



Queensland  
**Law Society**

# Staff Travel and Accommodation

## POLICY

Division

**People and Culture**

Policy number

Updated

**July 2020**

Implemented

**August 2016**

Review date

**July 2022**

Reviewed by

**People & Culture and  
Finance**

Approved by

**Rolf Moses**

**CEO**

Date

**17.7.2020**

Signed

Print name

**ROLF MOSES**

## 1. Policy Validity Statement

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If this document has passed its review date (noted on cover), it may be invalid. Please ensure you are referring to the most current version before relying on its contents.

## 2. Purpose

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The purpose of this policy is to;

- inform employees of procedures and authorisations required prior to incurring travel, accommodation and vehicle hire expenditure;
- ensure fair and equitable treatment of employees by having agreed procedures for authorised business travel and guidelines for expense reimbursement; and
- ensure employees make use of the appropriate travel booking process to enable QLS to access cost savings.

## 3. Scope

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This policy applies to all Queensland Law Society (QLS) employees.

## 4. Policy

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As a not for profit society, QLS seeks to ensure cost effectiveness in all procurement, including travel and accommodation. This is balanced with the employee's need for quality services and support.

Employee travel and the associated expenses will be authorised only in circumstances which are clearly consistent with the objectives and business needs of QLS.

Each General Manager is responsible for ensuring all employee travel meets these objectives and that reimbursement is approved and made only for actual, reasonable business expenses in connection with authorised travel as defined in this policy.

QLS has entered into a Standing Offer Arrangement with Government (QTravel) which provides discounts on all travel when booked through Corporate Travel Management (CTM). It is a requirement that all travel is booked via CTM. All employees who regularly travel or arrange travel have access to the CTM travel booking system.

The procedure for making travel arrangements is contained in section 5 of this policy.

### 4.1. Authorisation and Approval

As per the Delegations Manual, the following approvals are required for travel and accommodation.

#### Travel by the CEO

- Up to \$2,500 per domestic trip requires no approval.



- Domestic travel exceeding \$2,500 requires prior approval from the President or Executive Committee of Council.
- International travel requires prior approval from the President or Executive Committee of Council.

#### Travel by General Managers

- To be approved by CEO.

#### Travel by employees

- Domestic travel be approved by relevant General Manager.
  - International travel to be approved by the CEO in advance.
1. Seek written approval (this can be via email) from your General Manager, including the dates, approximate cost and reason for the travel. Where relevant send the approval to the travel arranger.
  2. The traveller is required to use CTM for all travel arrangements. To minimise booking fees, combine all travel requirements for a single trip as one booking to ensure a single transaction fee.
  3. The employee who is undertaking travel will receive a confirmation email and invoice from CTM.

### **4.2. Air Travel**

All air travel is to be booked in advance through CTM by the traveller or their travel arranger and is to be economy class, unless prior approval is obtained from the CEO. All air travel is to be booked at the best possible fare in CTM for the time period required.

Where an airline or other provider offers incentives such as frequent flyer points for travelling with them, the employee may have these points allocated to their personal account as long as all conditions of this policy are adhered to. Frequent flyer points or other rewards available are not to influence which airline is chosen. All decisions are to be based on best possible fare.

### **4.3. Accommodation**

Accommodation is to be booked in advance through CTM by the traveller or their travel arranger. The only exception to this is where a discounted accommodation block is applied. For example, in some instances when travelling to attend a conference, a more cost-effective rate may be available for attendees. If this occurs, approval is required from your General Manager prior to booking.

Where accommodation is required in conjunction with air travel, reasonable accommodation is to be chosen close to the venue or event to which you are attending.

Accommodation is only to be booked for the dates an employee is required to work in a location away from their home. For example, an employee who is travelling via air would be expected to commence travel to return to their home city on the same day as the requirement to work away from home ends except when attending evening events.

Travel bookers are advised to select accommodation that balances the best value with ease of accessibility to the venue/event.

Where people are travelling to areas where CTM do not have accommodation providers, a Travel Declaration Form must be completed.

#### 4.4. Vehicle Hire

Wherever possible, ride share services or taxis should be used rather than vehicle hire. Vehicle hire should be limited to specific situations where ride share and taxis are not cost effective or feasible. For example, a vehicle should not be hired if an employee is travelling to a city where their accommodation is based and business will all be conducted within a 20km radius. Ride share services or taxis should be used in this instance.

Where vehicle hire is required, the most cost effective choice is to be selected. No premium cars are to be booked and close attention is to be paid to vehicle collection and return times, so as to minimise hire charges.

Vehicle hire is to be booked in advance through CTM by the traveller or travel arranger.

#### 4.5. Ride Share Services and Taxis

When traveling to or from work related events, ride share services (Uber for Business) or taxis may be used. Traveller is to consider any relevant surcharges, for example peak time surcharges.

When using ride share services, the QLS Uber for Business account is to be used. At the time of booking, a description of the travel is to be entered. Should you require assistance or access please see Finance.

When using taxi services, Cab-charge vouchers are preferred and available from reception prior to travel. After use of a Cab-charge voucher, the employee is to return the receipt to reception and enter relevant travel details in the Cab-charge spreadsheet.

#### 4.6. Mileage Claims

If employees use their personal motor vehicle for QLS business they are entitled to be reimbursed at the applicable rate for income tax purposes. See the ATO website for more information on the current mileage rate: <https://www.ato.gov.au/Business/Income-and-deductions-for-business/Deductions/Deductions-for-motor-vehicle-expenses/Cents-per-kilometre-method/>

Mileage claims should be submitted via the payroll system and will be reimbursed during the next payroll run.

Claims for external stakeholders' mileage (e.g. seminar presenters) need to go to the Finance team for reimbursement via EFT.

Please refer to the QLS Motor Vehicle Policy for more information about employees using a privately owned motor vehicle for work related purposes.

#### 4.7. Partners Travel

QLS does not pay for the cost of a partner travelling with a QLS employee.

#### 4.8. Meal Reimbursement

When an employee is undertaking a full day of travel or is staying away from home overnight, reasonable meal expenses will be reimbursed (or may be charged to a QLS corporate credit card) if the following conditions are met:

- A tax invoice is provided up to the limit set below.
- Up to a daily limit of \$20 for breakfast, \$20 for lunch and \$35 for dinner.
- Alcohol and mini bar expenses are not paid for by QLS.



Travel commences when an employee has left their home city, for example when a flight begins. Travel ceases when the employee returns to their home city. Meals expenses will only be provided for the period of time the employee is travelling.

#### 4.9. Other Expenses

Road tolls and reasonable airport/other parking expenses will be reimbursed with provision of tax invoice, however should be compared to ride share or taxi services to ensure the lowest possible cost.

Tax invoices and/or receipts must be kept and provided for any reimbursement. Any expense submitted which does not comply with this policy will not be reimbursed.

#### 4.10. Entertainment/hospitality expenses

Employees may need to entertain members of the profession and other people as part of their role. Refer to the QLS Hospitality Policy for more information.

## 5. Insurance

There is no requirement to purchase travel insurance as QLS maintains travel insurance covering all staff that travel for business purposes. Further details in relation to coverage of the policy can be obtained from the Corporate Secretary.

## 6. Endorsement

QLS is committed to this policy and its equitable implementation. For further information, please contact People & Culture.

### Document History

Amended	Amended By	Division	Details
17/08/2016	A Graham	P&C	Updated to include taxi and ride share services
30/09/2016	A Ashton	P&C	Amended with additional details following travel booking coordinator feedback
06/12/2016	A Ashton	P&C	Updated with minor grammatical changes
February 2020	L. Mckern A. Hewish L. Perry	P&C & Finance	Amended to provide further information around travel and reimbursement requirements.