

Policy Name:	Travel Policy
Approved:	2 nd April 2020
Authority:	Women's Bowls NSW
Applies to:	WBNSW Board, Committee & Staff Members
Review Date:	2 nd April 2021

TRAVEL POLICY

Includes the use of private motor vehicles and travel on Association business. This travel policy supercedes all other travel policies.

1. Policy Statement

This policy is relevant to Directors, staff, volunteers and State Representatives when conducting business or travelling on behalf of Women's Bowls NSW. Women's Bowls NSW is a not for profit based Association, therefore it is very important that we use members' funds wisely.

2. Procedure

- a. For Directors, staff and volunteers a proposal outlining location, distance, time to drive, who else may be going with you, reasons for travel and possible costs associated with travel.
- b. The proposal to be presented to the GM prior to the travel where possible. All travel requests will be signed off by the GM before being processed.

3. Travel

- a. Women's Bowls NSW office will book all travel and accommodation requests for Directors, staff, volunteers and State Representatives.
- b. All requests should be submitted to Women's Bowls NSW office (minimum 4 weeks) prior to travel to ensure best rates available can be obtained.
- c. If you have any Frequent Flyer numbers or a membership of a Hotel Group, please ensure the office has these details so they can be included in the booking.
- d. Where appropriate, flights will be arranged to closest airport, otherwise travel by car may be considered the best option.
- e. All applications for travel will be given flight time options so as to best suit their availability to travel on the day.
- f. Once flights are booked, if they need to be changed for any reason (non-work related) then Women's Bowls NSW may pass on any fees charged by the airlines.

4. Personal Vehicles

- a. If travel is 3 hours or greater one way, overnight accommodation is an option.
- b. An expense claim form (with receipts) for reimbursement must be submitted by no later than the 15th of the following month from date of travel, otherwise reimbursement will not be paid.
- c. The Association will reimburse individuals @ 0.68 cents per km. Staff will be reimbursed at the award rate of 0.78 cents per km. The reimbursement amount will be paid to cover all reasonable associated vehicle costs, including fuel, wear and tear, insurance, any maintenance and toll expenses when incurred.

- d. Expense claims must include the following information:
 - i. Total kms
 - ii. Reason for travel
 - iii. Car-pooling is strongly encouraged where possible

4.1 Requirements

When a Director, staff member, volunteer or State Representative needs to use a private car on Association business it is the responsibility of that person to ensure the following:

- a. The vehicle is roadworthy
- b. Currently registered
- c. The driver has a current driver's license
- d. The vehicle has full comprehensive insurance

4.2 In Case of Accident

A detailed report should be submitted to the CEO as soon as practical (this should include any details relating to the insurance claim, police reference number etc).

5. Hire Vehicles

- a. If a hire vehicle is required, Women's Bowls NSW Office will arrange booking through a preferred supplier. Women's Bowls NSW office will liaise with Director, staff, volunteer or State Representative as to the most convenient location for pick up and return of hire vehicle.
- b. Women's Bowls NSW will purchase insurance for the hire vehicle.
- c. Director, staff, volunteer, State Representative collecting the hire vehicle will be required to provide their driver's licence, plus the name(s) and licence (s) of any additional drivers.
- d. Any traffic infringements incurred including any administration fees charged by the hire company will be the responsibility of the driver.

6. Accommodation

- a. Wherever possible Women's Bowls NSW will book accommodation within a 20-25 minute drive of the venue and it will be on a share basis.
- b. Any requests for single room occupancy must have prior approval from the GM.
- c. If sharing with a person who is not on official Women's Bowls NSW business (i.e. a partner) and this incurs an additional accommodation cost, this cost will be invoiced to the person representing Women's Bowls NSW.
- d. Breakfast will be included with the accommodation booking (where possible).
- e. If the event is greater than three (3) nights, Women's Bowls NSW will attempt to secure accommodation with cooking facilities.

7. Meal Allowance

A daily meal allowance of up to \$65 in total allocated as follows:

- a. \$15 Breakfast (if not supplied)
- b. \$20 Lunch (if not supplied)
- c. \$30 Dinner (if not supplied)

* If any of these meals are supplied then the allowance for that meal cannot be claimed.

Meal expenses may only be claimed for expenses incurred after the official commencement of the event and before the end of the event in which the claim is being made.

Reimbursement for meals incurred travelling to and from events will be approved.

8. Other Expenses While Travelling

- a. Women's Bowls NSW will not cover any internet usage costs incurred (unless required for the event and previously approved).
- b. Any other expense claims must be accompanied by receipt and reason for purchase.
- c. Any expense outside of this policy must be referred to the General Manager prior to the expense to guarantee payment.

9. Expense Claims Lodgement

All expense claims are to be lodged with the office by no later than the 15th of the month following the month of travel. Any late submission of expense claims will not be reimbursed.

Claims can be made by completing the Expense Claim form that can be found on the Womens Bowls NSW website under the Members Resources tab.

10. Disclosure of Medical Conditions

All responsibility for suitability to travel is borne by the person who is undertaking it. Any person who is advised or is unable to travel should not do so.

11. Directors Travel to attend Board Meetings, General Meetings and the AGM

Directors are permitted to claim travel to and from all Board Meetings, the Association's General Meetings and Annual General Meeting.

For travel to be reimbursed the expense must not be inclusive of any other business (personal or otherwise) being undertaken during the same trip and must depart and return to the same location unless approved prior to travel.

Where applicable for time and expense, the least expensive method of travel should be adopted at all times to minimize expense to the Association.

Flights must be arranged and booked via the Women's Bowls NSW office. Flights not booked and paid for by the office will not be reimbursed regardless of the reason or the trip. Flights and carriers will be arranged at the discretion of the office.

This Policy will be reviewed every 2 years unless changes occur that require a revision of the policy within that time frame.