

	GUIDELINES FOR TRAVEL ARRANGEMENTS	Document No:	HR-PRO-037
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1. Purpose

The purpose of this procedure is to provide guidelines on travel for the purposes of working for the Australian Catholic Bishops Conference (ACBC).

These guidelines are designed to provide the maximum convenience, flexibility and safety for ACBC travellers, to help ensure the financial integrity of all travel payments and maintenance of accurate records, and to ensure the consistent and fair treatment of all ACBC travellers and workers who are directly or indirectly involved in the travel process.

2. Scope

These guidelines apply to all workers of the Australian Catholic Bishops Conference (ACBC) who travel domestically or internationally on behalf of the ACBC, on pre-approved ACBC business, regardless of the source of funds or the duration of the travel, with the exception of travel relating to their usual place of work or attendance at courses covered by study support arrangements.

3. Related Documents

[ACBC Work Health and Safety Policy](#)
[WHS-PRO-025 Working Off Site](#)

4. Definitions

Traveller

A worker undertaking travel for the purpose of conducting the work of the Australian Catholic Bishops Conference.

Authorising Officer

A worker who has the delegated authority to authorise travel and associated expenses on behalf of the Australian Catholic Bishops Conference.

Supervisor

The Supervisor is a Bishop, an Agency Head, Director, Manager, Coordinator or Team Leader, who is responsible for the day-to-day supervision of workers.

5. Responsibilities

Travellers should:

- obtain all authorisations permitting travel from the authorising officer
- exercise prudent business judgement at all times when booking and undertaking travel on ACBC business.
- check information provided by the Department of Foreign Affairs and Trade (DFAT) (if applicable)
- familiarise themselves with any specific procedures, instructions or arrangements pertaining to their travel
- make sure that any vaccinations required have been obtained and are up to date
- implement specific risk control procedures needed to minimise the likelihood of compromising their health, safety and well-being
- keep in regular contact with Supervisor

Supervisors and Authorising Officers should:

- authorise travel and travel arrangements
- exercise prudent business judgement at all times when booking, authorising travel on ACBC business.
- check information provided by DFAT (if applicable)
- develop and implement any specific risk control procedures needed to minimise the likelihood of compromising the health, safety and well-being of travellers

6. Duty of Care

The ACBC has a duty of care to protect the health and safety and well-being of any traveller undertaking travel on ACBC business. These guidelines and any other guidelines and procedures developed by ACBC agencies have been established to ensure that every precaution is taken to ensure a safe and healthy journey for all travellers.

Agencies that allow travel to areas of natural disaster zones or areas of political or civil unrest are responsible for developing their own risk management plans and processes. Travellers to these areas are required to make themselves familiar with the resources and procedures that have been put in place to minimise risk to their own health and safety.

Travellers to areas of natural disasters or political or civil unrest should refer to advice provided by DFAT. It is the responsibility of all travellers and authorising officers to check this information before approval and prior to undertaking travel.

It is recommended that international travellers download and register with an application such as Travel Guard to ensure that they remain updated on vital information during their travel.

7. Health Precautions

Many destinations, both overseas and local, can pose a risk to a travellers' health. There are World Health Organisation (WHO) requirements for inoculations when travelling into or between certain countries. It is advisable for frequent travellers to keep basic vaccinations up to date at all times.

8. Cultural Sensitivity

Travellers should familiarize themselves with the social norms, expectations and practices before travelling. Do not assume that behavior that is culturally accepted in Australia will be accepted in other parts of the world.

9. Purchase of Travel Services

When travelling on ACBC business, the purchase of travel services should be made on the following basis:

- traveller safety
- value for money
- use of one of the ACBC's preferred travel suppliers, and
- traveller convenience, e.g. flight times, stopovers, length of flight.

The ACBC's preferred travel supplier is FCm Travel, who can provide travel, accommodation and car hire. Bookings made through FCm Travel do not require comparative quotes or the use of a Corporate Credit Card.

Travellers should make travel bookings through ACBC's preferred travel supplier. Where this is not possible, bookings may be made independently. For overseas travel this will require comparative quotes. Where bookings are made independently, an ACBC Corporate Card is the preferred payment method for work travel expenses.

7. Mode of transport

Public Transport:

The ACBC recommends the use of public transport wherever possible and practical.

It is recommended that frequent travellers purchase public transport cards (e.g. Opal, Myki) specifically for business use, using their corporate credit card. In certain states corporate credit cards can be used instead of public transport card. Travellers should also note the trips that they make using their public transport cards for credit card reconciliations.

Cars:

Travellers may sometimes be required to use their own car for travel on ACBC business.

If approved by the authorising officer, the worker may hire a car for travel.

If a worker is required to use their own vehicle for travel on ACBC business, they will be entitled to claim a car allowance for the use of their vehicle according to the applicable Award rate or in the absence of an Award rate, the ATO rate for use of the vehicle. This will require the traveller to submit a "Motor Vehicle Expense Claim" form.

Where practical in terms of time and distance to be travelled, ACBC workers may choose to drive to a destination rather than to travel by air.

If this is approved then the worker will only be paid an allowance up to the value of a return airfare to their destination.

Flights:

Travellers should travel on the most direct route using normal economy class air travel. In special circumstances business class air travel may be considered for travellers following approval by the appropriate authorising officer.

Taxi Fares:

Taxi fares may be paid with Cabcharge vouchers or Cabcharge cards or with an ACBC Corporate Credit Card. Tax invoices must be obtained for credit card reconciliations.

Ride Share Services:

The ACBC allows the use of ride share services such as Uber providing that tax invoices can be obtained for the use of the service and that personal safety aspects have been considered.

8. Travel with family

The ACBC does not pay for travel or accommodation for family members travelling with ACBC workers.

However, this does not preclude family members travelling with an ACBC worker if no additional costs are involved. If no additional costs are involved, then family members may travel and share accommodation with ACBC workers when they travel.

9. Domestic Travel

All domestic travel may be booked and ticketed prior to formal approval if the travel costs are within budget and approval in principal (verbal) has been received. The steps for domestic travel are as follows:

1. Obtain verbal approval to travel from authorising officer
2. Discuss and agree on TOIL arrangements with your supervisor prior to undertaking travel
3. Discuss cash advances that may be required to pay for expenses with your supervisor. This applies to those who do not have a Corporate Credit Card.
4. Book and pay for flights through the preferred travel supplier or independently using an ACBC Corporate Credit Card
5. Book and pay for other travel arrangements through the preferred travel supplier or independently, using an ACBC Corporate Credit Card
6. Complete (and have approved) a Leave of Absence form for any personal leave during the trip
7. Undertake Travel
8. Pay for travel costs using the ACBC Corporate Credit Card where possible

9. Acquit ACBC Corporate Credit Card transactions
10. Request reimbursements for out of pocket expenses by completing a "Reimbursement for Expenses" form

10. International travel

All international travel must be formally approved prior to booking.

International travel should be booked through the preferred travel supplier, another approved travel provider (e.g. World Youth Day travel/pilgrimage providers) or independently if this is the most economical option, using an ACBC Corporate Credit Card as the preferred payment method. The steps for international travel are as follows:

1. Obtain the required approvals for international travel.
2. Book and pay for flights using an ACBC Corporate Credit Card
3. Book and pay for other travel arrangements using an ACBC Corporate Credit Card
4. Complete (and have approved) leave form for any personal leave during the trip
5. Discuss and agree on Time Off in Lieu (TOIL) arrangements prior to undertaking travel
6. Undertake Travel
7. Pay for travel costs using the ACBC Corporate Credit Card where possible
8. Acquit ACBC Corporate Credit Card transactions
9. Request reimbursements for out of pocket expenses by completing a "Reimbursement for Expenses" form

11. Records

Travel authorisation
Travel documents
Motor Vehicle Expense Claim form
[Leave of Absence form](#)
Reimbursement for Expenses form

These records must be retained for seven (7) years.