



Travel Policy

1. Purpose

This policy sets out the requirements relating to travel on official business for King's Own Institute (KOI).

2. Scope

This policy applies to

- all directors, staff, students, partners and visitors of the Institute travelling on KOI business
- the purchase or reimbursement of all travel products from KOI funds.

Exceptions to this policy require approval by the CEO and President.

3. Related Documents

The following documents relate to this policy:

- Work Health and Safety Policy
- Critical Incident Policy

4. Definitions

Best Fare of the Day is the lowest available (cheapest) fare for the journey that enables the business purpose to be completed effectively.

Contracted supplier is a selected supplier or travel service provider that offers special commercial benefits to KOI.

Domestic travel is travel to any destination within Australia.

Fully-funded travel is travel where KOI pays all costs associated with business-related travel.

International travel is official travel to any destination outside Australia.

KOI business is activity of a business, educational or professional nature sanctioned by KOI.

KOI fund includes all funds controlled by KOI, including grants, consultancy earnings, research grant monies and earnings from entrepreneurial ventures.

Partially-funded travel is travel where the Institute does not fully meet the travel expenses. Examples might include:

- attendance at conferences
- absence on field work
- absence on special training courses/live-in-courses.

Reasonable accommodation is a single room with a private shower/bath in a moderately priced business class hotel/motel (usually classified as 3 to 4 star).

Reasonable costs include all legitimate work-related expenses which are incurred.

Reimbursement is a payment to compensate a business-related expense already incurred. Reimbursements are subject to Fringe Benefits Tax unless the amount is substantiated and meets the reasonableness test of the Australian Taxation Office and KOI.

Restricted area is any country or region where there is a real and material threat to the health and safety of the traveller. In general, the Institute will be guided by the advice/recommendation of the Department of Foreign Affairs and Trade (DFAT) and/or information provided by a travel risk management provider engaged by KOI.



Travel advance is a payment of up to 50% of travel costs provided to a traveller to cover predicted expenditure during a trip.

Travel diary is a record of travel events to meet the requirements of the Australian Taxation Office, including any audit of the KOI's Fringe Benefits Tax obligations or an employee's tax deductions. Under the Fringe Benefits Tax Assessment Act, 1986, a Travel Diary must provide the following details of each business activity:

- the date the entry was made
- the place where the activity was undertaken
- date and approximate time when the activity commenced
- duration of the activity
- the nature of the activity.

Traveller is a person using KOI funds to pay for travel expenses.

5. Policy

Reason for travel

KOI will fund domestic and international travel expenses for travellers on approved official KOI business. That is, funds will only be spent on travel for business directly associated with the functions of KOI.

Travellers will not be expected to subsidise the cost of officially representing KOI. Travellers are not to receive an additional benefit from traveling on KOI business.

Restricted area

Travellers are required to comply with KOI's directions for travel to restricted areas. Travel in areas listed on the DFAT Smart Traveller website (<https://smartraveller.gov.au/Pages/default.aspx>) at Level 2 "exercise a high degree of caution" requires the prior approval of the CEO and President. Travel in areas at Level 3 "reconsider your need to travel" and Level 4 "do not travel" will generally not be approved.

Refer to the Appendix for further discussion of management of risks associated with international travel.

Personal/private travel

Travellers may undertake up to fourteen days personal or private travel in conjunction with travel on official KOI business, provided:

- the private travel does not exceed the business portion of travel
- prior approval is obtained for the period of leave
- all costs associated with this travel are paid for separately and from non-KOI funds.

Travellers are required to use appropriate leave to cover periods of absence that are not specifically required to conduct KOI business. The exception is between periods of authorised travel, where it is impractical to return to normal duties.

KOI business must not be compromised if a traveller is accompanied by a spouse, partner or dependent.

Pre-existing medical condition

Traveller's with a pre-existing medical condition are required to:

- notify the HR Manager of any pre-existing medical condition that may require special attention during travel
- provide a current medical certificate from a doctor which confirms fitness to travel.

KOI's travel insurance will not pay expenses incurred by a traveller who has travelled against the advice of a doctor or who is unfit to travel.

Refer to the Appendix for further discussion of management of risks associated with international travel.

Expenses



KOI will fund, in full or in part, the costs of a reasonable standard of travel, accommodation and subsistence consistent with the nature of the work. This will include appropriate levels of safety, convenience and comfort at appropriate cost to KOI and according to its duty of care.

KOI will pay approved travel expenses when travellers are on official KOI business in accordance with the Travel Expense Schedule provided that travel has been approved in advance on this basis.

KOI will not fund airline life membership programs.

KOI will not accept any claim for reimbursement if frequent flyer points are used to purchase travel services nor will KOI reimburse the cost of airline lounge memberships (e.g. Qantas Club) not arranged through the finance team.

KOI will only fund expenses incurred by an accompanying spouse, partner or dependent where this supports the KOI mission and prior approval has been obtained.

The "Best Fare of the Day" principle serves as a precedent for a decision regarding the travel mode of the trip.

Travel class

KOI will usually only fund economy class for travellers regardless of their substantive position, unless otherwise approved by the CEO and President.

Business class fares for long flights (greater than 5 hours) may be approved where it is justified by the exigencies of the travel schedule.

Approval

The approval authority for business trips depends on the expected trip expenses and the substantive position of the person travelling.

	Approval authority
CEO and President, Council members	Chairman of the Council
Vice-Presidents, Directors (Finance and Accounts, IT, Marketing and Governance, Risk and Compliance), and HR manager	CEO and President
Academic and academically-related staff	Vice-President (Academic)
Student Affairs related staff	Vice-President (Student Affairs)
Finance and Accounts, IT, and Marketing staff	Director for each team

For a trip costing less than AUD\$150, travellers need to seek approval from their supervisor. In other cases, please refer to the table above.

Where travel is to be partially funded, the total amount of KOI funds approved for travel expenses should be stipulated as part of the travel approval.

The Finance Office is required to ensure the necessary approvals are in place before booking travel. It is the responsibility of the travel approver to ensure that a traveller is not visiting areas where DFAT advises against travel.

Note that financial delegation is not a delegation to approve travel.

Delegated officers cannot approve their own travel expenses. An officer on the next highest level of delegation in a direct reporting line is required to approve the travel expense. Subordinates may not approve the travel expenses of a supervisor regardless of whether they have an appropriate delegation.

Paying for travel

Travellers may apply in advance for a Travel Advance.



Reimbursement may only be claimed when a Travel Advance has not been claimed. Travellers are permitted to use personal credit card to pay and claim later.

Travel purchase

When purchasing travel services, travellers are required to:

- use KOI's preferred airline carrier, unless this carrier does not meet the criteria of "best fare of the day"
- choose the "best fare of the day" and cheapest car hire rate available at the time of booking, regardless of reward program membership
- not override the Institute's "best fare of the day" requirement with frequent flyer or other reward program memberships
- consider traveller convenience in relation to flight times, stopovers and length of flight
- contain costs and obtain value for money wherever practical.

Travel diary

Travellers must keep a travel diary for fully- or partially-funded on travel on KOI business, for:

- all international travel
- domestic travel of more than five consecutive nights reimbursement of expenses.

Compliance and breaches

KOI may commence applicable disciplinary procedures if a person to whom this policy applies breaches this policy (or any of its related procedures).

Responsibilities

The CEO and President is responsible for determining if travel is for official KOI business.

The Finance and Accounts team is responsible for booking official travel.

Document control

Policy title	Travel Policy
Policy owner	Finance and Accounts Director
Policy approver	Council, on the recommendation of the Audit & Risk Committee
Version date	12 February 2024
Date of approval	1 March 2024
Date of Implementation	1 March 2024
Date of next review	1 January 2027
Changes in this version	Approval table is updated. Updated expense approval by supervisor during travel to \$150 for consistency with the changes to the register of administrative delegations. Correction of spelling.

KOI amends its policies periodically and printed copies of this document, either in part or whole, are considered as uncontrolled and should not be relied upon as the most current document. It is the responsibility of individuals printing the document to always refer to the KOI website for the current version.

*****END OF POLICY*****



Appendix

Management of risks associated with international travel

The risks associated with travel to international destinations Incidents may include a terrorist act, medical emergency or severe weather event occurring overseas.

The severity of the risks depend both on the individual characteristics of the traveller (language competence, experience, gender, ethnicity, religion, nationality and sexual orientation) and on circumstances in the destination country. The most important risks are:

- disease
- theft, fraud or robbery
- misadventure (including traffic accidents, natural disasters and hazards, and extreme climatic conditions)
- harassment (including assault, extortion and arrest by authorities)
- civil unrest or acts of terrorism.

The Travel Advisories issued by the Department of Foreign Affairs and Trade (DFAT), especially those recommending “Reconsider your need to travel” (Level 3) or “Do not travel” (Level 4) are based upon the five risk areas listed above.

Where Categories 3 or 4 apply, the traveller must:

- provide a comprehensive itinerary including contact details for each visit, the location, accommodation, mode of transport and time(s)/date(s)
- a brief summary of their experience in the destination(s), including local language comprehension, cultural understanding, etc.
- a detailed exit strategy outlining alternative travel options;
- certification of registration with DFAT SmartTraveller
- purchase of flexible air tickets for changes to dates, airlines and routing
- confirmation of training in managing high risk interactions.

Healthcare and medical advice

All staff/students must seek medical advice before travelling overseas to ensure they are appropriately protected by inoculation and prophylaxis and take precautions against infection, particularly when travelling to tropical regions. KOI recognises the right of staff and students to choose the medical protection that they consider most appropriate, but strongly urges that this choice be based on medical advice.

Supervisors of first-time travellers to tropical regions should ensure that prospective travellers seek medical advice at least 3-6 six months before departure. Valuable advice is available from the following websites:

<http://www.smartraveller.gov.au/tips/travelwell.html>

http://www.anu.edu.au/health/travel_vaccinations/index.php

<http://www.who.int/ith/en/>

Personal safety

Travellers are especially vulnerable to theft, robbery and assault and should remain aware whilst travelling. This is especially so entering or leaving hotels, airports, restaurants and business

premises. The following are recommended:

- Ensure you have made copies of your itinerary, passport details, visas, travellers' cheques and credit card numbers. Carry one copy in a place separate from the original documents and ensure a copy is left with an appropriate person at home **and** the office
- Keep a hard copy of your mobile phone contacts should your phone be lost, stolen or fail to operate
- Avoid socialising in nightclubs or walking streets late at night, especially alone
- Keep in touch with family and work colleagues on an agreed basis
- Keep your hotel door locked and meet visitors in the lobby
- Do not give your hotel name or room number to strangers



- Be careful of drink spiking. Finish your drink before going to toilet and do not leave your drink with strangers
- Be conscious of safety when travelling on public or private transport. In taxis keep door locked and place laptop on the floor, not the seat beside you
- Ensure you always carry your hotel transport card that indicates your hotel address and contact details in the local language
- Research your location on the internet before arriving to gauge the time, cost and distance in travelling to and from the airport to your hotel
- Ensure you carry minimum local currency for travel and associated costs whilst in-country;
- Be sensitive to local cultures
- Obey the local laws including rules relating to drugs, alcohol and food.

Valuable advice is available from the following website:

<http://www.smarttraveller.gov.au/>

Monitoring travel of staff member overseas

1. A staff member at KOI must be assigned to maintain regular contact with the staff member overseas and to monitor the overseas jurisdiction(s) for:

- natural disaster, outbreak of disease or development of civil disorder which makes it unsafe to remain any longer in the destination country
- changes in the political, social or physical circumstances which makes it impossible to continue the program for which the travel was originally undertaken, even if there is no immediate danger to wellbeing.

2. Where there is no contact at the predetermined time or an issue arises the monitoring staff member must take immediate attempts to contact the travelling person by telephone according to the circumstances of their travel, accommodation, visits and location.

3. Where contact cannot be made the monitoring staff member, ongoing attempts must be made to contact the travelling person whilst consideration is made to a diplomatic or in-country approach; and

4. If a diplomatic or in-country approach is to be made, the CEO and President must be informed prior to such an approach.

5. If a critical incident is confirmed, the procedures of the Critical Incident Policy must be followed.