



Domestic Travel Policy

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First issued	Earlier versions

The provisions of this policy will guide any bookings for international travel, although the details of international travel bookings will be dealt with on a case by case basis.

Summary of Travel Policy

As a matter of principle, The Australian Association of Mathematics Teachers does not expect any person (employees, contractor, Councillor or other volunteer) to be out of pocket as a result of undertaking work on behalf of the Association. AAMT staff will be pleased to do what they can to provide trouble-free travel for people involved in AAMT meetings etc.

AAMT will:

- book the cheapest available convenient fare;
- arrange travel on the day(s) of the meeting(s)/event(s) if possible;
- be flexible re travel times if you have other plans – any additional costs (e.g. accommodation and meals) will be at your expense;
- provide cab charges for necessary taxi travel, when possible posting these to you in advance;
- set reasonable limits for meals and accommodation;
- pay directly for your meals if possible; and
- reimburse you for your out of pocket expenses (meals, other travel, incidentals etc.; but not alcoholic drinks and hotel mini-bar items) when you submit a AAMT Expenses Claim Form with the relevant itemized Tax Invoice(s).

Travel Policy

Flights, meals, accommodation and transfers

1. Airline bookings are normally made through an arrangement with Corporate Traveller that uses an online booking system. AAMT will only pay for flights and accommodation that are booked through the AAMT office using this policy and associated procedures.
2. AAMT will book the best fare indicated by the booking system, matched as best possible to preferred flight times indicated by the traveller.
3. Unless otherwise agreed, flight times will be arranged to ensure that the traveller can be present for the full engagement (meeting, conference, visit etc.). Bookings will generally be made as close as possible to the optimal departure time.
4. If it is possible for travel to and from home base to occur on the same day, flights will be booked accordingly.
5. Overnight flights to/from Darwin and Perth will normally NOT be booked, except with the express permission of the traveller.
6. AAMT will book travel on a fare in line with the traveller's preferences (airline; timing) if that fare (including GST) is less than \$20 or 15% more than the cheapest fare identified by the booking system.
7. If a traveller insists that AAMT book flights that do not meet the requirements in #6 (eg in order to link with their airline reward program) they will normally be expected to pay for the full difference between the flight booked and the cheapest available flight.
8. If a traveller asks for changes to a booked itinerary, they will normally be liable for the costs incurred.

9. If accommodation is required, AAMT will book this as part of the itinerary.

10. Travellers may request to travel at times that allow them to be away from home for more time than is needed for AAMT business (eg someone travelling for a meeting on a Friday may request to not return until after the weekend). If the condition in #6 above is satisfied, AAMT will book travel according to the traveller's preferences. In this case the traveller will be responsible for all additional accommodation and meal costs.
11. Breakfast will normally be included with the accommodation wherever possible.
12. Transfers to/from the airport by bus or train will be reimbursed by AAMT. Cab charge vouchers will be provided in other cases.
13. Meal and other costs incurred whilst travelling for AAMT business will be met by AAMT, either directly (by an AAMT officer paying for the meal) or by reimbursement on presentation of an AAMT Expenses Request Form (available from AAMT website) with attached itemised tax invoice(s). Reimbursement will not be given without such documentation. Payment by EFT to a traveller's bank account is preferred.

Process for travel bookings

In general, an officer of AAMT will negotiate with those involved in an activity that requires travel. Once a person has indicated their willingness to be involved, an administrative support officer in the AAMT office or representative of Corporate Traveller (AAMT's travel agent) will:

- Provide details of the time and place of the activity (meeting, workshop, conference etc.)
- Use an online form to obtain information to be used in booking travel
- Make all bookings, in line with the above Policy
- Forward an electronic copy of the itinerary and other relevant information to the traveller
- Post cab charge vouchers, a copy of the AAMT Expenses Request Form and any other information to the traveller's nominated address. If cab charge vouchers cannot be sent in advance, travellers will need to keep itemised tax invoice(s) and claim for reimbursement in the normal way.

Apart from hard mailing of cab charge vouchers, the preferred means of communication regarding travel bookings is electronic.

AAMT office staff will maintain profile information about those who travel frequently on AAMT business. This will expedite the booking process and result in people not needing to provide the same information each time they travel. This information is securely stored in the Corporate Traveller booking system and will not be used for any other purpose.

Procedures and limits

Whilst travelling on approved organisational business, an employee, contractor or volunteer is entitled to claim all reasonable expenses incurred, by providing substantiating information on an itemised tax invoice(s) including itemized meal and restaurant accounts. Expenses in excess of the prescribed amounts contained in the associated procedure will be considered personal entertainment and will not be reimbursed by the AAMT unless specifically endorsed by the CEO or President.

Accommodation and Meals

Indicative upper limits for accommodation (per night)¹

	Accommodation only	Accommodation & Breakfast
Sydney	\$220	\$245
Melbourne, Brisbane, Perth, Hobart	\$180	\$205
Canberra	\$220	\$245
Adelaide, Alice Springs, Gold Coast and large regional centres	\$160	\$185
Small regional towns	\$140	\$155

Meals and drinks consumed on business related travel must generally not exceed the following per person limit:

	Capital cities, Gold Coast and Alice Springs	Other locations
Breakfast	\$25.00	\$25.00
Lunch	\$21.25	\$21.25
Dinner	\$39.00	\$33.00
Incidentals	\$11.20	\$11.20

These amounts are to be used as a guide and not as an actual allowance. Employees and others may, at their own discretion, spend more than these limits, on the understanding that they are personally responsible for paying any difference. Any amounts in excess of the limit will not be reimbursed by the AAMT.

Please note: Consumption of alcohol and the use of mini-bar facilities will be at the individual's own expense and will not be reimbursed by AAMT.

Taxis and airport parking

Cab charge vouchers will be provided for authorised taxi travel. Unused vouchers should be returned to the AAMT office. Travellers are encouraged to share taxis whenever feasible.

If the resulting cost is less than the cost of 'round trip' taxi fares travelers may choose to drive to, and park their car at, the airport. Costs will be reimbursed on presentation of an AAMT Expenses Claim Form with itemised tax invoices(s).

Valet Service

The use of a valet service offered by some hotels or airlines is not permitted, unless they are cheaper than a taxi or are provided free of charge.

¹ If accommodation below these limits cannot be found in a suitable location, AAMT Office Staff will seek approval from a Responsible Officer.

Rental Cars

Approved booking of rental cars will be made through Corporate Traveller by AAMT Staff, generally at the time of booking flights.

Rental cars will be used when the use of a private vehicle or taxi would be more expensive. Decisions will be made on a case by case basis and will be determined on the length of time away and an estimate of kilometres to be travelled.

Private motor vehicle expenses

It is AAMT's preference that Employees and Members who use their private motor vehicle for AAMT business to claim those expenses through their annual income tax return.

From 1 July 2015, a single rate of 66 cents per kilometre applies if Employees and Members choose to be reimbursed directly by AAMT.

Parking of private vehicles when on AAMT business will be reimbursed on presentation of an AAMT Expenses Claim Form with itemized tax invoice(s).

Internet

Usage of wireless connections in hotel/motel rooms for remote access to computer networks or the internet should be carefully considered and monitored, as rates and charges, and security threats, can differ from connection to connection.

Reimbursement

Itemised tax invoice(s) for all travel expenditure must be attached to the AAMT Expenses Request Form available on AAMT website.

When completed, these forms must be signed by the person submitting the claim and returned to the Finance Officer within one month of the expenditure for authorisation and payment.

All authorised and approved expenditure claims will be paid by the AAMT by Electronic Funds Transfer into the claimant's bank account, which is the preferred method.