INTERSTATE AND INTERNATIONAL TRAVEL POLICY

1. Purpose

1.1 ECA recognizes there will be times when employees will be required to perform work outside the ordinary place of work or attend functions such as conferences or training sessions.

1.2 The Travel policy applies to all companies and associated business of ECA. Explicitly, Education Centre of Australian Pty Ltd, which includes ECA Global, ELSIS, PYP, VU Sydney, Zenith Business Academy Pty Ltd and Asia Pacific International College.

1.3 This Travel Policy provides guidelines for the booking of airline travel and hotel accommodation.

2. Commencement Of Policy

2.1 This Policy will commence from 01/04/2015 It replaces all other ECA Group Travel Policy documents.

3. Application Of The Policy

3.1 This Policy applies to all employees and contractors. This Policy does not form part of any employee’s contract of employment.

4. Business Travel Approval

4.1 All employees who require interstate and international travel are required to complete the Interstate and Overseas Travel Form with detailed Business Agenda, invitations to meetings where necessary and Line Managers and Executives will require a written summary of travel outcomes. All business travels should first be approved by Group MD or Colleges’ Heads for Domestic Travel and the Group MD or Colleges’ Heads and CEO for international travel. For ECA Global, travel approval should be approved by MD ECA Global (domestic) and CEO (international).

4.2 All original receipts (with details of each item of expenses) must be submitted together with Travel Record and Travel Expenses Form for reimbursement.

5. Daily Travel Allowance

5.1 All Domestic and International Travel are at actual cost (per diem allowance is not available).

6. AIR TRAVEL

6.1 All air travel requires prior approval thus planning is vital. Generally, Domestic travel in Australia and New Zealand should have a minimum of 7 working days of notice. All domestic travel is to be approved by the Group Managing Director or MD ECA Global or College Heads.

6.2 No changes in the booked schedule are allowed unless approved by the Group Managing Director or College Heads.

6.3 All international travel should have a minimum of 21 day notice. All international travel is to be approved by the Group Managing Director or College Heads or MD ECA Global and the CEO. International travel must be consistent with the business plan and budget of the department concerned.
6.4 The inclusion of travel in the business plan and/or budget does not automatically assure approval.

6.5 Domestic business travel transport or accommodation reservations must be booked through ECA Reception at Level 4 545 Kent Street, Sydney. For international travel, please contact Nicole Troxler.

6.6 Employees are expected to adopt the most economical travel option consistent with maintaining superior levels of service to our customers.

6.7 Any private travel (applicable to both domestic and international) that exceeds 30% of the total travel time will mean that the travel is considered dual purpose. Dual purpose travel i.e. business and private will require the traveller/employee to pay 50% of the airfare.

**Domestic Travel**

6.8 Travel must be by the **lowest** possible economy fare of either Virgin Australia or Qantas or Jetstar. Travellers should consider the time they travel in ensuring lowest cost. Return Tickets may be flexible depending on the type of travel being undertaken.

6.9 Employee who travels for one (1) Day-trip has to depart on the early morning flight (e.g. 7am Virgin/Qantas) and return on the late afternoon flight (e.g. 6pm Virgin/Qantas).

**International Travel**

6.10 All international travellers are to endeavour to make use of the points accumulated by ECA. All International flights are economy class. An employee may only fly a higher class with the prior approval of the Group MD or College Heads and CEO.

7. **PAYMENT FOR AIR TRAVEL**

7.1 The preferred method of payment is by use of the company credit card. Accounts will provide details. Any variation requires prior approval of the Group MD or College Heads.

7.2 Payment of travel e.g. for air ticket and hotel booking made before departure can be made by personal card and reimbursed.

**Taxi Fares**

7.3 Taxi fares must be supported by a proper receipt. Use of personal credit card and reimbursement is acceptable.

**Accommodation**

7.4 Where an employee is required to stay overnight away from their own home, the employee should book suitable accommodation for the duration of the time they are required to be away on ECA business. All overnight stay bookings should first be approved by Group MD or College Heads for Domestic Travel and the Group MD or College Heads and CEO for international travel.

7.5 Employees are expected to book reasonable accommodation. A general limit of AUD200 applies to domestic travel. This should allow quality accommodation to be obtained in any Australian Capital city. For international travel cost limits will be placed on international depending on the type of travel. Generally AUD200 also applies to international travel. Employees are expected to seek prior approval if the cost will exceed AUD200 per night.

**Preferred Hotels (as advised from time to time and for additional capital cities as required)**

**Melbourne**

Rendezvous Hotel Melbourne

The Swanston Hotel Melbourne Grand Mercure
7.6 If the employee wishes to extend their stay in a particular place after the work is completed, the employee must pay for the additional accommodation expenses with prior leave approval.

**Meal Expenses**

7.7 All reasonable meal expenses incurred while an employee is away overnight or a longer period on company business will be reimbursed by company on the production of appropriate receipts. ECA reserves the right to refuse expenses that are deemed unreasonable and excessive.

i) No alcoholic beverages on company account is allowed in any travels except in the event of client / external stakeholder entertainment that needs pre approval. This is to be strictly adhered to as it also has Fringe Benefits Tax (FBT) implications

ii) No usage/consumption of ‘bar fridge’ items & supplies in the hotel/motel rooms are allowed. All expenses incurred should be paid separately and personally.

iii) Maximum meal reimbursements will be A$25 per meal (cap at $50 per day)

**Other Expenses**

7.8 Other reasonable expenses incurred by an employee as a result of the employee being away from home on ECA business may include, for example:

(a) telephone use;

(b) internet use (for business use only) (Please consider using free Wi Fi services); and

(c) parking costs for leaving a car at the airport.

Again, in order to be reimbursed for these expense items, receipts of expenditure must be provided. ECA reserves the right to determine what a reasonable expense may be.

8. **OTHER GENERAL TRAVEL**

8.1 **Combining international travel with annual leave**

International business trips are not to be extended to incorporate annual leave without the prior approval. Staff need to be aware that, for all international travel, the DBT rules stipulate that any private travel that exceed 30% of the total travel time will mean that the travel is considered dual purpose. Dual purpose travel i.e. business and private will require the traveller to pay 50% of the airfare in order to avoid paying fringe benefits tax for the entire trip.

8.2 **Valet parking**

The company will generally not pay for valet parking. If used, the reason is to be explained on expense reports, for approval by the Group MD or College Heads.

8.3 **Passports and Visas**

It is an employee’s responsibility to maintain a current passport if business-related overseas travel is likely. The cost of obtaining a passport is a personal expense. When a visa is required, the cost of obtaining a visa is a company expense.

8.4 **Medical precautions**

Any pre-departure medical requirements, such as vaccinations, are the responsibility of the employee. Employees are strongly advised to obtain recommended vaccinations for each destination country that they are visiting. Reasonable out-of-pocket expenses in
relation to these medical requirements will be reimbursed by the company. Employees should obtain such vaccinations as soon as their proposed travel is planned to ensure adequate time for vaccinations to be effective. Normally at least six to eight weeks is required for vaccines to be effective.

9. TRAVEL ADVICE

9.1 Travel risk management plans and DFAT advice

A Travel Checklist (attached with Travel Form) must be completed by all employees and approved prior to travelling overseas. The checklist must be attached to the Travel Authority and forwarded, together with the other supporting documentation, to the Group MD or College Heads or MD ECA Global and CEO (International) for final approval.

9.2 Travellers must consult the Department of Foreign Affairs and Trade (DFAT) (http://www.dfat.gov.au/) website at the time of the Authority to Travel application to determine whether travel will be permitted, obtain a copy of the DFAT Advisory and attach to the Authority to Travel form.

9.2.1 To access the DFAT Advisory for any given country, follow these simple steps:

i) Click on the following DFAT website link:

ii) Select the appropriate letter from the grid in accordance with that country’s first letter, e.g. “A” for Angola.

iii) Click on the name of the appropriate country; and

iv) Note the DFAT Advisory and any factors that are provided in relation to destination countries that may influence a decision to travel.

9.2.2 The following table provides details in relation to the meaning of DFAT Travel Advisories, the permission required to travel to countries at the relevant Advisory level:

<table>
<thead>
<tr>
<th>Level</th>
<th>Meaning</th>
<th>Travel Permission</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Be alert to your own security</td>
<td>Permitted</td>
</tr>
<tr>
<td>2</td>
<td>Exercise caution and monitor developments that might affect your safety</td>
<td>Permitted</td>
</tr>
<tr>
<td>3</td>
<td>Exercise a high degree of caution</td>
<td>Permitted</td>
</tr>
<tr>
<td>4</td>
<td>Reconsider your need to travel</td>
<td>Permitted with DVC &amp; PVC International approval</td>
</tr>
<tr>
<td>5</td>
<td>Advised not to travel</td>
<td>Not Permitted</td>
</tr>
</tbody>
</table>

9.2.3 Where DFAT has issued a Level 5 advisory, “Advised not to Travel”, ECA Group will not permit travel to the affected country or countries. Where DFAT has issued a Level 4 advisory, “Reconsider your need to Travel” and the Traveller’s obligations (e.g. contractual obligations, exploring business opportunities, etc) are such that the Traveller elects to undertake travel despite the advisory, determination of whether or not the overseas travel shall occur may only be made by Group MD or MD ECA Global and CEO. Where travel to a country for which DFAT has issued a Level 4 advisory is considered
necessary, the reason why the travel should proceed and why it cannot be postponed to another time must be noted on the Authority to Travel in order to assist in the determination of whether or not approval will be granted. Where any obligations can be deferred without breaching such obligations, travel should be avoided.

9.2.4 Staff who are overseas for work-related purposes are required to comply with any direction given by the DFAT as a result of a change in the assessment of the level of safety of the particular overseas destination.

10. Travel insurance and Any Exclusion

10.1 Insured Persons

All Directors and Employees of the Insured including ACCOMPANYING Spouse/Partner and Dependent Children

10.2 Some of the significant BENEFITS of the POLICY may include:

a) MEDICAL AND EVACUATION AND ADDITIONAL EXPENSES BENEFITS;
b) Cancellation and Loss of Deposit BENEFITS;
c) Personal Liability BENEFITS;
d) Personal Accident BENEFITS;
e) KIDNAP and EXTORTION BENEFITS;
f) Political and Natural Disaster Evacuation BENEFITS;
g) Alternative EMPLOYEE BENEFITS;
h) DUAL ASSIST (Emergency provider) BENEFITS;
i) HIRE CAR Excess, and Return of HIRE CAR BENEFITS;
j) Missed Transport Connection BENEFITS;
k) LUGGAGE AND PERSONAL EFFECTS and MONEY BENEFITS;
l) HIJACK and DETENTION BENEFITS;
m) Extra Territorial Workers Compensation BENEFITS;
n) BENEFITS at Home.

*Full details of all the BENEFITS and limits of the POLICY SCHEDULE which outlines the sums insured, and the coverage sections and tables of INSURED EVENTS can be obtained from ECA Group HR Representative.

10.3 Exclusions from Insurance Cover

Not everything is covered by the POLICY. Some of the circumstances in which no BENEFITS are payable at all include where loss results from self-inflicted INJURY, illegal acts, the use of alcohol or drugs, an INSURED PERSON piloting an aircraft participating in or training for a professional sport, nuclear activity, AIDS or HIV.

The insurance is not be liable to pay any BENEFITS resulting from WAR or CIVIL WAR under the POLICY in excess of $100,000 for all claims arising out of any one event or in excess of
$500,000 in the aggregate for all claims arising under the POLICY during the INSURANCE PERIOD.

The full list of exclusions from medical expense cover is detailed in the policy wording documents available by request from ECA Group HR Representative. The intending Traveller must read the insurance policy wording and be mindful of the insurance cover exclusions when considering overseas travel and the potential additional expense he/she could incur, and is strongly advised to seek medical advice if he/she has any doubts about his/her fitness to travel, or his/her medical condition, in relation to the insurance cover exclusions.

10.4 Emergency Insurance Contacts

In the event of an emergency on a JOURNEY during the INSURANCE PERIOD an INSURED PERSON requires emergency assistance, the INSURED PERSON has the services of DUAL ASSIST (Emergency Provider) available to them. DUAL ASSIST can be contacted by either: Telephone on +61 2 8907 5614 either direct or by reverse charges Email: help@customercare.com.au; or SMS on +61 (0) 427 042 290.

Services provided by DUAL ASSIST may include the following in accordance with the terms conditions and BENEFITS offered under this POLICY:

a) 24-hour medical advice;
b) referral to medical provider / facility;
c) medical monitoring;
d) paying of overseas hospital bills;
e) co-ordination of urgent and non urgent aero-medical retrievals;
f) organising the return home of incapacitated travellers with or without an escort;
g) co-ordination of the repatriation of mortal remains;
h) arranging wheelchair and porter assistance;
i) interpreting of medical reports /advice;
j) referral to airline, embassy or other travel provider domestically or overseas;
   i) DUAL Corporate Travel Plan PDSV311
   ii) 32
k) assistance with reissue of passport, tickets or other travel documents;
l) rerouting of flights/ itinerary; and
m) relay messages to and from family members.

10.5 Insurance Claim

Should an incident occur which may give rise to a claim under the POLICY, you should notify HR in writing immediately or within ten (10) days of the incident occurring.

- END OF POLICY -