

HumanAbility Ltd

IAC Travel and Accommodation Policy



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1 Purpose

- 1.1. HumanAbility Limited is responsible for providing support to its Allocated Industry Advisory Committees (IACs). HumanAbility must therefore ensure efficient use of resources. In order to ensure that we are able to adequately support each of our allocated IACs in a transparent manner and on an equitable basis, HumanAbility has developed a travel and accommodation policy for IAC members.
- 1.2. The purpose of this policy is to outline HumanAbility's approach to the planning, approving and organising of travel and accommodation for IAC members to attend face-to-face IAC meetings. It provides direction for relevant procedures and guidelines that will contain specific criteria for approving travel requests, booking travel, accommodation and other associated travel expenses.

2 Scope

- 2.1. This policy applies to the members of HumanAbility's Allocated IACs.
- 2.2. This policy is only relevant to domestic travel and accommodation and some associated costs in specific circumstances.

3 Authorisation

- 3.1. All travel arrangements will be made by HumanAbility, following the guidelines set out in this policy.
- 3.2. All travel arrangements for IAC committee members will be authorised by a member of the HumanAbility Executive.

4 Travel and Accommodation Request Procedure

- 4.1. All travel and accommodation requests for which HumanAbility will organise and fund, must be submitted on a completed *IAC Travel and Accommodation Request form*, and sent to events@humanability.com.au
- 4.2. IAC members must submit their travel request no later than ten (10) days after an IAC meeting date has been advised.
- 4.3. For any request made outside the ten (10) day submission period specified in 4.2, HumanAbility will only pay the amount up to the best available fare at the time indicated in clause 4.2.
- 4.4. All travel requests will be authorised as per clause 3.2 before bookings are made.
- 4.5. Once HumanAbility has made the booking, e-ticket and accommodation details (if required) will be forwarded to the committee member, within three (3) working days of the travel request form being submitted to HumanAbility.
- 4.6. Any additional associated costs, such as parking, transport and meals will be reimbursed upon HumanAbility receipt of a completed IAC reimbursement form with tax invoice/receipts attached as proof of purchase. See clauses 6 and 7 for further information regarding the costs that HumanAbility will cover.

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- 4.7. Reimbursement of costs documentation, including *IAC Request for Reimbursement* must be sent to events@humanability.com.au

5 Flights

- 5.1. HumanAbility will authorise and fund domestic flights only.
- 5.2. HumanAbility will fund best priced fare available at the time of booking.
- 5.3. Flights will be booked to allow for adequate time to transfer to and from the airport on arrival and departure. For capital city CBD meetings, this will be two (2) hours prior to the meeting start on arrival and two (2) hours after the scheduled finish of the meeting on departure.
- 5.4. If the IAC member would like to travel on a flight that requires a higher fare, or arrive early or depart later than required for the meeting, the IAC member should organise that directly and claim reimbursement as per clause 4.6 and 4.7 above. The reimbursement amount paid by HumanAbility will be equivalent to the best flight priced fare determined by HumanAbility.
- 5.5. If the IAC member would like to make a change or cancel the flight HumanAbility has booked, the IAC member should organise this directly. All costs associated with the change are at the IAC member's expense.
- 5.6. Unless specified in clause 6.1, travel is to be booked for the same day as the meeting.

6 Accommodation and Meal Allowance

- 6.1. When the direct flight time is over three hours, the IAC member is eligible for one night accommodation either the night before, or after the meeting.
- 6.2. As per clause 6.1, HumanAbility will book IAC members at one of HumanAbility's preferred hotels, within reasonable distance of the meeting venue, at the best available rate. Accommodation will only be paid to a maximum of \$300 per night.
- 6.3. HumanAbility will reimburse IAC members' reasonable costs for meals not provided during the meeting when HumanAbility is providing accommodation. The maximum limits HumanAbility will reimburse for each meal are:
- Breakfast \$25
 - Lunch \$30
 - Dinner \$55.
- 6.4. HumanAbility will not reimburse the costs of alcohol or any additional hotel expenses, including, but not limited to, mini bar, in-room movies, laundry or internet.
- 6.5. All reimbursements for meals must be submitted as per clause 4.6 and 4.7 above.

7 Parking and other associated travel costs

- 7.1. For those IAC Members driving to the meeting venue, HumanAbility will pay the costs of parking in the city where the meeting takes place for the duration of the meeting, plus 30 minutes before the scheduled start and 30 mins after the scheduled finish of the meeting. HumanAbility will **not** pay fuel, tolls, or per kilometre rates for IAC members using their own car to travel to and from meetings.
- 7.2. HumanAbility expects IAC members to utilise public transport alternatives to travel between airports and meeting venues wherever practical.
- 7.3. Where the member must travel interstate to attend a meeting, HumanAbility will **not** pay for travel costs to or from the airport from their home or office, including airport parking in the departure city.
- 7.4. Reimbursement for parking and transport costs will be made upon the submission and approval of a valid tax invoice/receipt and in line with Clauses 7.1, 7.2 and 7.3 above. This must advise the details of the expense, including, in the case of transport, the pick-up and drop-off location and the total cost.
- 7.5. All reimbursements for associated travel costs must be submitted as per clause 4.6 and 4.7 above.