

Policy – Interstate and Overseas Travel

Policy	<p>SRW's interstate and overseas travel policy will conform to the principles contained in Premier's Circular No. 2006/4.</p> <p>The specific requirements are outlined in Attachment 1 to this policy.</p>
Definitions	<p>Nil.</p>
Effective date and review date	<p>This policy takes effect on 6 June 2013 (Board Meeting No. 245), replacing the policy approved at Board Meeting No. 206, held 2 June 2010.</p> <p>It is due for review by June 2016.</p>
Who is affected	<p>This policy applies to directors and officers.</p>
Rationale	<p>To ensure appropriate guidance is in place regarding the approval of interstate and overseas air travel, consistent with Premier's Circular No. 2006/4 and Victorian Public Sector Travel Principles of December 2006.</p>
Contact	<p>Further information on this policy is available from the Corporation Secretary.</p>
Related documents	<p>Letter of 12 January 2007 from the Acting Secretary, Department of Premier and Cabinet, forwarding Premier's Circular No. 2006/4 – Victorian Public Sector Travel Principles.</p>
Communications	<p>This policy will be made available on SRW's website.</p>

SRW Interstate and Overseas Travel Guidelines, June 2013

General

1. SRW will fund approved travel costs for SRW directors and employees when travel is required as part of their official duties.
2. Travel by SRW directors and employees shall be in accordance with Public Sector Values and Employment Principles specified in the *Public Administration Act 2004*, the Public Sector Standards Commissioner's Code of Conduct for directors and Code of Conduct for employees, and SRW values.
3. Before travelling overseas SRW directors and employees shall consult the latest travel advice from the Department of Foreign Affairs and Trade, to assess any risks associated with the proposed travel.

Approval

4. Interstate air travel for SRW employees is to be approved by the Managing Director. Interstate air travel for SRW directors is to be approved by the Chairperson. Interstate air travel by the SRW Chairperson is to be approved by the Audit & Risk Policy Committee Chair.

The required template is attached.

5. Overseas travel by SRW directors and employees shall be approved by the Board. Overseas travel by the SRW Chairperson is to be approved by the Secretary of the Department of Sustainability and Environment.
6. Information on the application for travel approval shall include advice on the purpose of the proposed travel, benefits to be gained and estimated costs. The application shall withstand public scrutiny.
7. The duration of overseas visits should be kept to a minimum required to complete the aims of the visit. The travel arrangements should be by the most commercially competitive and take an appropriate direct route.
8. The Managing Director must approve the chartering of any aircraft helicopter for use by SRW employees, other than for operational reasons in emergencies. The Chairperson must approve the chartering of any aircraft or helicopter for use by SRW directors.

Expenses

9. All international and domestic travel, including insurance cover (which is compulsory for international travel) should be purchased at commercially competitive rates. This can be achieved by booking travel well in advance of travel dates and committing to fixed travel times wherever possible.
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10. The class and timing of travel and standard of accommodation is to be determined by the relevant approving party (Managing Director for SRW employees; the Chairperson for SRW directors) but should be reflective of SRW business needs and the work-life balance of the SRW director or employee.
11. Reasonable out of pocket travel expenses incurred in the course of authorised duties will be provided in accordance with the SRW Enterprise Agreement.
 - Accommodation – appropriate costs (see paragraph 10 above) will be paid directly by SRW against an invoice or reimbursed by SRW against a receipt.
 - For both domestic and international travel reasonable out of pocket expenses, associated with duties away from the normal work location, will be reimbursed.
12. Other expenses may be paid upon presentation of receipts.
13. Any expenses incurred not related to the official travel shall be paid privately.
14. Directors and employees may travel with their partners provided that it does not incur any additional costs at SRW expense and does not interfere with the business requirements of the travel. Partners' travel at SRW's expense requires the Premier's approval.
15. Frequent flyer points accumulated while on official business at public expense may only be used for further official travel.

Leave

16. Approval for leave to be taken during or in conjunction with an official overseas visit, or for private travel to be added onto official travel, must be approved through the usual approval channels. The length of leave taken should be in reasonable proportion to the duration of the official travel and must not give rise to a perception that official travel is being used to subsidise private travel arrangements.
17. As general guidance, up to 2 days leave may be taken for every 7 days of official travel.
18. Leave, or an extension of private travel, taken while undertaking work related travel must not incur or result in any additional costs to SRW. SRW may give consideration to employees reimbursing some of the official travel expenses to offset any private travel arrangements.

Non-SRW Funded Travel

19. Non-SRW funded travel should only be approved where there is no conflict of interest or perception of improper influence. The approval process must comply with Victorian Public Sector Travel Principles and SRW's policy on the acceptance of gifts, benefits and hospitality.
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Application for Interstate Air Travel Approval

Name and title of director/officer making this application		
Other directors/officers also included in this travel application		
Interstate air travel involved		Date of travel
Purpose of travel		
Duration of absence from office		
Travel cost estimate (Flight costs only)		
Other comments		
Approved (in the case of officers) Managing Director Date:	
Approved (in the case of directors) Chairperson Date	
Approved (in the case of the Chairperson) Chairperson, Audit & Risk Policy Committee Date	
