



**Mining and  
Automotive**  
Skills Alliance

# Travel Policy

Version 1.2

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## 1. Purpose

AUSMASA recognises that travel is essential for some work-related activities of our employees. This Policy is designed to support AUSMASA's duty of care obligations, and to ensure a clear and consistent understanding of our services and expectations in relation to travel.

## 2. Overview

This policy sets out the internal policies governing the supply of air, hotel, hire car, travel and any travel agency services to AUSMASA-approved travellers, and the manner and conduct of these in the acquisition and use of those services.

## 3. Audience

This policy applies to AUSMASA's:

- Board
- Committees and sub-committees
- Chief Executive Officer (CEO)
- Employees

## 4. Policy

Travel should only take place where it is essential, and the planned activity cannot be effectively conducted via alternatives to travel such as teleconferencing and videoconferencing.

Required travel will facilitate the conduct of business in an efficient and appropriate manner, taking into consideration the loss of working time during transit.

AUSMASA employees will ensure that travel is essential and provides stakeholder engagement, training, or other material benefits to the organisation.

### 4.1. Planning and Travel Reconciliation

AUSMASA supports the needs of all employees by:

- providing an appropriate standard of comfort and conditions in which AUSMASA employees can undertake AUSMASA activities whilst away from home
- offering choice and convenience for employees
- ongoing management of third-party travel providers and contractual arrangements
- providing timely and accurate reimbursement for all reasonable travel expenses, not already reconciled utilising AUSMASA's corporate card supplier, WEEL.

In conjunction with AUSMASA's Code of Conduct, employees adhere to this Travel policy by:

- ensuring the most efficient use of AUSMASA resources in the need for travel, the travel booking process and the expense management process
- maintaining accurate records for all travel approval and travel-related expenditure
- ensuring transparent, effective, and accountable management of travel costs
- ensuring all travel requests are accurate and approval is obtained from their manager prior to booking any travel.

## 4.2. Safety

AUSMASA will protect the health and safety of all employees. Where travel to high-risk destinations or high-risk activities is requested, due process will be followed to assess risk. Travel in such circumstances must not be booked prior to referring to AUSMASA's Travel Insurance policy and conducting a Travel Risk Assessment. Manager approval, including the Travel Risk Assessment, must be obtained prior to booking any high-risk travel.

## 4.3. Expenses

If an employee is required to travel overnight for work while performing their employment duties, you may claim travel expenses such as food, taxi/uber, airport transfers, if:

- there is a change to your regular place of work (the usual or normal place where you start and finish your work duties)
- you are away from home for short periods of time, such as working from a different office or site for a week
- you stay in short-term accommodation, such as a hotel.

Estimates of your travel expenses included in your travel approval request should reflect the actual cost of proposed travel expenses. If incurred travel expenses exceed your WEEL credit limit, please advise your manager, who can approve additional funds to be credited to your personal WEEL account.

## 4.4. Travelling with others

An employee travelling away from their home overnight for work can be accompanied by another traveller by agreement with your manager. All expenses for an additional traveller must be at the employee's or additional traveller's own expense and must not be paid for by AUSMASA. This includes but is not limited to airfares, meals and refreshments, separate airport transfers or taxi/uber trips if not travelling together.

## 4.5. Additional time

AUSMASA employees may extend their travel to include one weekend only and by agreement with their manager. Additional time travelling not on work-related activities may incur a fringe benefits tax and it is the employee's responsibility to understand any potential fringe benefit tax implications. All costs associated with additional time away are at the employee's expense; this includes but is not limited to accommodation, meals and refreshments, taxis/Ubers, and any airport transfers from a location significantly further than your original work travel destination.

## 4.6. Travel exclusions

Unless approved by your Manager, travelling away from home overnight does not include:

- if the employee's personal circumstances mean they live a long way from where they work
- the employee lives at a location where they work
- the employee chooses to sleep at or near your workplace rather than returning home,

#### 4.7. Car hire

If car hire is required, your valid driver's licence must be sighted by your manager and a Travel Risk Assessment must be completed and approved.

Express permission is required in the event you are using your own vehicle. Your valid driver's licence must be sighted by your manager.

### 5. Definitions

**TRAVEL** refers to a business trip to a different location for work purposes, including overseas.

**HIGH RISK** refers to non-standard domestic travel. Mine sites or confined spaces, travelling by road for long periods of time or on unfamiliar terrain, air travel by non-domestic aircraft (i.e., helicopter) are examples of high-risk travel.

### 6. Document History and Contact Details

#### Version

Number	1
Version	1.1
Implementation date	15 February 2023
Review date(s)	30 January 2024
Next Review date	30 January 2026

#### Revision History

Revision date	Summary of amendments	Prepared by	Version
May 2023	Transferred to AUSMASA branding	Organisational Development Assistant	1.1
September 2023	Update to Travel Request template	Manager Organisational Development	1.2

#### Contact details

Owner	AUSMASA CEO
Contact officer	Principal Advisor, Governance & Risk, <a href="mailto:admin@ausmasa.org.au">admin@ausmasa.org.au</a>

## 7. Appendix Travel Request Email Template

(See Email Template in Travel Policy Folder)

To: [insert Manager's email address]

Cc: [admin@ausmesa.org.au](mailto:admin@ausmesa.org.au)

Subject: For action: Travel Request for approval [insert more detail as appropriate]

Dear [insert Manager's name]

Please see below, travel request for your approval.

TRAVEL REQUEST		
<b>Name of traveller</b>		
<b>Travelling from</b>		
<b>Travelling to</b>		
<b>Travel dates and times</b>		
<b>Primary Purpose of Travel</b>	<b>Activity</b> (meetings, roundtables, engagement activities, or relationship to Activity Schedule)	<b>Outcome</b>
Other potential meetings		
<b>Activity for travel to be charged to</b>		
<b>Do you require car hire?</b>	Yes/No [please refer to section 4.7 of this policy – ensure your manager has sighted your valid driver's licence and a Travel Risk Assessment has been completed and submitted with this request]	
<b>Car Hire approx. cost</b>	\$	
<b>Total cost</b>	Flights: \$ Accommodation: \$ Taxis and transfers: \$ Food: \$ <b>TOTAL – approximately \$</b>	
<b>Are additional AUSMASA staff travelling with you?</b>	Yes/No <b>Name(s):</b>	
<b>Are non-standard/ commercial flights involved? (i.e., single-engine plane, helicopter, etc) If yes, please provide details</b>	Yes/No [If Yes, please complete the Travel Risk Assessment Form and submit with this request]	

## 8. Appendix Travel Risk Assessment Form

See Document in Travel Policy Folder

## 9. Appendix Travel Insurance Details

See Document in Travel Policy Folder