

# Example of a visual travel policy

## General



**Book** via our online booking tool



**Corporate Traveller** must be used for all travel bookings



**Travel expenses** must be submitted via the expense app within 30 days



**Tax invoice required** for anything over \$82.50 (incl. GST) and all international travel

## Domestic flights



Always choose the **best fare of the day**



Select our **preferred airline**



Travel is **economy class**



Flights to be **booked 14 days in advance**

## International flights



**Pre-approval required** from your immediate leader



International flights must be booked in **economy class**



Select your **preferred airline** with the **best fare of the day**



Flights should be **booked +21 days in advance**

## Accommodation



**Preferred hotels** are to be used



Maximum rate is **\$200 per night**



**Self contained accom** should be considered when staying in excess of 5 nights

**Standard rooms** are policy

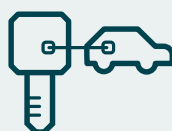


All accom must be **booked through Corporate Traveller**

## Car hire



Select **preferred car hire supplier**



Select the **smallest practical rental car**

Take **collision damage waiver (CDW)**, in particular international

Take **excess reduction insurance** both domestically and internationally



**Refuel** before returning & **inspect the vehicle**