Sample Travel Policy

General

BOOK VIA OUR ONLINE BOOKING TOOL

CORPORATE TRAVELLER MUST BE USED FOR ALL TRAVEL BOOKINGS

TRAVEL EXPENSES MUST BE SUBMITTED VIA THE EXPENSE APP WITHIN 30 DAYS

TAX INVOICE REQUIRED FOR ANYTHING OVER $82.50 (INCL. GST) AND ALL INTERNATIONAL TRAVEL

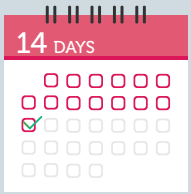
Domestic Flights

SELECT OUR **PREFERRED AIRLINE**

ALWAYS CHOOSE THE BEST FARE OF THE DAY

TRAVEL IS **ECONOMY CLASS**

FLIGHTS TO BE **BOOKED 14 DAYS IN ADVANCE**



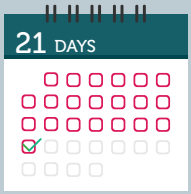
International Flights

PRE-APPROVAL REQUIRED FROM YOUR IMMEDIATE LEADER

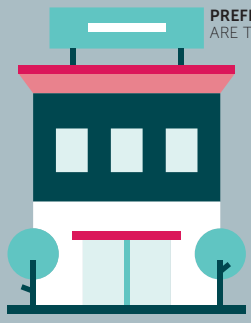
INTERNATIONAL FLIGHTS MUST BE BOOKED IN **ECONOMY CLASS**

SELECT YOUR **PREFERRED AIRLINE** WITH THE **BEST FARE OF THE DAY**

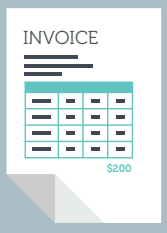
FLIGHTS SHOULD BE **BOOKED +21 DAYS IN ADVANCE**



Accommodation



PREFERRED HOTELS ARE TO BE USED



MAXIMUM RATE **IS $200 PER NIGHT**

SELF CONTAINED ACCOM SHOULD BE CONSIDERED WHEN STAYING IN EXCESS OF 5 NIGHTS

STANDARD ROOMS ARE POLICY

ALL ACCOM MUST BE **BOOKED THROUGH CORPORATE TRAVELLER**

Car Hire

SELECT PREFERRED CAR HIRE SUPPLIER

SELECT THE **SMALLEST PRACTICAL RENTAL CAR**

TAKE COLLISION DAMAGE WAIVER (CDW), IN PARTICULAR INTERNATIONAL

TAKE EXCESS REDUCTION INSURANCE BOTH DOMESTICALLY AND INTERNATIONALLY

REFUEL BEFORE RETURNING & **INSPECT THE VEHICLE**