



# Harness Racing Australia Travel Policy

## **Objective of document:**

This policy aims to provide a fair and reasonable basis for travel undertaken on official Harness Racing Australia (HRA) business. Whilst there is an expectation that travel will be required as a normal part of business activities it is reasonable that there be no additional cost borne by the person travelling, and conversely, that there is no unreasonable costs borne by Harness Racing Australia.

HRA is a professional organization that represents the interest of all members in promoting and advancing Harness racing both domestically and internationally.

It is acknowledged that this policy may not cover all situations but is designed to be of assistance when looking at travel, meal and entertainment situations that arise as part of normal business.

## **Guidelines:**

These guidelines are not designed to be onerous but rather to give an outline of reasonable expectations when undertaking official travel for the HRA.

All travel undertaken is to be approved by the Chief Executive officer (HRA Staff) or by the Executive (HRA CEO). Where possible this approval should be obtained prior to the travel being undertaken.

Staff are expected to neither gain nor lose as a result of undertaking official travel. At the same time it is necessary to keep costs down and it is imperative that staff exercise prudent business judgment regarding decisions and expenditure.

## **Travel:**

**Intra State:** This should be undertaken by vehicle taking into account normal driving patterns. If long distances are involved planning should be made to ensure that time is allowed for adequate rest breaks. At a minimum a break of 15 minutes should be planned for each three hours of driving. A claim for mileage can be made to reimburse private vehicle costs.

**Interstate:** All staff are required to travel in economy class by the most direct route. If an employee wishes to alter the class of travel or extend the travel period for personal reasons (e.g. weekend stay), any additional costs of flights and or accommodation is to be borne by the employee.

**International:** Any international travel needs to be approved prior to travel being undertaken. A request may be made by the approver for a business case to be provided which will outline the reasons for the travel and relevant itinerary.

It is acknowledged that international travel is required given the nature of the activities undertaken by HRA in representing the industry.

At the approval of the Chairman, for CEO travel, and the CEO for HRA staff travel, the class of travel will be considered based on the destination, schedule, budget and other factors relevant to the particular trip – including arriving at the destination refreshed and ready to commence work upon arrival if appropriate.

**Cab charge:** Cab charge is a convenient way to undertake local travel when interstate. The use of the cab charge card is to be for undertaking official HRA business only.

**Hire Cars:** Where travel includes extended stays, multiple destinations or lengthy road journey, it may be prudent to utilize the service of a hire car. Any decision on this is to be made on a case by case basis and is based on the employee using prudent business judgment.

**Travel extensions (domestic or international):** Any extension to domestic or overseas travel itineraries that relate to an extended stay for personal reasons are to be approved prior to any bookings being made.

## **Meals:**

The cost of meals, whilst travelling and undertaking HRA business, will be reimbursed upon the production of appropriate evidence. Where the traveler is the holder of an approved HRA corporate credit card, this may be used for these expenses. It is reasonable that whilst partaking in a meal there will be drinks purchased as part of the meal. Alcohol should not be consumed in any quantity that may reflect poorly on the staff member and/or the HRA.

## **Accommodation:**

When booking accommodation it is expected that costs will be kept to a minimum whilst providing a reasonable level of comfort and amenities which will assist in carrying out work duties (such as internet or Wi-Fi access or business centre).

## **Entertainment:**

There will be occasion where it is appropriate to provide entertainment in the form of meals, drinks or small gratuities. This amount is at the discretion of the CEO and / or the Executive members and is to take into account the situation and managing conflicts of interest.

## **Incidental Allowance:**

Any staff member travelling for an extended period (excess of 24 hours) is entitled to claim an amount of incidental allowance to cover for extra costs that are borne by being away from the normal work place and home. This allowance is to cover for costs including parking, incidental drinks and other out of pocket expenses. Payment of this allowance is to offset claims for minor reimbursements.

## **References:**

The Australian Taxation Office publishes a Tax Determination (TD) each year which gives definition to the word reasonable when looking at meals, incidentals and accommodation costs.

These determinations are to be read in conjunction with this policy document if there is any clarity required relating to amounts that are reasonable.

For the 2010 / 2011 year the following amounts are seen as reasonable:

Place	Accomm	Food and drink	Incidentals	Total
Adelaide	185	110.45	24.05	319.50
Brisbane	233	110.45	24.05	367.50
Hobart	150	110.45	24.05	284.50
Melbourne	197	110.45	24.05	331.50
Perth	211	110.45	24.05	345.50
Sydney	225	110.45	24.05	359.50

The Taxation Determination for the 2010/11 year is TD 2009/15.