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## TRAVEL EXPENSES POLICY

Approved by: The Perth Diocesan Trustees

JUNE 2016

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### Purpose

From time to time employees are required to travel on behalf of the Diocese for business purposes. This policy sets forth procedures and guidelines for incurring expenses and for their reimbursement.

### Scope

This corporate policy applies to all **lay employees** of the Anglican Diocese of Perth.

### Manager Responsibility

- Managers should know current travel policy and inform staff of Diocesan policy and procedures.
- Determine if travel is really necessary.
- Approve expenses according to Policy 20 – Delegation of Authority

### Employee Responsibility

- Notify support staff as early as possible of the necessary travel arrangements. The earlier support staff are notified of your travel plans, your trip may, in most cases be at a lesser cost.
- Incur only expenses that are consistent with the business needs, and exercise care in determining appropriate expenditures.

### Specific Types of Expenses

**Air Travel:** Employees should generally select the least costly direct air route, considering advance purchase rates and airline discounts, for example Red E and Super Saver deals are preferred over Flexi Saver and Fully Flexible deals. Please bear in mind that changes to discount fares may incur additional costs, so you must be able to make a commitment to the travel dates and change them only under extraordinary circumstances.

**Hotels:** employees should use discretion and book rooms at reasonable priced hotels, mid range hotels/apartments are preferred.

Accommodation costs will be reimbursed when the employee has a clear need to be away from home overnight. This may be due to:

- a) A meeting that takes place over several days,
- b) A meeting that commences at a time that would make it impractical for the employee to arrive on the day of the meeting,
- c) A meeting that is expected to conclude at a time that would make it impractical for the employee to travel home on the day of the meeting,
- d) Travel connections for the employee leaving no other viable alternative.

**Car Hire:** employees will not be reimbursed for speciality rental vehicles (eg luxury, sports utility, convertible etc). If personal vehicles are used, the Diocese reimburses mileage incurred at the rate per kilometre determined by the Provincial Stipends Committee. This rate is derived using the RAC annual survey of vehicle running costs and is revised effective 1 January annually.

An employee involved in an accident while driving on Diocese business must report the accident immediately to the local police department, and for workers compensation purposes to the Director of Diocesan Services. If a rental car is involved, the rental company should be notified immediately. Diocesan policy prohibits employees from operating a motor vehicle under the influence of drugs or alcohol.



**Meals:** reasonable meal costs necessary for Diocesan business will be reimbursed. Claims must be itemised and include actual receipts for any expenditure.

### **Travel Insurance**

The Diocese Travel Insurance Policy covers employees travelling on authorized business interstate and overseas. Travel within the state is insured where the journey involves travel of more than 50km from the normal place of business excluding everyday travel to and from the normal place of business.

Incidental holiday travel is only insured where the primary purpose of the travel is to undertake Diocesan business. Where mixed travel is planned, appropriate documentation of this should be made as part of the approval to travel.

Please Note:

Electronic Equipment is not insured when travelling by aircraft, bus or waterborne vessel unless it is carried by you as cabin baggage.

### **Reimbursable Expenses**

The following types of expenses, if incurred in compliance with this Diocesan policy and while on Diocesan business, may be submitted for reimbursement:

- Air travel
- Airport taxes
- Baggage handling
- Car rental
- Mileage pursuant to Diocesan business
- Fax charges, photocopying services Internet (Wi-Fi) Connection (for business purposes)
- Hotel accommodation
- Laundry and valet services (trips over 6 working days)
- Meals
- Public transport (railroad, bus, business use of taxi/shuttle)
- Business telephone calls
- Tolls and parking

### **Non-Refundable Expenses**

- Dues to airline clubs
- Fines for traffic violations while on Diocesan business
- Loss of personal property while on Diocesan business
- Loss of cash advance, or personal funds
- Cost of personal credit cards
- Purchase of clothing and other personal items such as haircuts, personal hygiene products, magazines, alcohol etc
- Purchase of in-room movies and entertainment

If you are uncertain about a particular expense, contact your Supervisor/Manager prior to the expenditure.

### **Discretion**

The Diocesan Secretary may show discretion in the application of this policy.