



CEPU SA Branch TRAVEL POLICY

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1. Persons Responsible

- President
- Branch Secretary
- Assistant Branch Secretary
- Employees
- Organisers
- Industrial Officer
- Delegates
- Members

2. Purpose

The Union recognises that domestic and international travel may be an essential part of the Union related activities of Persons Responsible, as defined above.

3. Definitions

3.1 "**Traveller**" means any person who undertakes travel for union business at the request of the Union.

3.2 "**Union**" means the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services union of Australia - Electrical Energy and Services Division, South Australian Branch. (CEPU SA)

3.3 "**President**" means the President of the union.

3.4 "**Secretary**" means the Secretary of the Union or, in the absence of the Secretary, the Assistant Secretary of the union.

3.5 "**Assistant Secretary**" means the Assistant Secretary of the Union.

3.6 "**Employees**" means an employee of the union.

3.7 "**Organisers**" means either an elected organiser or an appointed organiser of the union.

3.8 "**Industrial Officer**" means an elected or appointed industrial Officer of the union.

3.9 "**Delegates**" means a union member elected or appointed by members to represent them in union matters.

3.10 "**Members**" means a member of the unions as defined under the rules of the union.

4. Scope

This policy applies to all Union Officers, Employees, Delegates, Members, Persons Responsible or to anyone who incurs travel and travel-related expenses approved by the Union.

This policy does not form part of any contract of employment.

5. Policy Statement

The Union supports the needs of travellers by:

- 5.1 providing an appropriate standard of comfort and conditions in which travellers can undertake Union activities whilst away from home;
- 5.2 offering flexibility and minimum inconvenience for travellers
- 5.3 facilitating the conduct of Union business in an efficient and appropriate manner;
- 5.4 ensuring transparent, effective and accountable management of travel costs;
- 5.5 providing timely and accurate reimbursement for all reasonable travel expenses;
- 5.6 complying with all legal and taxation obligations; and
- 5.7 protecting the occupational health and safety of travellers.

6. General

- 6.1 Travellers shall travel by air when travelling interstate as agreed between the traveller and the Secretary.
- 6.2 The Secretary or Assistant Secretary may approve travel by any other mode where appropriate.
- 6.3 All travel costs, including meals and incidentals, shall be paid for or reimbursed by the Union.
- 6.4 The Union shall have a travel agent or equivalent to assist with organising travel (e.g. QBT).

7. Travel Expenses

The Union does not expect travellers to be out of pocket as a result of travel on Union business and will ensure that travellers are paid or reimbursed an amount that is consistent with reasonable union-related expenses **actually incurred**.

Payment or reimbursement of travel expenses must be approved by the Secretary. Appropriate travel expense will be reimbursed, consistent with the CEPU SA Branch Travel Policy, and/or at the discretion of the Secretary.

As a guideline, travel expenses must be of a business nature and, in addition to accommodation, meals and incidentals, would normally include:

- 7.1 visa and related fees;
- 7.2 travel insurance;
- 7.3 internet access;
- 7.4 transport, including taxis, hire cars, public transport, travel taxes and tolls;
- 7.5 dry cleaning and laundry expenses (where staff are away for five days or more);
- 7.6 parking fees; and
- 7.7 necessary health expenses (including inoculations, vaccinations and travel specific medications).

Payment or reimbursement of travel expenses can be made by one of; or (subject to the below) a combination of, a Union credit card, reimbursement of reasonable expenses actually incurred.

8. Reimbursement

Reasonable expenses actually incurred will be reimbursed upon producing invoices/receipts. For minor items of expenditure in circumstances where it is not normal business practice to issue receipts, a statement by the traveller as to the amount and nature of such expenditure incurred will be accepted in lieu of a receipt.

Tipping, in countries where it is an expected payment and up to the expected amount, can be included in claims.

Reimbursements for accommodation, meals and incidentals must not exceed the reasonableness test of the ATO Taxation Determination (TD2012/17).

9. Travel Booking

All flights and accommodation shall ordinarily be booked by the appropriate CEPU SA administrative officer. In certain circumstances it may be easier and more efficient for a traveller to book their own flights and accommodation. Where such circumstances exist, the traveller will seek the approval of the Secretary or Assistant Secretary prior to the commencement of travel.

Except where required on short notice in exceptional circumstances, all travel shall be advised to either the Secretary or Assistant Secretary for prior approval.

Where domestic travel is required on short notice and approval cannot be sought, an Employee shall, as soon as practicable, advise the Secretary of:

- 9.1 the reason for travel;
- 9.2 the cost of travel; and
- 9.3 the length of travel.

All International travel must be approved by the Secretary regardless of the notice period.

10. Domestic/International Air Travel

All air travel is to be, where possible, with:

- 10.1 Qantas; or
- 10.2 Virgin Australia.
- 10.3 Regional Express (REX)

The Employee shall notify the Secretary or Assistant Secretary when flying with an airline other than the above.

When flying with small airlines (e.g. Aeropelican, Skytrans), no more than three members of the SA Branch Executive shall be booked on any one flight.

When booking flights, consideration shall be had to ensuring the most appropriate flight, taking into account:

- 10.4 the work needs of the traveller;
- 10.5 the family and other needs of the traveller;
- 10.6 the cost of the fare; and
- 10.7 the need for flexibility.

All flights under five hours in duration shall be booked as economy flights.

Where a flight is five hours or more, the traveller shall be entitled to fly business class.

The Secretary or Assistant Secretary have sole discretion in authorising travel at a standard exceeding economy for flights under 5 hours. The most common situations where such approval would be granted are health reasons or where the employee is required to travel with other persons travelling at a higher standard.

11. Frequent Flyer and Lounge Memberships

Loyalty and frequent flyer program fees will not be paid by the Union. Participation in such schemes is the personal choice of employees who will be responsible for the payment of any membership fees.

All frequent flyers points accrued to a traveller, save those redeemable through a credit card reward scheme, shall be for the personal use of the traveller.

An Employee shall not, except as detailed below, be required to use frequent flyer points for union business.

Where frequent flyer points are redeemable via a credit card loyalty scheme, via a union credit card, those points shall remain the property of the Union and be used for:

- work-related flights; or
- such other purposes as approved by the Secretary.

Airline lounge memberships may be paid by the Union for frequent travellers (i.e. 5 or more trips per year) and must be approved by the Secretary.

12. Standard of Accommodation

The standard of accommodation chosen should provide a safe and secure environment which is conveniently located, provides value for money and meets the work needs of the traveller. In all cases, accommodation selected must be a minimum of three stars single motel type accommodation. Where appropriate, a list of preferred hotels shall be developed.

13. Rental Cars

Where appropriate and cost-effective, a traveller may elect to hire a rental car instead of using taxis. Travellers may make car hire arrangements that best meet their needs. In all cases, cars selected for hire needs to be safe, appropriate and practical.

Travellers are encouraged to select hybrid or environmentally friendly vehicles when available and appropriate.

Travellers are to accept and include the lowest excess options for vehicle insurance cover for damage and theft in all car/vehicle rental agreements.

14. Use of Private Vehicles

Where a traveller is required to utilise their personal vehicle for travel related to union business reasonable fuel expenses will be reimbursed in line with clause 8 of this policy. Travellers need to retain fuel receipts for the period of travel i.e. Fill up tank at start of travel, whenever required during travel period and at completion of travel period.

15. Review

This policy will be reviewed at least every two years from effect.

Policy Initiated	Last reviewed	Next review by
9/5/2018	11/4/2019 By: CEPU SA Branch Conference	11/4/2021


John Adley
Branch Secretary



CEPU Electrical Energy and Services Division - SA Branch