

TRAVEL AND ACCOMMODATION BOOKING POLICY & PROCEDURE



Policy Area: Financial Management

It is recognised that Equestrian Queensland is required from time to time to provide travel and accommodation for both staff and individuals when they are required to travel to conferences, national meetings, events and the like, where such travel is done on behalf of the organisation.

The organisation of such travel and accommodation will be done by the office, on all occasions, unless prior approval has been granted to allow an individual to proceed with such matters external of the office and seek reimbursement at a later date.

The following procedure will apply to all travel and accommodation organised on behalf of the Organisation:

1. Airfares will be booked on either Qantas or Virgin depending on the cheapest fare available at the time the staff member or individual is required to travel. Should the individual travelling wish to travel on an alternate airline they will be required to pay any difference in the fare structure, should there be one.
2. Once an airfare is book and the individual requests a change in the scheduled time, without extenuating circumstances applying, then any penalty that ensues as a result of the change will be borne by the individual requesting the same.

Should extenuating circumstances exist that causes an alteration in the travel of the individual, such changes will be made at the cost of the Organisation.

3. Accommodation, where practical, will be on a shared basis if two persons are attending the same meeting, conference, event or the like or where separate activities coincide in terms of time and place. This will only apply to same sex shared accommodation.

In all other instances, accommodation will be booked on an individual basis at the best possible rate available and at a venue convenient to the place the individual is expect to meet. In any instance, this rate will not exceed \$150.00 per night. Should any individual wish to exceed this value they may do so at their own cost.

4. Meals will be allowed for in relation to any travel away from Brisbane. Reimbursement for meals while away, must be accompanied by appropriate receipts and in any instance cannot exceed a total value of \$45.00 per day. This value is based on the assumption that lunch will be provided at the relevant activity and breakfast is not part of the accommodation fee. If breakfast is part of the accommodation fee then a per day allowance of \$30 will apply.

The meals allowance may only be varied on prior request to the Board to cover such matters as entertaining costs or circumstances where the above conditions are not likely to apply.

Entertaining of individuals as a reimbursable expense will only apply when there is a specific purpose to the meeting and advantages may ensue to the Organisation as a result.

5. Should bookings be made on behalf of an individual, and through circumstances beyond their control they are unable to attend the scheduled event, every effort is to be made to find a replacement to attend the activity. In any case, no person will be penalised as a result of circumstances outlined in Item 5.
6. Confirmation in writing will be forwarded to the relevant individual of their travel itinerary and accommodation details immediately upon finalisation of bookings
7. Where a staff member or individual uses their own vehicle for travel to Equestrian related activities on behalf of the Organisation, reimbursement will be made on a per kilometre basis at the currently advertised tax rate.
8. Travel to and from an airport or other point of departure either in their own vehicle or via public transport or taxi will be reimbursed upon proper provision of receipts or the like. Where a taxi is used it is requested that individuals share the expense with others travelling to the same meeting venue if at all possible. A staff member or individual may park their car at the airport for a period no longer than 3 days unless prior approval has been provided by the General Manager.
9. Any tolls paid by any individual in the course of their travel will be reimbursed upon the provision of receipts.
10. A request for reimbursement of expenses must be made in the accepted manner on the appropriate form as supplied, with all receipts attached.
11. Failure to adhere to the terms of this Policy without prior approval may result in the particular staff member or individual being required to incur personally any additional expenses over and above those outlined in this Policy.
12. Expense claim form attached.

APPROVED
Board of Management EFAQ
Date: 18/3/03

