



HUNTER WESTERN HORNETS TOUCH FOOTBALL

TRAVEL & REIMBURSEMENT POLICY

1. PURPOSE

- 1.1. Hornets Touch recognises the need for travel on official Hornets (touch football) business. The Hornets Travel and Expense Reimbursement Policy (Policy) is intended to facilitate business-required travel, while managing costs and maintaining efficient business processes by ensuring a clear and consistent understanding of the Policy and associated procedure for all Hornets Touch travel.
- 1.2. The purpose of this Policy is to ensure all Hornets Touch official travellers have an understanding of what reasonable and necessarily incurred travel expenses will be paid by the Hornets Touch.

2. SCOPE

- 2.1. The Policy applies to all domestic and international travel arrangements and relevant expense reimbursement of Hornets Touch travellers on approved Hornets Touch business regardless of the duration of travel or the purpose of travel.

3. PRINCIPLES

- 3.1. All Hornets Touch staff, office bearers, panel members and approved volunteers should ensure clear and consistent understanding of the Policy and procedures.
- 3.2. Hornets Touch has a commitment that all its dealings are characterised by openness and transparency.
- 3.3. Hornets Touch is committed to ensuring that all individuals who engage in Hornets work-related travel are safe and secure.
- 3.4. Hornets Touch will reimburse an individual for reasonable out-of-pocket expenses reasonably incurred in the course of authorised duties.
- 3.5. All Hornets Touch staff, office bearers, panel members and approved volunteers are accountable for compliance by the Hornets Touch with all legal (taxation) obligations.

4. DEFINITIONS

4.1. Best Fare of the Day (flights)

The best fare of the day is the lowest fare offered by any airline at the time of booking, provided that the fare satisfies the individual's business requirements (including but not limited to time of flight/s and connecting services).

4.2. Flexible Fare

A flexible fare is a flexible economy fare that gives an individual the flexibility to make flight changes without penalty (there may only be a cost difference between the two fares). Flexible fares are often referred to as "standard" or "flexible" fares depending on the airline.

4.3. Restricted Fare

A restricted fare is a standard economy fare that contains restrictions on changes and cancellations which are subject to fees. Some restricted fares are also non-

refundable. Restricted fares are often referred to as "saver" fares, "starter" fares or "red e-deal" fares depending on the airline.

4.4. Best Quote of the Day (hire cars)

The best quote of the day is the lowest price offered by any car rental company at the time of booking, provided that the quote satisfies the individual's business requirements (including but not limited to time of pick-up/drop-off, distance, etc).

4.5. Reasonable Expense

The amount of an expense will be considered reasonable where it does not exceed the relevant amounts set by the Australia Tax Office as adjusted from time to time.

5. POLICY

5.1. Travel Approval

An individual may engage in work-related travel for any of the following reasons:

- attending a tournament, conference or workshop;
- conducting business on behalf of Hornets Touch, including consulting;
- training and professional development activities;
- meetings and visits to other organisations, clients, etc; and
- to perform work within the Hornets region.

Hornets Touch will reimburse individuals for all reasonable out-of-pocket expenses involved in approved travel as outlined in this Policy.

Before arranging ANY travel, individuals need to discuss the reason for travel with their Line Manager and the most cost and time effective option must be sought. All travel must be approved by the appropriate Line Manager and relevant Executive Member who will ensure that all costs associated with the travel are within budget.

Reimbursement for expenses and travel bookings that do not comply with Policy and associated procedure, requires written approval by the relevant Executive. Individuals submitting expenses that are not compliant with Policy and associated procedures, risk delays in processing their claim, or partial or total forfeiture of reimbursement. Where there are concerns about bookings outside of Policy, the relevant person should discuss these with the Finance Director.

5.1.1. Approval Process:

- i. Individual seek travel quotes
- ii. Line Manager Approval and submission
- iii. Executive Approval
- iv. Individual books/completes travel
- v. Individual submits reimbursement/claim form

5.2. Payment of Bookings and other Travel-related Expenses

5.2.1. Payment via Hornets Electronic Funds Transfer (EFT) is the preferred method of payment for all authorised business travel and associated expenses.

5.2.2. Authorised business travel and related costs that cannot be paid for using this method will be reimbursed on presentation of a Tax Invoice and, if required, a completed Travel Diary, at the completion of the travel.

5.2.3. Any personal travel expenses must be paid separately by the individual using a personal credit card or personal funds.

5.3. Air Travel

5.3.1. Domestic travel

5.3.1.1. All individuals must accept the 'best fare of the day' for domestic travel. Airfares should be booked, as far as practicable, in advance in order to take advantage of any discounts or cheaper fares.

5.3.1.2. In the event all other discount fares are sold out, or travel plans are expected to change more than twice before travel commences, or the end time for the trip is uncertain, then an individual may select a flexible fare. Hornets Touch expects that an individual will carefully consider, in light of their travel plans, the cost of a flexible fare as opposed to the cost of a lower priced restricted fare.

5.3.1.3. Where the individual takes a higher cost option, the individual must prepare a written justification and send this justification to the Finance Director for approval.

5.3.1.4. Hornets Touch will not cover the cost of a Business Class fare

5.3.2. Air fare cancellation

5.3.2.1. Individuals must advise the Finance Director of any amendments or if they do not intend to use the issued air fare.

5.3.2.2. It is the responsibility of the individual to advise the Finance Director when a confirmed reservation is not required (ticketed or non-ticketed). Individuals should note that cancellation fees may apply.

5.3.3. Frequent Flyer and Lounge programs

5.3.3.1. The individual's personal Frequent Flyer and Lounge benefits can be retained, however should not be the basis for selecting more expensive fares to maximise personal benefits gained from these programs.

5.3.3.2. Hornets Touch does not fund Frequent Flyer and Lounge programs.

5.4. Accommodation and Meals

5.4.1. Capital city accommodation

5.4.1.1. Individuals travelling to/within capital cities are to book their domestic and international accommodation with the Hornets Touch Finance Director. The cost of accommodation must not exceed the amounts outlined in the below table (reasonable cost of accommodation as per the [Australian Taxation Office](#)):

Place	Reasonable Cost of Accommodation
Adelaide	\$157
Brisbane	\$205
Canberra	\$168
Darwin	\$216
Hobart	\$138
Melbourne	\$173
Perth	\$203
Sydney	\$185

5.4.2. Rural/regional accommodation

5.4.2.1. Individuals travelling to/within regional/rural areas can book accommodation directly using the best possible rate available. The cost of accommodation must not exceed the amounts outlined in the below table (reasonable cost of accommodation as per the [Australian Taxation Office](#)):

Place	Reasonable Cost of Accommodation
Gosford	\$140
Maitland	\$152
Mudgee	\$135
Newcastle	\$162
Orange	\$155
Port Macquarie	\$152
Wagga Wagga	\$144
Wollongong	\$149
All other Teir 2 Country Centres	\$132

5.4.3. Cancellation of accommodation

5.4.3.1. It is the responsibility of the individual to advise the Hornets Touch Finance Director if they do not intend to utilise their accommodation reservation. The accommodation cancellation Policy will be detailed on the itinerary.

5.4.4. Meal reimbursement (food & beverage)

5.4.4.1. If the individual is travelling for the day only (not including an overnight stay), then he/she will be entitled to a meal reimbursement for lunch up to a maximum of \$20 after the presentation of complying tax invoices.

5.4.4.2. If the travel involves an overnight stay, the individual will be entitled to a meal reimbursement up to a maximum of \$20 for breakfast, a maximum of \$20 for lunch and a maximum of \$40 for dinner per day after the presentation of complying tax invoices.

5.4.4.3. One beverage, with each meal, is included in the reimbursement amount. Hornets Touch is comfortable for this to be an alcoholic beverage with dinner.

5.5. Other Transportation

5.5.1. Use of private vehicle

5.5.1.1. In instances where individuals use their private vehicle on Hornets Touch business, claims can only be requested after reaching the minimum travel threshold of 50km, and a maximum travel threshold of 300km round trip (i.e. 150km each way).

5.5.1.2. Any travel below 50km will be at the volunteer's own cost.

5.5.1.3. For **overnight travel** and for distances greater than 150 kilometres per day, individuals may use a hire car, rather than a private vehicle. Individuals should discuss this option with their Line Manager. Any travel in private vehicles above the 150km will be at the volunteer's own cost.

5.5.1.4. Any approved travel within the 50-300km threshold will be paid at 0.39c per kilometre.

5.5.1.5. Individuals can use their own vehicle in any instance, however the maximum claim is the 300km (round trip) threshold.

5.5.1.6. It is a requirement that an individual who uses their own vehicle for Hornets-related purposes must have comprehensive car insurance. If full comprehensive insurance is not held, the individual must make other travel arrangements. The cost of alternative travel will be borne by the Hornets Touch but must be approved prior to travel by the Finance Director.

- 5.5.1.7. In the case of an accident involving an individual using his/her private vehicle for Hornets Touch business, the Hornets Touch will meet costs incurred as a result of the accident. This will include but not be limited to the following:
- insurance excess;
 - insurance premium penalties;
 - costs of transport to the individual's home, if the vehicle is not drivable.
- 5.5.1.8. Hornets Touch will not cover these costs if the individual is proven to have been over the drink drive limit, under the influence of drugs, speeding or driving outside of the law (e.g. the accident is their fault).
- 5.5.1.9. Hornets Touch will not be responsible for any costs covered by the Transport Accident Commission (TAC).

5.5.2. Car hire

- 5.5.2.1. Car hire is to be approved by the Finance Director. The standard hire car class is for a compact automatic vehicle. If three or more individuals are travelling, a mid-size car can be used. In remote areas, a suitable vehicle appropriate to the terrain can be hired.
- 5.5.2.2. Individuals will not be reimbursed should they choose to take out additional insurance against damage and third party liability at the time of picking up the rental vehicle, either within Australia or overseas. However, misuse of the vehicle, use outside terms and conditions of the rental agreement or driving outside of the law may result in personal liability.
- 5.5.2.3. In the case of an accident involving an individual using a rental vehicle for Hornets Touch business, Hornets Touch will meet costs incurred as a result of the accident. This will include but not be limited to the following:
- insurance excess;
 - insurance premium penalties;
 - costs of transport to the individual's home, if the vehicle is not drivable.
- 5.5.2.4. Hornets Touch will not cover these costs if the individual is proven to have been over the drink drive limit, under the influence of drugs, speeding or driving outside of the law (e.g. the accident is their fault).
- 5.5.2.5. Hire car companies do not allow drivers under 21 and/or hold a probationary licence or less than 12 months driving experience to hire a car. Travellers own car can be used for work-related travel – see 5.7.1. Use of private vehicle

5.5.3. Insurance

- 5.5.3.1. Any insurance queries not outlined in this Policy are to be directed to the Finance Director for verification.

5.5.4. Parking and travel offenses

- 5.5.4.1. All individuals are personally responsible for parking or traffic offenses that occur while they are on business.
- 5.5.4.2. Hornets Touch will reimburse reasonable parking expenses for individuals who pay for parking when on business-required travel.

5.5.5. Taxis

- 5.5.5.1. Hornets Touch provides reimbursement upon presentation of a Tax Invoice for Hornets-related travel. The individual must gain approval from their Line Manager for the use of a taxi prior to travel.

5.5.6. Tolls

- 5.5.6.1. Hornets Touch will reimburse approved volunteers' road toll expenditure on the production of Tax Invoices and/or electronic toll statements.

5.5.7. **Other travel options**

- 5.5.7.1. Hornets Touch will reimburse for other travel options which may be necessary including train, ferry and bus. When travelling, consideration should be given to using public transport, where available.

5.6. **Private Travel**

- 5.6.1. Where the travel has both business and private components, details of the travel must be analysed for any Fringe Benefits Tax (FBT) liability. Where private travel is combined with Hornets Touch business travel and it is considered to be more than incidental to the business travel, the expenditure may incur FBT. A copy of the travel plan/ travel diary must be sent to the Finance Director for analysis and advice prior to travel.
- 5.6.2. Where private travel is more than incidental, the travel will be considered to have a dual purpose (business & private) and FBT is applicable on 50% of the airfare in all cases. If the individual travelling contributes 50% of the fare from his/her after tax dollars then the applicable FBT would be reduced to zero. In this case a Tax Invoice or other proof of payment must be kept with Hornets Touch records to substantiate FBT reduction. Any expenses relating to the private portion of the trip will also incur FBT if these were paid for by Hornets Touch (e.g. accommodation while holidaying).
- 5.6.3. Any personal travel expenses, including those identified by the Chief Operating Officer, must be paid separately by the staff member using a personal credit card or personal funds.

5.7. **Accompanying Family Members**

- 5.7.1. There are no circumstances where costs associated with accompanying family members may be charged to Hornets Touch funds. If family members accompany the individual on work-related travel, all associated costs are to be covered by the individual.

5.8. **International Travel**

- 5.8.1. In addition to the travel approvals outlined in Clause 5, all international travel must be approved by the Regional Director.

5.9. **Air travel**

- 5.9.1. All individuals must accept the 'best fare of the day' for international travel. Air fares should be booked, as far as practicable, in advance in order to take advantage of any discounts or cheaper fares.
- 5.9.2. Where the individual takes a higher cost option, the individual must prepare a written justification and send this justification to the Regional Director for approval.
- 5.9.3. Hornets Touch will not cover the cost of Business Class fares.

5.10. **Other Expenses**

5.10.1. **Private mobile use**

- 5.10.1.1. An individual required to use his/her private mobile phone in the course of their duties will be reimbursed for work related calls under their plan.

- 5.10.2. The individual must obtain prior approval of Hornets Touch before using their private mobile or home phone during the course of duties.

5.10.3. **Internet usage**

- 5.10.3.1. All Hornets Touch laptops are to have inbuilt wireless internet or a wireless internet dongle. This should be used while travelling and any additional internet expenses will not be reimbursed.

5.10.3.2. Those individuals who do not have a Hornets Touch laptop or wireless internet can seek approval for any duty related costs incurred, by the Regional Director.

6. RESPONSIBILITY

Individuals

- 6.1. All individuals, who are required to travel as part of their duties, are responsible for complying with this Policy.
- 6.2. Individuals who are travelling on Hornets Touch business are required to exercise care in ensuring cost effectiveness in all expenses incurred and ensure the best value for the Hornets Touch.
- 6.3. Individuals should initiate travel planning with their Line Manager and Finance Director as soon as possible after the requirement to travel has been approved to ensure best fares/rates.

Line Managers

- 6.4. Respective Executives are responsible for ensuring all policies have been adhered to before approving travel and associated expense claims.
- 6.5. The respective Executive member must verify that expenses meet the following criteria before approving:
 - the travel expense was incurred while conducting Hornets Touch business;
 - the information contained in supporting documentation is accurate and in accordance with Policy and associated procedures;
 - the expenditure is charged to the proper account(s); and
 - consistent reimbursement procedures are followed in accordance with the relevant policies and procedures.

Policy Review

This policy will be reviewed annually to ensure it remains relevant to club operations and reflects both community expectations and legal requirements.