



## TRAVEL POLICY

Policy number	AKASA-07	Version	V1
Drafted by	Craig Denton	Approved by AKASA on	

### INTRODUCTION

AKASA recognises the need for AKASA Volunteers to undertake travel on AKASA's behalf, and is committed to ensuring that travel and related services are procured as cost effectively as possible using the AKASA's preferred travel suppliers. AKASA is also committed to ensuring travel undertaken is appropriate and to an acceptable standard.

### DEFINITIONS

In addition to the definitions in the AKASA Manual, the following definitions apply to this policy:

#### **Volunteers**

Unpaid/Honorary representatives engaged on AKASA business. Including but not limited to; Officials, Stewards, Commission & Committee members and Executive Members

### Applies To

This policy applies to all AKASA Volunteers travelling on AKASA business and attending Committees / Conferences / Events on behalf of AKASA.

### Objectives

This Policy seeks to define the AKASA Corporate standards for travel, assisting Volunteers in undertaking travel cost effectively and at a standard commensurate with the AKASA's commercial profile.

### POLICY

#### **Volunteers and Appointed Officials**

##### **Authorisation & Process**

Prior to any travel being arranged by AKASA, the appropriate travel request form(s) must be completed.

The State Secretary is responsible for booking all forms of travel, including flights, accommodation and car hire. All travel arrangements must be booked centrally by or under the direction of the State Secretary. No volunteer is to make any travel bookings unless authorised. Any bookings made by individuals will NOT be reimbursed by AKASA unless previously authorised by the President, and in accordance with the Expense Reimbursement Policy.

#### **1. Flights**

##### **1.1. Preferred Airlines**

Qantas, JetStar and Virgin Australia are considered acceptable air service providers.

Regional Express (REX), or similar, is also an appropriate provider in instances where volunteers are travelling to/from regional locations.

##### **1.2. Fare Types**

Airfares are generally categorised into two groups; cheapest (fixed) or fully flexible. Fixed fares are restricted in that a change will invoke a service fee and possibly an increase in fare costs. Fully flexible fares allow changes to be made without additional costs; however this fare type is considerably more expensive than the fixed fares.

**All flights will be booked on the cheapest available fixed fare**, whilst also taking into account arrival and departure times for group travel and any overnight accommodation requirements.

If a flexible flight is required this should be stated on the travel request form, if not requested a fixed fare will be booked.



When completing the Travel Request Form please stipulate the preferred departure and arrival (2 hour range) times. The cheapest available flight within that specified time will be booked. At times it may be necessary for us to contact you and suggest that you change your departure/arrival time, so that the cheapest available flight is booked.

If an over-riding reason exists why the fare needs to be flexible, prior approval must be sought from the CEO.

**Flight change charges not related to AKASA business will be paid by the individual not AKASA.**

If partners are also travelling but hold no position at the event then these bookings and arrangements are the responsibility of the relevant person.

AKASA provides for the cost of economy class air tickets for all AKASA Volunteers. Any upgrades or enhancements are personal expenditures and will not be paid for by AKASA.

### **1.3. International Travel**

Staff and Volunteer international flight travel (not funded by a third party) is to be booked Economy unless otherwise authorised by the Executive.

### **1.4. Consumer Loyalty Programs**

Loyalty program points accumulated by volunteers for AKASA related travel may be used for personal travel. However, the membership of such loyalty programs must not influence the selection of the most economical and efficient means of travel.

Any fees associated with any Consumer Loyalty Programs or airline lounge membership will not be paid by AKASA.

## **2. Accommodation**

Accommodation for AKASA Volunteers should be of an appropriate standard, and not less than 3 stars under the AAA Tourism rating system. The 3 star rating definition is: "well appointed establishments offering a comfortable standard of accommodation, with above average furnishings and floor coverings."

All charges other than the room fee, including mini bar, entertainment, telephone charges, etc will not be paid by AKASA and should not be charged to your account but paid by the individual prior to check out. (For all other meal expenses please refer to the AKASA Expense Reimbursement Policy.) Accommodation for all events will be booked by the State Secretary.

When travelling interstate for a one (1) day meeting, same day travel is preferred.

Accommodation will be provided for the Appointed Official at a multi-day Meeting for the duration of the Meeting including the night prior to the start of the Meeting, if they are deemed to be required for the day prior to the event. This will be arranged by the AKASA State Secretary, at a minimum 3 star rating for each Official. Any other charges (including, but not limited to, mini bar, laundry service, entertainment, telephone charges etc) will not be paid by AKASA.

For a single day Meeting, Accommodation may be provided for the Appointed Official for one (1) night. Such requests will be considered on a case by case basis on the approval of the President

Individuals will be responsible for any extra costs in relation to attendance of partners/friends etc.

## **3. Vehicles**

### **3.1. Hire cars**

AKASA hire vehicles, as a standard, are of a medium class (ICAR class).

Any deviation up from this will only be considered in situations that warrant it, and must be approved by the CEO. Prestige vehicles, such as the Holden Statesman (LCAR class), are not to be ordered. People movers (PVAR class) should be ordered for larger numbers of passengers (can transport a maximum of 8 people).



Drivers collecting hire vehicles must select additional insurance cover or “extras. The motor vehicle should also be returned to the appropriate drop off point full of fuel.

Car hire will be arranged in instances where Volunteers travel interstate, or where the cost of using a personal vehicle will be more expensive than a hire vehicle.

Please ensure that all cars are returned with a full tank of fuel where practical.

### **3.2. Personal Vehicle Use**

Please see AKASA Expense Reimbursement Policy.

### **4. Cancellations/No show**

If for any circumstances Volunteers are unable to make their flight or will not be using the accommodation booked, they are personally responsible for notifying either the airline/hotel (after hours) or AKASA (business hours) as early as possible. Failure to do so with reasonable notice may result in the loss of fares and hotel payments.

### **Delegations/Authorisation/Responsibilities**

1. The State Secretary is responsible for all travel related bookings
2. President is responsible for approving all Travel requests.

### **Related Policies**

Expenses reimbursement Policy

### **Other Links and References**

Travel Request Form

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### **Policy Manager**

Manager – President