



Water Polo
AUSTRALIA

**WATER POLO AUSTRALIA
TRAVEL POLICY**

Effective from 18 July 2015

REVIEW HISTORY

Version	Date Reviewed	Date Endorsed	Content Reviewed/Purpose
One	10 JUNE 2015		None (New Policy)
Two	10 JULY 2015		Reformatted, minor edits: per FRAC on 3/7/15
Three	10 JULY 2015		Phil Garling: minor edits

1. Purpose

The Water Polo Australia Limited (WPA) Travel Policy is intended to facilitate business and competition required travel whilst managing costs and maintaining efficient business processes.

2. Scope

All persons traveling at the expense of WPA or using WPA travel related preferred providers.

3. Policy Statements

3.1. Travel Considerations

Before business travel is undertaken, other methods of communication are to be considered such as phone calls and tele/video conferencing. Under no circumstances are any WPA Directors, employees, contracted personnel, athletes, coaches and support personnel to travel unnecessarily on behalf of WPA.

3.2. Preferred Suppliers

All persons traveling on behalf of WPA are to use preferred suppliers. Preferred supplier agreements have been established to secure discounted rates, subject to agreed volumes being achieved. All travellers are expected to use preferred suppliers.

A list of preferred supplier can be found on the WPA Website.

If no preferred suppliers are available or there are none in the location, there will be a limitation to what spend is acceptable. Please refer to the Financial Controller in this scenario for authorisation.

3.3. Athlete and Club Travel

By undertaking travel with WPA for sporting events, the athlete or club is required to reimburse any and all costs incurred by WPA on their behalf.

In limited circumstances WPA may pay for part or all of an athlete's travel.

3.4. Board Member and Corporate Travel

WPA notes that board member and corporate personnel may at times need to travel domestically and internationally as part of undertaking their duties for WPA. Expenses incurred by board members and corporate personnel will be incurred by WPA in accordance with this policy.

The board may support economy airfare travel of a WPA Board Member to water polo events.

3.5. Accompanying Family

WPA does not pay travel costs for accompanying family member(s), unless, travelling on approved WPA business, possessing supporting written agreement indicated accompanying family member airfares and/or travel costs to be paid, wholly or partially, by WPA. Appropriate authorisation must be organised prior to commencement of travel booking process.

All other WPA travellers intending to travel with accompanying family member(s), must organise travel arrangements for family member(s) via the travel request approval form, or an alternative travel agency and pay these travel costs personally.

3.6. Upgrading Flights

For approved domestic and international flights, flights may be ungraded, either with points or at the personal expense of the traveller.

3.7. Personal Travel

If travelling for business or sporting commitments and there is a need to extend hotel stays for personal reasons, the traveller is entitled to access WPA preferred hotel rates at their own expense. The preferred hotel rates are not available for personal or leisure travel bookings which are not in conjunction with travel for business or sporting commitments.

3.8. Travel Insurance

All travel is covered by WPA with appropriate travel insurance when traveling internationally and domestically.

Travellers intending to add personal travel onto authorised business or sporting travel plans, will be covered by travel insurance purchased by WPA on behalf of the traveller only if the business or sporting component is greater than 60% of the entire trip.

If the business or sporting component is less than 60% of entire trip - traveller will need to organise additional travel insurance.

3.9. Traveller Safety

WPA has a duty of care to its corporate, athlete and athlete assistance travellers and an obligation to ensure WPA people are not placed at risk when travelling for business or sporting purposes.

The traveller's details, emergency contact details and itinerary must be recorded in WPA system prior to departure.

3.10. Airline Flights

International, Domestic and Trans-Tasman

All flights are to be booked in the lowest available (cheapest fare of the day) preferred airline in economy class.

Any outstanding unused airline credits should be redeemed before purchasing a new ticket.

All travel requires approval from the CEO/Finance Manager.

Flexible Fares

When undertaking Domestic air travel, flexible fares require the approval from the CEO/Finance Manager prior to booking.

Once approved, the difference incurred between the lowest available (cheapest fare of the day) and the flexible fare will be charged back to the WPA traveller or their organisation.

3.11. Loyalty and Membership Programs

Under no circumstances is any WPA traveller permitted to travel unnecessarily or select a higher priced fare or hotel on the basis of participation in loyalty or membership programs. All frequent flyer points accrued by WPA travellers, when travelling on business or sporting commitments can be retained for personal use.

3.12. Hotel Accommodation

WPA will pay costs incurred for overnight stays when the traveller is working or competing away from their normal place of employment and it is impractical to return home. Each traveller is required to book the lowest available room rate at one of the WPA preferred hotels in each location.

There will be occasions where lack of room availability means that WPA preferred supplier rate will not be available, or the destination you are intending to travel to, does not have a WPA preferred Hotel. In these instances, the traveller is expected to book a professional standard hotel and WPA will pay up to a maximum of:

- Domestic \$275 per night for Corporate travellers and \$240 per night for athletes and athlete support personnel
- International: A\$300 per night for Corporate travellers and \$260 per night for athletes and athlete support personnel

If travel arrangements change, the hotel reservation must be cancelled as a matter of priority. If the hotel booking is not cancelled within the required timeframe, hotel 'no show' charges will be incurred by the individual.

WPA will pay:

- The cost of a hotel room up to a maximum room rate levels - as outlined above
- Reasonable costs for breakfast and dinner. Refer to meals section below.

3.13. Taxi

Shared taxi travel must be used wherever possible.

For corporate travellers WPA will pay:

- The cost of a taxi to and from home to the airport, or to and from the office to the airport; and
- Other WPA business related taxi journeys for example, attending a meeting at a client or supplier location.

Receipts must be kept and lodged with expense reimbursement claims.

3.14. Rental Car

The use of rental cars must be with the preferred supplier. If the preferred supplier is not available, an alternative rental supplier may be booked once approval has been given.

To avoid high re-fuelling charges, you are required to re-fuel prior to returning the vehicle to the drop-off depot.

3.15. Car Parking

For board or executive travel WPA will reimburse reasonable parking costs.

Receipts must be kept and lodged with expense reimbursement claims.

3.16. Meals

When corporate staff travel away from normal place of residence, WPA will pay reasonable costs for breakfast and dinner on approved business and sporting travel. Reasonable costs are considered to be \$75 per day to be divided between breakfast and dinner.

3.17. Excess Baggage

WPA will pay excess baggage costs that result from carrying WPA's equipment, when travelling on approved business and sporting travel.

3.18. Passports

WPA travellers are responsible for organising and maintaining their own passports.

3.19. Visa

WPA will obtain a visa for international travel whenever a Visa is required. If an official or athlete has to obtain a visa for an approved trip, WPA will reimburse the individual.

3.20. Vaccinations

WPA will either organise vaccinations or reimburse the cost of vaccinations required for approved overseas travel equivalent to the difference between the original cost and any reimbursement from Medicare or private health insurer.

4. Applicable Rates Summary

	Management	Athletes	Athlete Support Personnel
Hotels for no preferred supplier - Domestic	A\$275/night	A\$240/night	A\$240/night
Hotels for no preferred supplier - International	A\$300/night	A\$260/night	A\$260/night
Flights - Domestic	Lowest logical economy fare		
Flights - International	Lowest logical economy fare		
Food	\$75/day		

Management - Operational Staff employed by WPA Ltd working within the Head Office

Support Personnel - All staff that are directly related to / involved with a team.

5. Approval Process

Before air travel is organised, all travellers must ensure appropriate written pre-trip approval is gained.

CEO will obtain their travel permission from the President for any International travel.



