support the functions of Engineers Australia (EA). In order to ensure that EA receives the best value from its travel dollar and to maintain transparency, the following procedures must be adhered to with regard to all travel undertaken.

### Who Does this Instruction Apply to

2. This Management Instruction applies to all employees, Board Directors and volunteers and any other persons undertaking travel for Engineers Australia's business purposes.

### Interstate Travel Approval (travel within Australia)

3. No travel bookings are to be made without prior approval.
4. A travel approval form must be completed which includes:
  - Purpose of the travel
  - Broad itinerary of meetings
  - Estimated travel costs are clearly outlined.
5. The standard for all interstate travel is economy class and it is expected that travellers will book flights early enough to ensure that most discounted fares are booked.
6. Approval of interstate travel may only be given by the following:
  - For employees and volunteers within their area of responsibility - a Manager holding a position classification Level 4 and 5 (National Managers and above)
  - For the EGMs - the Chief Executive Officer (CEO) or the Chief Operating Officer (COO)
  - For the CEO and COO interstate travel the Chairman of the Board or Chair Audit & Risk Committee
  - For the Chairman of the Board – the CEO, COO or the Chair Audit & Risk Committee
  - For Directors – the CEO, COO or the Chairman of the Board.

### Overseas Travel

7. No travel bookings are to be made without prior approval.
8. A travel approval form must be completed which includes:
  - Purpose of the travel
  - Broad itinerary of meetings
  - Estimated travel costs are clearly outlined.
9. The normal standard for air flights is economy class

10. The CEO or COO may allow business class travel for an employee, Directors and office bearers for long haul international flights or in other circumstances where traveller fatigue or wellbeing may impact on travel outcomes.
- Long haul international flights shall mean flights of 12.5 hours or more flight time (time in the air) – travel to Asia and the Middle East are not regarded as long haul flights
  - It may be considered reasonable in some cases to allow a traveller to break a long haul flight and incur an overnight stay where this would address fatigue issues and only incur a modest additional cost
  - In special cases, such as a demanding business schedule where an overnight break is not feasible, premium economy class travel may be considered
  - In other exceptional circumstances, such as a significant health condition, consideration will be given to business class travel. However, evidence of a proven health condition will normally require a doctor's report, not a simple certificate, outlining the reasons for such need or a statutory declaration. So the illness needs to be such that some travel might be possible, however the CEO or COO must be satisfied that the person is fit to travel
  - All overseas travel must be recommended by an EGM and approved by the CEO or COO.

### **Booking Travel**

11. A travel booking form must be completed for all employees travelling (interstate and overseas) and sent to Corporate Traveller to book all travel. (Corporate Traveller will not book any travel unless the completed travel booking form is provided).
12. The signed Travel Approval form must either:
- must be saved in electronic format in a generic folder in each business unit's shared drive; or
  - if stored in hard copy in a central folder held by the business unit.

### **Flights and Accommodation**

- For a one day meeting, travel is to be up and back the same day (unless there are exceptional circumstances for which prior approval is provided)
- For a one day meeting where there may be a dinner either the night prior to a meeting or the evening of the meeting, 1 night's accommodation only will be approved and travel must take place only to get to the hotel with enough time to settle in and get ready to attend the dinner
  - No travel to attend a dinner is to encompass the entire day if it is a work day (the cost of lost productivity is increasing and we cannot afford to have team members not being productive during working hours)
  - Time in Lieu cannot be claimed for attending a dinner
  - For employee who are setting up, etc for an evening event, this will be managed on a case by case basis
- For two day or longer meetings, approval will be given for accommodation based on the specific meeting agenda and will be on a case by case basis

- Approval may be sought for travel to a meeting to take into account a personal wish to stay the weekend or other leave days in the meeting location, however
  - All accommodation relating to a personal component of a trip must be paid for by the individual
  - Any increase in fare costs due to accommodating a personal component of a trip must be paid for by the individual employee
  - Any meals, taxi fares, etc relating to the personal component of a trip must be paid for by the individual employee.

#### **Accommodation Standards**

13. Accommodation should be at a reasonable standard and this applies to both domestic and international accommodation.
14. Reasonable standard is three/four-star accommodation. Accommodation must not be at five star and above. Reasonable standard is considered:
  - For domestic travel - \$200-\$250 (including breakfast) per night depending on location and time of travel in terms of high demand periods. In high demand periods and high cost locations \$300 per night may be acceptable.
  - For international travel – up to \$400 per night depending on location.

#### **Travel to and from Airports**

15. Travel to and from airports for domestic travel should be done as economically as possible and taxis should not be automatically used. The exception may be where multiple travellers are together, making Uber/Taxi more economical
  - Travellers arriving in Sydney and Brisbane and transiting to the city and surrounds should normally use the airport train service. This includes travel to the EA Chatswood office. This includes travel from the city and surrounds to the airport
  - Travellers arriving in Melbourne should normally use the SkyBus service operating between the airport and Southern Cross Station (one city block from the EA Melbourne office)
  - Travellers arriving in any other State are to utilise the most economic option available.
16. Travel to and from airports for international travel including within the international destination should be undertaken as economically as possible.

#### **Credit Card Usage**

17. Employees, Board Directors and some volunteers who undertake travel on a regular basis may be provided with an Engineers Australia credit card. Provision of an EA credit card obligates the holder to use the card for EA business purposes only and a tax invoice/receipt is to be provided for all purchases.
18. Where entertainment expenditure is incurred whilst travelling on a credit card, the most senior officer present should pay the bill on their card.

19. Monthly credit card statements must be reconciled within one week of receiving the statement with all relevant invoices and explanations as to the purchase provided prior to any approval being sought.

**Consequences of Breaching this Instruction**

20. All persons to whom this Travel Management Instruction applies are to strictly adhere to all required terms set out in this Instruction. This is important to ensure that all travel is arranged and approved in line with budget and to ensure that all persons travelling on EA business are treated fairly with regard to all aspects of travel management. If this Management Instruction is not strictly adhered to/breached, then disciplinary action may be taken against the non-complying person(s).

Authorised by: Ron Watts, Chief Operating Officer	Issue Date: 16 February 2017
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