

PROCEDURE C21.1-P21.1

TRAVEL

1.0 INTRODUCTION

1.1 Related Policy

Travel Policy

1.2 Purpose

The Procedure sets out the steps to be undertaken for any person who travels or incurs travel related expenses while on Scentia Group business.

1.3 Scope

This policy applies to:

- all non-academic and academic staff or contractors of Scentia whether full-time or fractional, continuing, fixed-term, contractors or casual who undertake travel on behalf of the Scentia Group;
- members of Scentia, AIM and ACHW Boards who undertake travel on behalf of the Scentia Group; and
- all Scentia staff members on approved business travel plans (domestic and international).

This group will be referred to as “workers” throughout this document.

This policy applies to all travel undertaken on behalf of the Scentia Group, which involves:

- a trip of 50 kilometres or more each way from the staff member’s usual workplace; or
- an overnight stay.

This policy applies to travel funded by a third party, but workers are also required to meet any additional requirements of the funding body.

1.4 Scope Exceptions

None.

2.0 RESPONSIBILITIES

1. The Chief Financial Officer is responsible for
 - a. the review of this Policy and Procedure; and
 - b. communication, including updates of changes, of the Policy and Procedure to all Scentia staff.
2. The Head of People and Culture is responsible for:
 - a. the implementation of this Policy and Procedure; and
 - b. approving travel when a manager isn't available.
3. Managers are responsible for:
 - a. communication, including updates of changes, of the Policy and Procedure to all relevant contractors
 - b. discussing and approving all domestic and international travel; and
 - c. approving use of booking facility instead of the preferred supplier.
4. The worker (including Facilitators) who is travelling is responsible for:
 - a. Evaluating possible alternatives to travel prior to application;
 - b. Receiving approval of all domestic and international travel at least 10 days prior to departure;
 - c. Engaging with the preferred supplier to organise their travel;
 - d. Ensuring travelling papers and medical requirements are current (passport, immunisations) for international travel; and
 - e. Ensuring visas are applied for and received prior to departure for international travel.
5. The Tailored Learning Solutions OC Team Leader is responsible for:
 - a. authorising all Tailored Learning Solutions international travel; and
 - b. approving reimbursement Purchase Orders for Tailored Learning Solutions facilitators.
6. The state based Camp Team Leader is responsible for:
 - a. communication, including updates of changes, of the Policy and Procedure to all relevant contractors;
 - b. organising travel for Short Course facilitators; and
 - c. approving reimbursement Purchase Orders for Short Course facilitators.
7. The Chief Executive Officer is responsible for authorising all permanent employee international travel.

3.0 PROCEDURE

3.1 Preferred supplier

1. Scentia's preferred supplier is Corporate Traveller. (The term "preferred supplier" is utilised throughout this procedure.)
2. All travel must be booked through the preferred supplier. This allows the organisation to benefit from better pricing, single source booking and invoicing, and payment terms on account.
3. The use of a booking facility outside the Scentia preferred supplier (e.g., Airbnb) will need the approval of the staff member's manager or the Head of People and Culture.

3.2 General Information regarding travel

1. Prior to requesting travel, the staff member needs to evaluate whether there is a viable alternative to travel that is more suitable such as tele/video conferencing facilities made available at all Scentia premises. Other options such as one person already travelling to a certain destination, could undertake other tasks/appointments on behalf of another staff member.
2. Travel time associated with Scentia business should be within the normal working week. If this cannot be arranged, then the approval of the staff member's manager is required to adjust that working week.
3. If a change or cancellation of a reservation is required, it is the staff member's responsibility to cancel the reservation through the Scentia preferred supplier.
4. All contractors/facilitators travelling on Scentia business are not covered under the Scentia Corporate Business Insurance Policy and will require their own travel insurance.

3.3 Application for Travel

1. All travel must be booked through the Scentia's preferred supplier system once approved by manager or operations team for facilitator travel.
2. Information to be provided to the manager must include:
 - a. The purpose for the travel. It is expected this will be to conduct business on Scentia's behalf.
 - b. Outline of the proposed work activities and outcomes of the travel, attaching supporting documentation if necessary. Work activities include travel in the ordinary course of business, such as facilitators travelling to course venues, management travelling to meetings.
 - c. Travel details including planned itinerary, departure and arrival locations and dates.

- d. The planned itinerary must include any personal days of leave planned with the business travel. Any expenditure incurred in such private travel is to be at the staff member's expense.
3. Travel should be kept to one day unless employees are required to attend meetings over multiple days.

3.4 Travel Approval Process

1. The staff member must submit the travel request to their manager for approval at least 14 days prior to proposed departure via Scentia's preferred supplier system.
2. Workers must have booked their travel through Scentia's preferred supplier system at least 10 days prior to departure.
3. Travel must be approved by the staff member's manager in advance and prior to booking any items associated with the travel including, but not limited to, flights, ground transport and accommodation.
4. The manager should consider the following criteria prior to approving the request:
 - Is there a real business need for the travel?
 - Is travel the most effective method of conducting the business?
 - Is there a reasonable alternative to travelling?
 - Is this the most cost-effective method of travel?
 - Can the travel be consolidated with another trip or staff member?
 - Is the expenditure budgeted or unbudgeted?
 - Is the travel and related expenses in line with client-agreed contract conditions (Opportunity)?
5. Manager approval should be received at least 10 business days prior to departure, in order to coordinate bookings and administration.
6. The Head of People and Culture can approve travel if the manager is not available.
7. The Campus Manager organises travel for Short Course facilitators using the preferred supplier.

3.5 Airline Travel

1. The authorised standard arrangement for all Scentia staff for domestic and overseas air travel is Economy Class.
2. The most cost-effective fare type available must be purchased. ie: No Flexi fares to be bought when Saver Fares are available.
3. For international travel, at least two quotations are required for a selected route and flights.
4. Workers can provide their frequent flyer program details to the preferred supplier in order to receive any related points for their work travel.
5. Workers may upgrade using their own reward point scheme or pay for themselves, but no additional fees will be claimable from Scentia.

3.6 Ground transportation

1. **Personal Vehicle:** all personal vehicles used for business purposes:
 - a. Must be fully insured. All drivers must have a current driver's license. Any parking, speeding or other fines incurred while travelling on Scentia business will be paid by the staff member. Scentia will not be liable if any accident occurs.
 - b. May be used for travel to meeting with clients. Parking requirements for these meetings can be expensed through Flexi purchase.
 - c. May be used to travel to airport for approved travel. For overnight trips parking at the airport must be in a long stay car parking.
2. Staff members can use their personal vehicle and claim reimbursement for authorised business travel beyond 50 kms to and from their nearest Scentia office or campus.
3. Contractors not based at a Scentia office or campus can claim reimbursement for authorised business travel beyond 50 kms to and from their home.

4. The reimbursement rates are:

Car (per km)	Motorcycle (per km)
85 cents	85 cents

5. **Ground Transport:** Scentia has partnered with Uber for Business as the only approved ground transportation supplier. The authorised standard is Uber X only. There is a memo field in the app where you are required to name the company you met with.

6. **Hired Vehicles:** If hiring a vehicle would be more cost-effective than other forms of ground transport (e.g., Uber) then:
 - a. the most appropriate size vehicle should be chosen; and
 - b. any parking, speeding or other fines will be paid by the staff member. Scentia will cover any insurance claim excess. If any accident occurs as a result of an illegal activity by the driver and insurance is cancelled, the driver will cover all costs of repairs.

3.7 Domestic Travel Accommodation, Meals and Incidentals

1. Accommodation while travelling should provide a safe and secure environment, be convenient to the place of work and provide value for money. When choosing accommodation, Scentia has agreed on a rate of AU\$250 p/n to be a reasonable price for hotels booked at least 10 days in advance. Written approval will be required from the operations coordinator prior to booking an Airbnb. Notification and approval will also be required if there are extra guests staying at accommodation paid for by Scentia.
2. Scentia will pay a fixed rate per day. This allowance will cover a payment for meals, and incidentals based on the location.

Workers	Daily rate	
Employees	\$120	No
Short course facilitator travelling to another campus	\$100	No receipts required
TLS facilitator travelling to offsite premises	\$120	No receipts required

3. For extended accommodation requirements, staff should attempt to obtain accommodation on a weekly or monthly basis at reduced rates.

3.8 Risk Management

1. Scentia's primary responsibility is to protect the safety and wellbeing of all staff travelling on business. The staff member and their respective manager must consider the safety of the staff member and the risk, if any, to the organisation.
2. The number of staff members on any single trip must be considered from a mitigation perspective. For example, it would be a risk to have a large number of the senior leadership team or vital members from the same team travelling via a single flight or vehicle. Alternatives such as taking different flights or separate vehicles should be considered.

3.9 Safety and Security

1. Staff members are required to provide their manager an itinerary of their trip and contact details. Scentia has a duty of care to ensure that it knows the whereabouts of its travelling staff so that it can contact and provide assistance to such staff and their associates in the event of an emergency or other incident.

3.10 International Travel

1. All other international travel must be co-approved in advance by the CEO and the staff member's manager.
2. The authorised standard arrangement for all workers for international air travel is Economy Class.
3. For any international travel, all Scentia Group staff and travel approvers must check the DFAT website (<http://www.smartraveller.gov.au/>) at the time of booking and again prior to travel, to establish whether there are any travel advisories or warnings that apply to intended destinations.
4. Scentia's preferred supplier can arrange foreign exchange and visa applications.
5. Scentia will pay a Per Diem rate based on ATO 'Reasonable Travel Allowance' ruling (current year is available at ([https://atotaxrates.info/allowances/ato-reasonable-travel-allowances/#Table-6-2022-Employees-annual-salary---\\$129,250-and-below](https://atotaxrates.info/allowances/ato-reasonable-travel-allowances/#Table-6-2022-Employees-annual-salary---$129,250-and-below))). This allowance will cover a payment for meals and incidentals based on the country category.

3.11 FBT and GST

1. There is no Fringe Benefits Tax (FBT) effect on business travel. The main circumstances in which an FBT liability would arise are if there is a private travel component included paid for by the organisation and/or entertainment included in the travel.
2. Where there is a combination of business and private travel, provided that the private travel starts and ends at the original destination of the business travel and is fully paid for by the staff member, there will be no FBT liability.
3. Entertainment, whether for business or private purposes, does incur FBT.
4. Almost all travel components incur a Goods and Services Tax charge (GST). In order to claim the Tax Input Credits, all travel expenditure must be supported by a valid Tax Invoice. Reimbursement details are available in 3.13, 3.14 and 3.15 below.

3.12 Meeting or Conference Fees

1. Scentia will reimburse for reasonable and proper expenses incurred in connection with Company-sponsored business meetings and attendance at meetings of approved professional societies, associations and trade shows.
2. The staff member's manager must approve in advance all business meeting arrangements and conference attendance.

3.13 Acceptable items for reimbursement

1. Per diem and incidentals as listed on ATO websites noted in 3.7.2 and 3.10.5.
2. Alcohol purchases will not be reimbursed.

3.14 Reimbursement of travel expenses for Scentia employees

1. Tax receipts
 - a. Original itemised tax receipts must be provided for all expense claims. The receipts must be clear, readable and display correct time and date of the expense. They must be scanned as a file and attached to the expense form.
 - b. EFTPOS receipts are not acceptable.
2. Mileage claims are to be submitted via the Scentia expense form.
3. All claims must be submitted within 7-10 business days post travel.
4. The staff member must complete the Scentia expense form. The completed expense form and scanned copy of the original tax receipts are to be emailed to the staff member's manager for approval.
5. Manager's will send the approved expense form to Finance for processing.

3.15 Reimbursement of travel expenses by AIM facilitators and contractors only

1. No tax receipts required.
2. When PO is raised we will require flat rate expenses to be included.

4.0 DEFINITIONS

- **Business travel** - any means of transport used in the course of conducting business and encompasses travel arrangements including accommodation associated with that travel, and any other travel-related services or expenses.

5.0 REFERENCES AND ASSOCIATED INFORMATION

- Travel Policy
- Health, Safety and First Aid in the Workplace Policy
- Staff Code of Conduct
- Acceptable Use of Information and Communications Technology Facilities for Staff Policy

6.0 POLICY/PROCEDURE OWNERSHIP

Policy Owner	Chief Financial Officer
Status	Reviewed on July 2024
Approval Authority	Chief Executive Officer (CEO)
Date of Approval	31/07/2024
Effective Date	31/07/2024
Implementation Owner	Head of People and Culture
Maintenance Owner	Head of People and Culture
Review Due	July 2027
Content Enquiries	Liz Douglas - Head of People and Culture Email: ldouglas@scentia.com.au

7.0 AMENDMENTS

Version	Amendment Approval (Date)	Amendment Made By (Position)	Amendment Details
C21.0-P21.0	25/02/2022	CEO	Procedure separated from Policy. New template. Procedure steps grouped. Definitions, References and Policy Ownership updated.
C21.1-P21.1	31/07/2024	Head of People and Culture	Review of fee allowances, update terminology from staff to workers