

		Procedure No: TA 0003
		Authorised by: G Noble
Title: Travel Policy Domestic & International		
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Transaudit Pty Ltd is committed to providing a safe and healthy working environment including travel to and from the workplace.

This policy applies to all employees and contractors directly employed by Transaudit.

The key points of this policy are that:

- The employee shall be in a fit state for work and not fatigued,
- The employee shall only travel when authorised to do so.

References: TA0006 Fatigue Management, TA00016 Living away from home

Domestic Air Travel

All fares shall be purchased with enough flexibility to allow change on the day of travel at minimal cost.

Any flights with a continuous duration of 5 hours or more shall be in business class.

Qantas is the preferred carrier. Any exception will be with permission from the GM or FM only.

No employee can book travel direct – all bookings must be made by contacting Transaudit accounts.

Unless directly requested by the customer, no flights shall be purchased day of travel (DOT) and without a purchase order to reflect this requirement.

International Air Travel

All fares shall be purchased with enough flexibility to allow change on the day of travel at minimal cost.

Travel classes all employees.

Economy Class - Eastern Australia to New Zealand, Pacific Islands excluding Marshall Islands or flights with a duration of 5 hours or less.

All staff excluding Directors & Senior Managers,

Premium Economy – all destinations with a continuous flying time of 5 or more hours.

Directors & Senior Managers,

Premium Economy – all destinations with a continuous flying time of 5 to 14 hours then Business Class if the combined flying time is greater than 18 hours. I.E. Adelaide / Dubai, Premium Economy. Adelaide / Dubai / London, Business Class.

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One World Airlines are Transaudit's preferred carrier with the exception of Emirates for Trans-Tasman.

All Chinese carriers with the exception of Cathay Pacific, China Southern and China Eastern must be approved by Transaudit GM prior to booking.

No employee can book travel direct – all bookings must be made by contacting the accounts department and made with sufficient time to purchase fares at discounted levels.

Unless directly requested by the customer, no flights shall be purchased day of travel (DOT) and without a purchase order to reflect this requirement.

The company shall have separate travel insurance policies for each traveller. All insurance must be booked through QBE quoting the company details. Employees may do this direct however no travel vouchers or flight details shall be released until proof of insurance is obtained.

All travel documentation including passport scans shall be stored in the company dropbox under "travel/documents/international"

Accommodation

Hotel bookings may be made direct to hotel. The use of travel websites such as Wofif, Expedia or Last Minute are not recommended but will be accepted in an emergency.

In major cities it is expected that hotel accommodations will be at a minimum of 5 star for Directors and Senior Managers and 4 star for all other employees.

The use of mine site type accommodation is the preferred choice when working in areas this is available. If this type of accommodation is available locally, permission must be sought from the MD not to use this accommodation. This applies to all staff regardless of position.