



# **Water Polo**

ACT

## **TRAVEL POLICY**

**Corporate, Business and Group**

## Review History

<b>Version</b>	<b>Revision No.</b>	<b>Date Reviewed</b>	<b>Date Endorsed</b>	<b>Content Reviewed/Purpose</b>
1	2019/1		August 2019	New Document
2	2022/1			Expanded document in line with WPA policy

## 1. PURPOSE

The Water Polo ACT Incorporated (“WPACT”) Travel Policy is intended to facilitate business and competition required travel whilst managing costs and maintaining efficient business processes.

The policy provides guidelines on travel and entertainment expenses. Any exceptions to these guidelines must be approved by the Executive Officer (“EO”).

## 2. SCOPE

This policy applies to all travellers as defined below.

## 3. DEFINITIONS

**WPACT** means Water Polo ACT Inc.

**Board** is as defined in the Water Polo ACT Inc (WPACT) constitution.

**Corporate Travellers** refers to WPACT employees, board directors, members or special guests engaged in WPACT Business Travel, where their travel is not part of a group travel booking.

**Individual Business Travel** refers to authorised travel for WPACT business or sporting commitments.

**Group Travel** refers to travel where multiple travellers or corporate travellers are booked as a group, regardless of the number of people in the group booking. The individuals who are part of Group Travel are referred to as Travellers.

**Travellers** means all persons authorised to travel at the expense of WPACT or using WPACT travel related preferred providers including corporate travellers when they are travelling as part of a group.

**WPACT Employees** refers to people who have an employment agreement with Water Polo ACT which may be part time or full time. For this document when not travelling with a team, these people will be referred to as Corporate Travellers.

## 4. POLICY STATEMENTS

### 4.1. Travel Considerations

Before business travel is undertaken, other methods of communication are to be considered such as phone calls and tele/video conferencing. Under no circumstances are any WPACT directors, employees, contracted personnel, athletes, coaches and support personnel to travel unnecessarily on behalf of WPACT.

### 4.2. Preferred Suppliers

If WPACT has preferred supplier agreements in place, all persons travelling on behalf of WPACT are expected to use preferred suppliers. Corporate travellers are required to ensure they are aware of any preferred supplier arrangements.

### 4.3. Team Travel

WPACT will communicate with the individual traveller prior to booking travel regarding how the booking process, payment and any cost recovery will be managed.

WPACT will organise team travel for all representative teams. Players are able to opt-out of team transport if they would prefer to organise their own transport to and from an event. Timelines to opt-out will be communicated to players and parents prior to bookings being confirmed.

#### **4.4. Team Accommodation**

All WPACT representative teams will stay as a team unless previously communicated by Water Polo to parents and caregivers.

#### **4.5. Corporate Travel**

WPACT notes that corporate travellers may at times need to travel domestically as part of undertaking their duties for WPACT. Expenses incurred by board members and corporate travellers will be incurred by WPACT, WPA and representative program athletes depending on the circumstance in accordance with this policy.

The board may support economy airfare travel of a WPACT board member to water polo events.

#### **4.6. Accompanying Family**

WPACT does not pay travel costs for accompanying family member(s). All corporate travellers intending to travel with accompanying family member(s), must organise travel arrangements for family member(s) and pay these travel costs personally.

#### **4.7. Personal Travel**

If a traveller or corporate traveller is on business travel and there is a need to extend hotel stays for personal reasons, the person is entitled to access WPACT preferred hotel rates at their own expense. The preferred hotel rates are not available for personal or leisure travel bookings which are not in conjunction with business travel.

#### **4.8. Traveller Safety**

WPACT has a duty of care to its travellers and an obligation to ensure WPACT personnel are not placed at risk when on Business Travel.

The traveller's details, emergency contact details and itinerary must be recorded in WPACT's system prior to departure.

For group bookings the responsible WPACT employee must compile a list of emergency contact details for travellers and make available to WPACT team personnel prior to departure.

#### **4.9. Airline Flights**

All flights are to be booked in economy class based on the most cost effective and time appropriate option. This should be booked through WPACT designated travel booking system which may be updated from time to time.

Corporate travellers are expected to book their own flights in collaboration with accompanying travellers through WPACT's designated travel booking system.

Flights for travellers who are participating in WPACT managed events such as competition, camps or tours will be booked by the relevant WPACT Employee.

Any outstanding unused airline credits should be redeemed before purchasing a new ticket.

All business travel that falls outside of the approved budget allocation requires approval from the EO.

#### **4.10. Upgrading and Changing Flights**

For approved domestic and international flights, flights may be upgraded, either with points or at the personal expense of the traveller.

For any travel changes required due to personal reasons, the cost will be borne by the individual.

#### **4.11. Loyalty and Membership Programs**

Under no circumstances is any WPACT traveller permitted to travel unnecessarily or select a higher priced fare or hotel on the basis of participation in loyalty or membership programs. All frequent flyer points accrued by WPACT travellers, when on business travel can be retained for personal use.

#### **4.12. Hotel Accommodation**

WPACT will pay costs incurred for overnight stays up to the maximum room rate specified in clause 4.12 when the corporate traveller is working away from their normal place of employment and it is impractical to return home.

Corporate travellers are required to book the lowest available suitable room rate using either WPACT's travel provider. The corporate traveller is expected to book a professional standard (4 star) hotel through WPACT's travel provider and WPA will pay up to a maximum of:

- Domestic: \$250
- Any charges greater than these rates need approval of the EO.

If travel arrangements change, the hotel reservation must be cancelled as a matter of priority. If the hotel booking is not cancelled within the required timeframe, hotel 'no show' charges will be incurred by the individual.

#### **4.13. Transportation**

Wherever possible, corporate travellers should utilise the least expensive but appropriate (given destination, luggage and time constraints) mode of transport at their destination including, but not limited to, airport shuttle buses, airport car parking, ride share, rental cars and taxis.

#### **4.14. Taxis, Rental Cars and Parking**

Corporate travellers should consider the overall requirements relating to the trip and select the most cost effective form of transport. Consideration should be given to, but not limited to:

- Hire car costs and associate parking availability and costs at meeting venues, and accommodation.
- The amount of road travel required during the trip,
- Estimated cost of taxi or ride shares for the trip to meet the trip requirements.
- Cost of airport parking compared to taxi or ride share costs to and from the airport.

For Corporate Travellers, WPACT will pay:

- The cost of a taxi to and from home to the airport or airport parking as appropriate
- Cost of taxi from the airport to office and return; and
- Other WPA business related taxi journeys for example, attending a meeting at a client or supplier location.
- For the use of a rental car during Business Travel. The use of rental cars must be with the preferred supplier (if there is one) and will be booked through WPACT's travel provider.
- To avoid high re-fuelling charges, corporate travellers are required to re-fuel prior to returning the vehicle to the drop-off depot.
- Reasonable parking costs however long term car parks, offering discounted rates are preferred should be utilised wherever possible. Receipts must be kept and lodged with expense reimbursement claims.
- Corporate travellers should always seek to pre-book parking online to secure best available rates.

Transportation for athletes and team athlete support personnel will be arranged and paid for by WPACT prior to travel.

#### 4.15. Meals

When corporate travellers travel away from their normal place of residence on business travel, WPACT will pay meal allowances in line with the table below.

To claim the meal allowances for travel, WPACT Employees should submit their travel details to the EO who will provide details to the bookkeeper for payment. WPACT employees will not be required to keep and submit receipts for reimbursement for meals while travelling for work purposes.

	<b>Full Day Away</b> (Leave before 7am &, Arrive home after 7pm or start and end day away from home)	<b>Part Day – AM</b> (Leave home before 7am and home before 7pm)	<b>Part Day – PM</b> (Leave home after 7am and arrive home after 7pm)
Breakfast	\$20	\$20	
Lunch	\$20	\$20	\$20
Dinner	\$40		\$40
<b>Maximum Daily Allowance</b>	<b>\$80</b>	<b>\$40</b>	<b>\$60</b>

Where meals are provided by WPACT such as included in hotel accommodation or during catered events, the daily reasonable meal cost amount will reduce proportionately.

#### 5. Applicable Rates Summary

<b>Item</b>	<b>Rate</b>
Accommodation (if not provided as part of an event or group booking)	AUD\$250/night
Flights – Domestic	Lowest logical economy fare <sup>1</sup>
Flights – International	Lowest logical economy fare
Meals and Incidentals (Domestic)	\$80/day or part there of as described in 4.15

#### 6. Payment of expenses during Business Travel

All corporate travellers are expected to utilise their corporate credit card (where issued) for all authorised expenses incurred during Business Travel.

Documentation for all expenses incurred such as receipts and tax invoices must be retained.

Where authorised expenses are not able to be charged to the corporate credit card and corporate travellers had incurred that expense personally, travellers are required to retain the receipt and submit via the expense manager platform for approval. The employee will be reimbursed as a part of the normal payment run provided all information is in order.

#### 7. Business Travel Approval Process

The EO will obtain their travel permission from the board chair for any domestic travel.

<sup>1</sup> Lowest suitable economy airfare means direct flights at appropriate and reasonable times.

## **8. Related documents**

Water Polo ACT Delegations and Financial Authority Policy

## **9. Feedback**

Feedback on this policy can be emailed to [admin@actwaterpolo.com](mailto:admin@actwaterpolo.com)

## **10. Review**

This policy will be reviewed by the Water Polo ACT Board on an annual basis.

## **11. Compliance**

All employees are required to comply with this policy as amended from time to time.

Any breach of this policy may result in business travel being refused, expense claims rejected and/or disciplinary action, up to and including termination of employment or engagement with WPACT.