Travel Policy

Purpose

The travel policy outlines the provisions for company-related travel.

Scope

This policy applies to all employees.

For the purpose of this Policy, travel is:

1. A business trip to a different city.
2. Any car, train or bus trip that lasts longer than an hour.

This policy doesn't refer to traveling to and from the office on a daily basis for work.

Policy Elements

As an employee, travel may be required for company purposes. This includes trips to:

- Meet with clients or partners.
- Attend events, such as conferences.
- Visit the company's offices in other locations.
- Conduct research or give talks/ lectures/ presentations on behalf of our company.

Expenses

In the event that business travel is required and approved ***prior*** to the travel, Grant Transformers/Star Delta will:

- Pay normal hours plus any overtime hours (need them to keep a day diary)
- Pay any expenses (reimburse) that were incurred as part of the trip (accommodation, travel, meals)
- Pay an allowance for the personal travel time to and from the site. (This will be a direct payment to the employee and is not normally taxable).

Legal/ Medical Expenses

If international travel is required, their following expenses will be reimbursed:

- Visa or other entry documentation ***excluding expenses for issuing passports***.
- Medical expenses - medical insurance for travellers, vaccinations or examinations.

Medical care fees due to travel-related accidents may be covered by workers' compensation insurance. If not, medical expenses.may be reimbursed dependant on circumstances.

Transportation Expenses

1. **Air Travel:**
    1. All air travel is economy unless otherwise approved.
2. ***Other Means of Transportation*** (train, boat or coach):
    1. By arrangement.
3. **Travel by Car:**
    1. The Company will seek to provide a vehicle if significant road travel is required.
    2. In the event that an employee's own vehicle is used for incidental travel the company will pay a per km rate.

Travel Bookings must:

- Booked two weeks in advance unless it's an unforeseen trip.
- Booked by Reception/Administration

Local Transportation

1. **Taxis** for business purposes:

    1. From airport/ stations to your hotel and back.
    2. To and from every place you go for company purposes (like conference halls, lunches with clients or client offices).
    3. Taxis for personal purposes will not be reimbursed.

2. **Public Transport**

3. **Rental Cars:**

    1. Must be pre-booked.

Accommodation

1. Must be pre-book by Reception/Administration
2. Payment for accommodation will be made in the following ways, in order of preference:
    1. Company Credit Card
    2. Cash Advance
    3. Paid by employee and reimbursed.

Traveling with a Non-Employee

The policy allows sharing a company-booked room with a partner, friend or family member who wants to travel with you, as long as this doesn't incur additional charges.

The employee will be financially responsible for any expenses or damages that the additional person incurs.

Expenses for co-travellers will not be reimbursed, with the exception of taxi fares which don't depend on the number of people on the ride.

Expenses While Travelling

Individual Expenses:

1. All normal incidental travel costs will be reimbursed such as taxi, meals (excluding alcohol) and any other small items needed under $50 each.

Recording Expenses

1. All expense claims must be accompanied by a legible receipt/invoice.
2. All expense claims are to be made as follows:
    1. Expenses to be submitted at the end of each trip.
    2. Expenses claims must be approved by the relevant Manager.
3. All expense claims must be lodged within one month of the conclusion of the trip.