

## **Travel Policy Summary**

### **Overview**

LaunchVic's policies regarding travel a subset of the Company's Human Resources Policy but are presented here separately for clarity. The Policy sets out the circumstances under which LaunchVic will approve and compensate travel for business purposes.

### **Audience and Application**

This policy applies to all people working with LaunchVic or its Controlled Entities, including Directors and Committee Members, and all people engaging with LaunchVic, including suppliers of travel services.

### **Policy Principles**

Where participants are not in the same city as a LaunchVic meeting, attendance at the meetings via electronic means, rather than travel to attend in person, is preferred.

Travel is only approved to further LaunchVic's business purposes.

Flights, transport and accommodation will be at the standard determined by LaunchVic.

For intra-state travel, the use of public transport is encouraged, and costs will be reimbursed. Where travel is by private car, car-pooling is encouraged where it is safe. For return trips of 100km mor greater, car expenses will be reimbursed consistent with the rates set from time-to-tome by the ATO.

Generally, approval for expenditure on travel is only for LaunchVic staff, but case-by-case exceptions may apply for: Directors, Committee members, special guest presenters or consultants.

LaunchVic will not cover the cost of spouse/partner travel.

Accommodation is provided if the travel timeframes to and from the meeting or event, are unreasonable, or make attending the meeting impractical.

A short period of additional personal time at the destination can be included, provided it is at no additional cost to LaunchVic

During periods where government policy dictates, or where there may be heightened health and safety risks for travellers, the CEO may ban and rescind approval for all travel.

## **Travel Standards**

Flights and accommodation will generally be booked by LaunchVic. In accordance with the Procurement Policy, the least cost practical option will be selected (not necessarily the cheapest).

Travel standards will be set to represent moderate cost and best value for money.

All domestic flights, and flights between Australia and New Zealand, will be in Economy Class. International flights (excluding New Zealand) can be in Business Class but, to promote cost-effectiveness, where it is a practical option the use of Premium Economy Class is encouraged, and Economy Class should be used for short-haul intra-country flights overseas.

Complimentary flight upgrades could be in breach of the Gifts, Benefits & Hospitality Policy and should be declined, unless it is impractical to do so.

- For example: an upgrade provided at a transit stop where the airline has already reallocated all seats in the previously booked class, so there is no option to resume the original booking.

However, travellers can use cash or points, at their own cost, to upgrade the class of flight booked.

## **Cost Coverage**

On presentation of a valid receipt, LaunchVic will cover the cost of transport to and from the airport or between meeting venues, via public taxi, etc.

Fixed *per diem* travel allowances will be paid to staff and Directors to cover the cost of meals and incidentals for travel that involves overnight accommodation. The allowances will be set to be in line with the ATO's table of "reasonable amounts" as published each year. The CEO may approve reimbursement of extraordinary or unexpected, costs (for example, excess baggage charges incurred carrying goods on behalf of LaunchVic).

LaunchVic will provide travel insurance for staff and Directors.

For international travel, travellers must have a passport which is valid beyond the trip dates in accordance with the requirements of the destination country.

- LaunchVic will not reimburse the cost of passports.
- LaunchVic will reimburse the cost of any visa, ESTA, eTA, etc. where they are required to travel to a destination on behalf of LaunchVic.

## **Internal Controls**

A clearly documented audit trail must exist for travel requests and approvals.

**Obligations of People Undertaking Approved Travel**

Travellers must act in the best interests of LaunchVic.

Where the travel includes an international component, on return the traveller must submit a concise travel report detailing the meetings or events attended and the outcomes.

Behavior during approved travel is explicitly included in the Harassment, Discrimination & Bullying Policy.

**Breaches of the Policy**

Any behaviour that breaches this Policy will be managed through the applicable investigation and disciplinary processes. A proven breach may result in disciplinary action, up to and including termination of employment.