

# Sample Policy PTY LTD

## Travel Policy

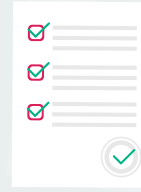


### BOOKING INFORMATION



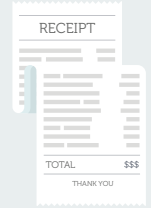
ALL BOOKINGS THROUGH CT OR USING YOUR ONLINE BOOKING TOOL

BOOKING INFORMATION MUST INCLUDE COST CENTRE/REASON FOR TRAVEL



YOUR TRAVEL ALLOWANCES ARE \$80 PER DAY

TRAVEL EXPENSE SUBMISSIONS ARE DUE WITHIN 30 DAYS - EOM

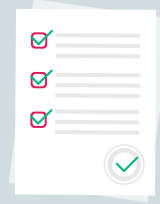


### TRAVELLER SAFETY



IN AN EMERGENCY CONTACT YOUR COMPANY TRAVEL BOOKER

COVERMORE



KP666444999

1300 777 666



### INTERNATIONAL FLIGHTS



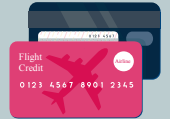
PREFERRED AIRLINE(S) ARE: QF AND SQ

BOOKING POLICY IS MOST LOGICAL FARE



BOOKER IS RESPONSIBLE FOR ENSURING THE RIGHT VISA DOCUMENTATION.

PRE-APPROVAL FROM IMMEDIATE LEADER REQUIRED



ANY AVAILABLE FLIGHT CREDITS SHOULD BE UTILISED FIRST WHEN BOOKING.

### ACCOMMODATION



PREFERRED HOTELS TO BE BOOKED ACCOR

HOTEL RATE CAP IS \$220MEL \$220BNE \$240SYD



YOU CAN CHARGE BACK BREAKFAST AND DINNER. NO MINI BAR



SELF-CONTAINED ACCOMMODATION CONSIDERED



### CAR HIRE / TRANSPORT



PREFERRED CAR HIRE COMPANIES ARE AVIS & HERTZ

SELECT COMPACT CAR TYPE



DO NOT TAKE OUT EXCESS COVER



REFILL CAR PRIOR TO RETURN



PAYMENT VIA CHARGEBACK TO RENTAL COMPANY

**All bookings to be made in conjunction with our COVID SAFE POLICY to minimise risk**

Policy correct as of 31 August 2022. For full travel restrictions and details, please refer to your company travel policy.



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### CRISIS CARE



PREFERRED HEALTH AND SAFETY MANAGEMENT COMPANY IS INTERNATIONAL SOS.

VACCINATION IS MANDATED FOR TRAVELLERS



COMPANY TRAVEL INSURANCE COVERS COVID RELATED EXPENSES



FOR MORE INFORMATION ABOUT SAFE TRAVEL DURING THE PANDEMIC CONTACT HUMAN RESOURCES

### CORPORATE SOCIAL RESPONSIBILITY & SUSTAINABILITY



SELECT CARBON OFFSETTING WHEN PROMPTED

TRAVELLERS SHOULD SHARE GROUND TRANSPORT WITH COLLEAGUES



TRAVELLERS SHOULD ONLY PREFERENCE ELECTRIC/HYBRID VEHICLES ONLY IF COST ARE COMPARABLE TO OTHER MAKES

CAP ON CARBON FOOTPRINT OF AIR TRAVEL IS: \$20



### ADDITIONAL INFORMATION

OUR TRAVEL POLICY IS DESIGNED FOR THE WELL BEING AND SAFETY OF OUR STAFF, WE WELCOME YOUR FEEDBACK AT ALL TIMES

PLEASE REMEMBER TO SUBMIT YOUR EXPENSES AT EOM SO OUR FINANCE TEAM CAN RECONCILE YOUR TRIP PROMPTLY

HAVE A SAFE AND ENJOYABLE TRIP

**All bookings to be made in conjunction with our COVID SAFE POLICY to minimise risk**

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