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Domestic Travel Policy

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versions

The provisions of this policy will guide any bookings for international travel, although the details of international travel bookings will be dealt with on a case by case basis.

The Australian Association of Mathematics Teachers appreciates the contributions of those who contribute to its work, and operates on the principle that all reasonable costs for this involvement will be met by AAMT. Employees, contractors and volunteers undertaking business travel are expected to consider the best interests of AAMT at all times.

As a national organisation with a wide range of commitments, AAMT requires people to travel from time to time. This policy provides the guidelines that will be used when AAMT personnel travel within Australia to undertake AAMT business.

1. Airline bookings are normally made through an arrangement with Corporate Traveller that uses an online booking system. AAMT will only pay for flights and accommodation that is booked through the AAMT office using this policy and associated procedures.
2. AAMT will book the best fare indicated by the booking system, matched as best possible to preferred flight times indicated by the traveller.
3. Unless otherwise agreed, flight times will be arranged to ensure that the traveller can be present for the full engagement (meeting, conference, visit etc.). Bookings will generally be made as close as possible to the optimal departure time.
4. If it is possible for travel to and from home base to occur on the same day, flights will be booked accordingly.
5. Overnight flights to/from Darwin and Perth will normally NOT be booked, except with the express permission of the traveller.
6. AAMT will book travel on a fare in line with the traveller's preferences (airline; timing) if that fare (including GST) is less than \$20 or 15% more than the cheapest fare identified by the booking system.
7. If a traveller insists that AAMT book flights that do not meet the requirements in #6 (eg in order to link with their airline reward program) they will normally be expected to pay for the full difference between the flight booked and the cheapest available flight.
8. If a traveller asks for changes to a booked itinerary, they will normally be liable for the costs incurred.
9. If accommodation is required, AAMT will book this as part of the itinerary.
10. Travellers may request to travel at times that allows them to be away from home for more time than is needed for AAMT business (eg someone travelling for a meeting on a Friday may request to not return until after the weekend). If the condition in #6 above is satisfied AAMT will book travel according to the traveller's preferences. In this case the traveller will be responsible for all additional accommodation and meal costs.
11. Breakfast will normally be included with the accommodation wherever possible.
12. Transfers to/from the airport by bus or train will be reimbursed by AAMT.

13. Meal and other costs incurred whilst travelling for AAMT business will be met by AAMT, either directly (by an AAMT officer paying for the meal) or by reimbursement on presentation of an AAMT Expenses Request Form.

14. The is available from the AAMT website. Receipts must be provided. Payment by EFT to a traveller's bank account is preferred.

Process for travel bookings

In general, an officer of AAMT will negotiate with those involved in an activity that requires travel. Once a person has indicated their willingness to be involved, an admin support officer in the AAMT office or representative of Corporate Traveller (AAMT's travel agent) will:

- Provide details of the time and place of the activity (meeting, workshop, conference etc.)
- Seek information to be used in booking travel
- Make all bookings, in line with the above Policy
- Forward an electronic copy of your itinerary and other relevant information to the traveller
- Post cab charge vouchers, a copy of the AAMT Expenses Request Form and any other information to the traveller's nominated address. If cab charge vouchers cannot be sent in advance, travellers will need to keep receipts and claim for reimbursement in the normal way.

Apart from hard mailing of cab charge vouchers, the preferred means of communication re travel bookings is electronic.

AAMT office staff will maintain profile information about those who travel frequently on AAMT business. This will expedite the booking process and result in people not needing to provide the same information each time you travel. This information is securely stored in the Corporate Traveller booking system and will not be used for any other purpose.

Procedures and limits

Whilst travelling on approved organisational business, an employee, contractor or volunteer is entitled to claim all reasonable expenses incurred, by providing substantiating information and receipts. Itemised restaurant accounts are required for expenditure on meals. Expenses in excess of the prescribed amounts contained in the associated procedure will be considered personal entertainment and will not be reimbursed by the AAMT unless specifically endorsed by the CEO or President.

Accommodation

Indicative upper limits for accommodation (per night)¹

Sydney	\$200
Melbourne, Canberra, Brisbane, Perth	\$180
Adelaide, Hobart, Alice Springs, Gold Coast and large regional centres	\$160
Other locations	\$140

¹ If accommodation below these limits cannot be found in a suitable location, AAMT Office Staff will seek approval from a Responsible Officer.

Meals

Meals and drinks consumed on business related travel must generally not exceed the following per person limit:

	Capital cities, Gold Coast and Alice Springs	Other locations
Breakfast	\$25.00	\$25.00
Lunch	\$21.25	\$21.25
Dinner	\$39.00	\$33.00
Incidentals	\$11.20	\$11.20

These amounts are to be used as a guide and not as an actual allowance. Employees and others may, at their own discretion, spend more than these limits, on the understanding that they are personally responsible for paying any difference. Any amounts in excess of the limit will not be reimbursed by the AAMT.

Consumption of alcohol and the use of mini-bar facilities will be at the employee’s own expense and will not be reimbursed by AAMT.

Taxis

Cab charge vouchers will be provided for necessary taxi travel. Unused vouchers should be returned to the AAMT office. Travellers are encouraged to share taxis whenever feasible.

If the resulting cost is less than the cost of ‘round trip’ taxi fares travelers may choose to drive to, and park their car at, the airport. Costs will be reimbursed on presentation of an AAMT Expenses Claim Form with receipt(s).

The use of a valet service offered by some hotels or airlines is not permitted, unless they are cheaper than a taxi or are provided free of charge.

Rental Cars

All booking for rental cars must be made through Corporate Traveller. AAMT Staff will make bookings, generally at the time of booking flights.

Private motor vehicle expenses

It is AAMT’s preference that Employees and Members who use their private motor vehicle for AAMT business to claim those expenses through their annual income tax return. The rates for such claims are:

	Claim per km
Vehicle less than 1.6L	65 cents
Vehicle from 1.6L to 2.6L	76 cents
Vehicle more than 2.6L	77 cents

Parking of private vehicles when on AAMT business will be reimbursed on presentation of an AAMT Expenses Claim Form with receipt(s).

General Issues

Usage of wired or wireless connections in hotel/motel rooms for remote access to computer networks or the internet should be carefully considered and monitored, as rates and charges, and security threats, can differ from connection to connection.

Reimbursement

Itemised receipts of all travel expenditure must be attached to the Expenses Request Form. When completed, these forms must be signed by the person submitting the claim and authorised by the Finance Officer or CEO.

Correctly completed Expenses Request Forms must be returned to the Finance Officer within one month of the expenditure.

All authorised and approved expenditure claims will be paid by the AAMT – EFT into the claimant's bank account is the preferred method.

Laundry expenses will be permitted for travel of four (4) nights or longer duration.

Tips/gratuities for service are not reimbursable for travel within Australia.