

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>
Effective date and review date	<p>This policy takes effect on 8 June 2016 (board meeting no. 281), replacing the policy approved at board meeting no. 245, held 6 June 2013.</p> <p>It is due for management review in February 2018 and board review in February 2021.</p>
Who is affected	<p>This policy applies to all SRW employees.</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	<ul style="list-style-type: none">• 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.• SRW Governance Handbook
Communications	<p>This policy will be made available on SRW’s board portal.</p>

SRW Interstate and Overseas Travel Guidelines, June 2016

General

1. SRW will fund approved travel costs for SRW employees when travel is required as part of their official duties.
2. Travel by SRW employees shall be in accordance with Public Sector Values and Employment Principles specified in the *Public Administration Act 2004*, the Public Sector Commissioner's Code of Conduct for employees, and SRW trademark behaviours.
3. Before travelling overseas SRW 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.
5. Applications are made through the form and workflow in SRW's document management system.
6. Overseas travel by SRW employees shall be approved by the board.
7. 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.
8. The duration of overseas visits should be kept to a minimum required to complete the aims of the visit. The travel arrangements shall be commercially competitive and take an appropriate direct route.
9. The Managing Director must approve the chartering of any aircraft or helicopter for use by SRW employees, other than for operational reasons in emergencies.

Expenses

10. All international and domestic 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.
 11. The class and timing of travel and standard of accommodation is to be determined by the Managing Director, but should be reflective of SRW business needs and the work-life balance of the SRW employee.
 12. Reasonable out of pocket travel expenses incurred in the course of authorised duties will be provided in accordance with the SRW Enterprise Agreement.
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- 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.
13. Other expenses may be paid upon presentation of receipts.
 14. Any expenses incurred not related to the official travel shall be paid privately.
 15. 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.
 16. Frequent flyer points accumulated while on official business at public expense may only be used for further official travel.

Travel Insurance

17. Travel insurance is provided for employees through existing corporate insurances.
18. Employees must advise the finance department at the time arrangements are approved, when:
 - a. More than two employees are travelling on a non-scheduled flight (e.g. charter flight)
 - b. travelling overseas, or
 - c. more than ten employees are travelling on the same scheduled flight.
19. In the instances listed above, the finance department will arrange adequate employee cover, and provide confirmation of this cover to the employee. Travel should not commence unless confirmation of cover is received by the employee.
20. For all other travel, insurance is automatically provided for, and notification to the finance department is not required.

Leave

21. 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.
 22. As general guidance, up to 2 days leave may be taken for every 7 days of official travel.
 23. 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.
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Non-SRW Funded Travel

24. 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.