

Travel Policy

Policy overview

K1 Payroll Pty Ltd has implemented a Travel Policy. The policy takes effect immediately.

What is the policy?

From time to time staff at K1 Payroll Pty Ltd are required to travel as part of their role in the business. The Travel Policy sets out specific guidelines with regard to:

- How to make travel arrangements;
- Company and employee obligations during the travel period.

Some important points to consider

- All travel arrangements are to be made through the Office Manager
- The policy sets out expectations regarding what employees need to do whilst away from their regular workplace. For example, calling in for messages.
- Unless other arrangements have been made prior to travelling, employees are expected to pay their own expenses whilst travelling. These expenses will be reimbursed after the trip.

What do I need to do?

You need to carefully read through the Travel Policy to make yourself familiar with the contents of the policy and with Company guidelines. You are expected to comply with this policy as amended and implemented from time to time.

Employees are expected to adhere to the Travel Policy. Failure to comply with the policy may lead to disciplinary action including termination of employment.

Policy and further information

To the extent that the contents of the Travel Policy refers to obligations on K1 Payroll Pty Ltd, they are guidelines for management or summaries of applicable legislative requirements only and are not contractual terms, conditions or representations on which a staff member may rely.

Your manager is available to assist with any queries you have relating to the policy which is detailed below.

Travel Policy

Travel on company business within the State – taxis

Where a member of staff does not use their vehicle for business purposes and must travel to or from a business meeting, Taxi usage is permitted. Taxi usage is usually restricted to the central business district and city metropolitan area within 25 km radius.

Where more than one staff member is attending the same meeting, a taxi should be shared.

In some instances, it may be appropriate to use public transport or use a combination of public transport and taxi. Such travel arrangements must be discussed between the member of staff and their Manager prior to undertaking the travel.

In circumstances where the member of staff is required to travel to other areas in the State in which they work and does not have their own vehicle, K1 Payroll Pty Ltd will cover the costs of car hire. Car hire arrangements are subject to K1 Payroll Pty Ltd's prior approval.

Air travel

Employees may from time to time be required to fly interstate or overseas.

Subject to the requirements in this policy, K1 Payroll Pty Ltd will cover the costs of air travel required. Airline bookings may only be made following approval.

K1 Payroll Pty Ltd's policy is for economy travel for all employees on both domestic and international trips.

Ideally a minimum of five (5) days' notice is required when booking interstate travel, except where business circumstances do not permit. For international travel, further notice is required to ensure we get the best value airfare.

All flights should be booked via the internet to obtain the cheapest fare possible. In some instances, fully flexible fares will be necessary to allow for unforeseen scheduling changes. International airline travel must be pre-approved by the employee's supervisor.

Accommodation & living expense (within Australia)

If an employee is required to work away at another location that requires them to stay overnight away from their usual place of residence, K1 Payroll Pty Ltd will cover reasonable accommodation costs and pay a per diem for meals as per the ATO rates. What constitutes reasonable accommodation costs is determined by K1 Payroll Pty Ltd.

Generally, only one (1) night's accommodation within Australia will be approved for two (2) days' work (or similar) unless the meeting on the first day starts too early.

Reimbursement for any other expenses will only be made on production of original receipts and in accordance with the policies set out in this policy.

Accommodation & living expense (international)

Where an employee is required to travel overseas in the course of their duties, K1 Payroll Pty Ltd will cover an economy class airfare based on best value. K1 Payroll Pty Ltd may also cover travel insurance in appropriate circumstances.

K1 Payroll Pty Ltd aims to provide sufficient quality of accommodation and living expenses to enable them to perform adequately.

The number of nights' accommodation for each trip should be agreed in advance with the employee's manager. In general, the number of nights should be kept to a minimum.

A cash advance for meals will be provided for international travel to cover the per diem based on the number of days in each country. It will not include the time spent traveling on the plane.

The cost of reasonable telephone calls to the employee's family during their time away from home will be met K1 Payroll Pty Ltd. K1 Payroll Pty Ltd will in its discretion determine what constitutes reasonable telephone calls.

A meal allowance is treated as being for travel if the period away does not exceed 21 days.

For longer periods, the payment may be classed as a living away from home allowance for taxation purposes.

Claims for expenses up to a 'reasonable amount' limit are allowed without receipts or other written documentary evidence. All other expenses must be substantiated. K1 Payroll Pty Ltd will determine what constitutes a reasonable amount of claims.

Breaches of policy

The consequences of a breach of this policy will vary depending on the type and seriousness of the breach and will be at the discretion of K1 Payroll Pty Ltd. Depending on the circumstances, K1 Payroll Pty Ltd may take disciplinary action against you up to and including termination of employment.