



TRAVEL AND ENTERTAINMENT POLICY & GUIDELINES

1. Purpose

The purpose of this policy is:

- To define the FSAA's policies and guidelines with respect to expenses incurred in the conduct of association business.
- To outline the types of expenditure that are, and are not, reimbursable by the association
- To furnish guidelines to those who incur, authorise and / or approve expenses.

This policy will commence from 1 May 2019.

2. Scope

The policy applies to all employees, agents, representatives and contractors (including temporary contractors), collectively referred to as workplace participants.

3. Requirements

Domestic Air Travel

- All flights are to be booked by the CEO or an authorised person
- All flights are to be economy class within Australia
- All flights are to be booked at the lowest rate available e.g. the equivalent of QANTAS Red-E-Deal rates
- All flights should be booked as far in advance as possible to gain the best rates available

International Air Travel

- All flights are to be booked by the CEO or an authorised person

- All flights are to be economy or premium economy class as agreed with the FSAA Executive
- All flights are to be booked at the lowest rate available e.g. the equivalent of QANTAS Red-E-Deal rates
- All flights should be booked as far in advance as possible to gain the best rates available
- The Executive may allocate a budget for international travel and entertainment. This to be discussed prior to such travel between the CEO and the Executive.

Lounge Membership

The association will meet the cost of annual membership of an appropriate airline lounge e.g. QANTAS Club for the CEO

Ground Transportation

Reasonable costs for any ground transportation – taxi, hire car, will be met by the association for the CEO or any person acting on behalf of the FSAA.

Hire cars - Company policy is for a small size vehicle (Capital Cities) and up to medium size (Country).

Accommodation

The association will meet the cost of appropriate accommodation for the CEO or any person acting on behalf of the FSAA. As a guideline, a figure of no more than \$200 per night should be applied.

Meals

The association will meet the cost of meals for the CEO or any person acting on behalf of the FSAA. As a guideline, a figure of no more than \$75 per day should be applied.

Entertainment

The association will meet the cost of entertainment for the CEO or any person acting on behalf of the FSAA. It is expected that good judgement is to be applied as to the purpose and expected outcome of such entertainment.

Required documentation supporting entertainment expenses includes the following:

- Name of establishment (tax invoice should list this)
- Exact amount and date of expense
- Name, company and titles of attendees; identifying staff, associates and clients.

All travel and entertainment expenses must be accompanied by receipts.

4. Breach of this code

A breach of this Code may lead to disciplinary action including, but not limited to, termination of representation..