Travel Expenses Reimbursement Policy

1. Purpose

1.1 Education Centre of Australia Pty Ltd (ECA’) recognises 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 This Travel Expenses Reimbursement Policy provides guidelines for the reimbursement of expenses reasonably incurred when these situations arise.

2. Commencement of Policy

2.1 This Policy will commence from 1 January 2014. It replaces all other Travel Expenses Reimbursement Policies of ECA (whether written or not).

3. Application of the Policy

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

4. General requirements

4.1 Where expenses are charged directly to the employee please complete the Employee Reimbursement Form and attach all receipts and return the paperwork to the Accounts Manager.

4.2 All work-related travel that requires transport or accommodation reservations must be booked through Executive Assistant to the CEO.

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

5. Use of personal vehicle

5.1 When an employee needs transport for the purposes of ECA business, a ECA car should always be first preference, ahead of train, bus, private car or taxi. In some circumstances, a ECA vehicle will be available.

5.2 When a ECA vehicle is unavailable and a manager approves the use of the employee’s personal vehicle for ECA business, the employee will be reimbursed for the expenses they incur. The expenses are paid per kilometre to include all costs (e.g. insurance, petrol, oil, repairs, tyres, maintenance).

5.3 The rates are paid on a cents per kilometre basis, with the rate varying according to the type and engine capacity of the employee's car.

5.4 Details of these rates are available from Accounts Manager.

5.5 To claim the reimbursement, the employee must complete Mileage Form and return it to Accounts Manager. All kilometre claims must be signed by Supervisor.

5.6 Where an employee uses their personal vehicle, they must hold a valid licence, the vehicle must be registered, covered by third party property damage insurance at a minimum before it may be used for ECA business. Employees should provide details to verify the registration and insurance coverage where requested.
6. **Traffic fines in relation to the use of the vehicle**
   
6.1 ECA is not responsible for any traffic, parking fines or excess claims incurred by the employee during the use of a ECA or personal vehicle.

7. **Taxi fares**
   
7.1 Taxi fares are paid by Cash with Receipt, Credit Card with Receipt. Full details are to be completed.

7.2 Managers may approve using a taxi to travel from work to home or home to work. Approval is based on exceptional circumstances for example safety considerations related to working back late.

8. **Air travel**
   
8.1 ECA domestic air travel is to be by economy class. All ECA international travel will generally be business class, however this is entirely at the discretion of ECA. The Managing Director may approve variations to the class of travel used. All bookings should be completed through Executive Assistant to the CEO.

9. **Overnight stays**
   
9.1 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 ECA.

9.2 All bookings should be completed through Executive Assistant to the CEO.

9.3 If the employee wishes to extend their stay in a particular place after the work is done, the employee must pay for the additional accommodation expenses.

10. **Meal expenses**
    
10.1 All reasonable meal expenses incurred while an employee is away overnight or a longer period on ECA business will be reimbursed by ECA on the production of appropriate receipts.

11. **Other expenses**
    
11.1 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); 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.

12. **Unable to return home on schedule**
    
12.1 If through no fault of the employee, they are unable to return home at the agreed time, for example due to becoming ill while undertaking official travel on behalf of ECA, the employee may be reimbursed for any expenses incurred during that period.
13. Repayment

13.1 If travel as planned is not undertaken, then any allowances provided to an employee in advance of the trip must be repaid to ECA within 14 days working days of the trip being cancelled.

Variations

ECA reserves the right to vary, replace or terminate this policy from time to time.

- [Associated Document]

Policy version and revision information

Policy Authorised by: David Tulloh                      Original issue: 1/01/2014
Title: Operations Director
Policy Maintained by: David Tulloh                      Current version: 1
Title: Operations Director
Review date: 1/01/2015

Workplace participant acknowledgement

I acknowledge that:

- receiving the ECA Policy;
- that I will comply with the Policy; and
- that there may be disciplinary consequences if I fail to comply, which may result in the termination of my employment.

Your name: __________________________________________
Signed: ____________________________________________
Date: ______________________________________________