

## TRAVEL POLICY

### BOOKING



THIS POLICY IS FOR ALL STAFF

BOOKINGS ARE TO BE MADE BY FCBT TRAVEL MANAGER

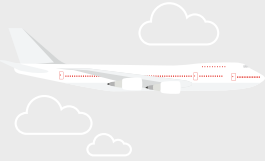


AFTER QUOTE APPROVAL REQUIRED

IN AN EMERGENCY, CONTACT TRAVEL INSURANCE PROVIDER



### DOMESTIC FLIGHTS



USE BEST FARE OF DAY

AIRFARE TOLERANCE IS \$25



TRAVEL ECONOMY CLASS

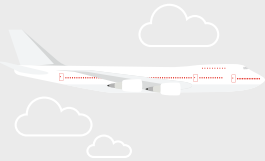
SELECT RESTRICTED OUTBOUND, SEMI OR FLEXIBLE RETURN FARE TYPES



BOOKINGS TO BE MADE 7 DAYS IN ADVANCE



### INTERNATIONAL FLIGHTS



ONE WORLD CARRIERS

SELECT BEST FARE OF THE DAY



TRAVEL PREMIUM/BUSINESS CLASS FOR 8 HOURS PLUS



SELECT BEST FARE OF DAY FARE TYPES



BOOKINGS TO BE MADE 21 DAYS IN ADVANCE



### ACCOMMODATION



PREFERRED HOTELS TO BE BOOKED ARE BEST AVAILABLE FOR LOCATION

HOTEL RATE CAP IS \$200 PN WITH THE EXCEPTION OF SYDNEY AT \$300 PN



SELECT LEAD IN ROOM TYPE



SELECT FLEXIBLE RATE TYPES



BREAKFAST AND WIFI CAN BE INCLUDED IN THE HOTEL RATE



### CAR HIRE



PREFERRED CAR HIRE COMPANY IS AVIS

SELECT INTERMEDIATE CAR TYPE



TAKE OUT EXCESS COVER



REFILL CAR FUEL BEFORE RETURN



CHARGEBACK TO CLIENT CAR RENTAL ACCOUNT



Your dedicated Travel Manager is \*\* and your back up Travel Manager is \*\*

This travel policy is valid as of 2 December 2019. Flight Centre Travel Group Limited (ABN 25 003 377 188) trading as Flight Centre. ATAS Accreditation No. A10412.

**FLIGHT CENTRE**  
BUSINESS TRAVEL