PURPOSE
The Diocesan Schools System (DSS) travel policy applies to all travel by any mode of transport undertaken by CSO staff, principals and other school-based staff, and consultants paid for from DSS funds. It applies to any travel undertaken as a component of renewal leave and any faith formation experiences such as pilgrimages or retreats.

POLICY CONTENT
This policy covers both domestic and international travel. For the purposes of this policy, travel to NZ is regarded as domestic travel. All travel conducted by staff is to be for an official business purpose and must demonstrate its contribution towards the achievement of the System/School strategic/or operational objectives.

All travel is to be approved by the appropriate person as determined by the DSS Delegation Policy and Schedule prior to the commencement of the travel.

Considerations when arranging business travel
Delegates and staff are to take into account the following considerations when applying for, recommending or approving travel:

- All travel covered by this policy should be booked using the best value available routes, departure dates and times and fares.
- Public transport is to be used wherever possible and practical. Use of taxis should be judicious taking into account:
  - Time of day
  - Relative duration of journey taxi : public transport
  - Personal security considerations
- Only travel that is considered strictly essential to the requirements of specific DSS objectives should be considered. This includes approval of travel where a staff member is invited to present a paper at a conference.
- Offers of travel funded by third parties should only be accepted if it can be demonstrated that there is no conflict of interest, real or perceived.
- Approval for international travel for a member of staff who is expected to leave the system in the near future should only be given in special circumstances.
- Travellers must ensure that alternatives such as video conferencing and teleconferencing options are considered prior to travel.
- Payment of single supplements will be considered on a case by case basis.
- Economy class fares are to be purchased for domestic trips and generally for international trips.
- Premium economy class or business class fares may be considered for long haul international flights where the itinerary requires the traveller to attend business meetings immediately upon arrival. Only the Director of Schools can approve these classes of travel.
- Accommodation should be modest and provide a safe and secure environment, conveniently located and provide reasonable value for money.
- Reasonable meal costs excluding alcoholic beverages up to a daily maximum of $75 will be reimbursed (based on Australian Tax Office travel allowances).
- An employee who is required to travel in the course of their duty and uses their personal vehicle will be reimbursed based on actual business travelled.
Travel Policy for DSS

Staff members are personally responsible for costs of:
- Excess baggage
- Passports and visas
- Arrangement of and payment for recommended vaccinations and travel related medication
- Spouse accompanying staff member
- Alcoholic beverages
- Laundry and other personal expenses
- Airline lounges

Approval of business travel
All business travel must be approved prior to the travel commencing. The Travel Request Approval form (TRA) (Appendix 1) must be completed in every case. International travel must be approved by the Director of Schools. Heads of Service and Principals can approve domestic travel so long as economy fares are used.

Personal travel
Personal travel undertaken immediately before or after approved business travel (international or domestic) must not incur or result in any additional costs to the DSS.

Any private travel days may result in Fringe Benefits Tax being payable by the DSS on a portion of travel expenses.

Pre-approval is required to include a short period of official business whilst on annual or long service leave. Airfares to and from the approved leave destination are the responsibility of the traveller as personal costs. Airfares or other costs incurred in travelling to the place of conducting official business from the place of approved leave and return maybe considered for reimbursement upon return from leave. Accommodation and other expenses incurred during the period of conducting official business may also be considered and are to be included in the TRA form.

It is to be clearly articulated in the TRA the period covering approved leave, period of official business, the business needs, transport and travel means, detailed travel itinerary, and expected cost to the DSS.

Insurance
The DSS has a group travel policy that covers international and domestic travel for employees. This policy covers accidents, medical, travel and emergencies. Details of the policy can be obtained from Financial Services. The traveller should carry the emergency assistance details at all times.

Department of Foreign Affairs and Travel (DFAT) Travel Warnings
DFAT provides travel security advice notices on a country by country basis with a focus on risks to Australian travellers. Travellers are to use this information to identify and assess any potential difficulties prior to their proposed travel to international destination.

Staff making bookings (the Preparer) must check DFAT website (prior to applying for approval and up to time of travel) to assess the level of security advice which is given by DFAT. The Preparer must make the traveller aware of the current DFAT security level in the country being visited and any change in security level status.

A DFAT security level assessment is to be provided on the TRA for all international travel. If security levels 3 (Reconsider Your Need to Travel) or 4 (Do Not Travel) are selected in the
TRAVEL POLICY FOR DSS

NOTE: Entering or staying in a country which has a security level of 3 or 4 impacts on insurance coverage for evacuation.

Pre-existing Medical Conditions
Travellers with a pre-existing medical condition are required to:
- notify the Team Leader – Employee Wellbeing and Safety, of any pre-existing medical condition that may require special attention during travel
- provide a current medical certificate from a doctor which:
  o confirms fitness to travel
  o has been approved by the Team Leader – Employee Wellbeing and Safety.

The DSS travel insurance will not pay expenses incurred by a traveller who has travelled against the advice of a doctor or who is unfit to travel.

Travel Report
A travel report (Appendix 2) must be completed within 14 days of the travel return date for:
- all international travel
- domestic travel of six or more consecutive nights away from home

The purpose of the travel report is to:
- Report on achievements of the DSS strategic and/or operational objectives (being the reason for the travel)
- Confirm that the travel itinerary as substantiation of business travel for Fringe Benefits Tax purpose

The travel report is to include a description of the benefit derived from the trip towards achieving DSS objectives and the requirements/reasons for the travel event. The traveller also needs to confirm that the approved itinerary was undertaken for business purposes in accordance with the pre-approval, and if not, how it was varied.

The travel report is to be completed by the traveller or lead traveller if group travel is undertaken and submitted to the Head of Service/Principal/Director of Schools who approved the travel.

RELATED POLICIES
The following DSS policy documents are to be read in conjunction with this travel policy:
- Code of Conduct Policy
- Conflict of Interest Policy
- Delegation Policy and Schedule
- Financial Management Policy
- Gifts and Hospitality Policy
- Risk Management Policy
- WHS Policy

POLICY REVIEW
This policy will be reviewed within one year from the date of adoption.
POLICY DATES
Policy date of completion of formulation and adoption
January 2016
Date of next review
January 2017

authorised by
Peter Hamill
Director of Schools
## Travel Request Approval

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<tr>
<th>Reference No.</th>
<th>Budget Code</th>
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<thead>
<tr>
<th>Passenger Name</th>
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<tbody>
<tr>
<td>Traveler’s Role</td>
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<tr>
<td>Date(s) of trip</td>
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**Educational rationale / business reason**

If travel is for the purpose of attending a conference, has the “early bird discount” been acted on?  
Yes [ ]  No [ ]

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<thead>
<tr>
<th>Meeting location</th>
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<td>Meeting date</td>
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**Registration cost**  
Charged by:

### Flight details

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<th>Date</th>
<th>From</th>
<th>To</th>
<th>Flight No.</th>
<th>ETD</th>
<th>ETA</th>
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Total

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<th>Itinerary attached</th>
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**Accommodation details**  
Booked with:

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<th>Date Out</th>
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Total

### International Travel only

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<th>DFAT website security level</th>
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Any pre-existing medical conditions that may require special attention during travel

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<th>No. of CabCharge Vouchers:</th>
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<th>Other requirements, e.g. car hire:</th>
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<th>Flights/Accommodation booked by:</th>
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Approval by  
Principal/Director of Schools/Head of Service .................................................. Date ................................
TRAVEL REPORT

Date of trip: ____________________________

Description of trip:

How did the trip contribute towards achieving DSS objectives? What significant learnings were there?

Was there any variation to the approved itinerary?