

		IQA Policy	
National Secretariat		Travel and Accommodation Expense Policy	
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Date Adopted:	18 November 2014	Contact:	Chief Executive Officer

Introduction

The IQA recognises that travel is an integral part of work-related activities. However, IQA representatives are expected to exercise prudent business judgment at all times when making booking and travelling arrangements.

Purpose

This policy applies to all persons who travel on behalf of the IQA, on pre-approved IQA business, regardless of the source of funds or duration of travel and seeks to define travel, the purpose of IQA business travel, appropriate travel expenditure and method of reimbursement. This policy applies to all domestic and international travel, accommodation and meals.

Policy

1. **Flights, Accommodation and Meals** - to be booked using the **lowest available fare/cost** for the flights and accommodation, that offers the traveler the convenience and flexibility to complete their business effectively. It is a requirement for flights to be booked as soon as possible to take advantage of the lower fare prices. The maximum amount claimable for meals (including drinks) are as follows:
 - i. Breakfast \$25
 - ii. Lunch \$40
 - iii. Tea \$50
2. **IQA Corporate Credit Cards** – all expenses where practicable should be made using the IQA Corporate Credit Card. If the IQA representative has not been issued with an IQA Corporate Credit Card, such costs should be paid for by the IQA representative and reimbursed.
3. **Cash expenses** – for minor cash expenses, the traveler is required to submit an Expense Claim Form (as attached). This claim form should be approved by the Chief Executive Officer ('GM') and sent to the National Accounts Office for reimbursement. The Expense Claim Form must have all supporting original documents attached and be submitted as soon as possible after the expenditure is incurred.
4. **Travel expense of a personal nature** – all expenses of a personal nature are excluded from this policy and reimbursement.
5. **Travel not funded by IQA sources** – Travel funded by another organisation or by an external grant, should follow this policy unless the funding agency imposes other restrictions. External funds should be used responsibly and in such a way as to realize the best economies and also maximize benefits to the IQA.
6. **Associated personal / private travel** – Non-IQA business travel may be permitted in conjunction with pre-approved business travel provided the purpose of the travel is properly documented prior to departure and the absence is convenient to the IQA. The personal / private component of the fare must be paid separately by the traveler. IQA personnel must inform the GM in writing to cover periods of absence that are not specifically required to conduct IQA business.
7. **Spouse / partner travel** – IQA personnel must inform the GM in writing prior to departure if a spouse / partner is accompanying them on official IQA business.

8. **Class of Travel** – Personnel should travel on the most direct route using normal economy class travel. Personnel should always consider alternative transport such as rail, bus and car where practical.
9. **Use of Private Vehicles** – personnel using their own private motor vehicles are entitled to claim the applicable ATO allowance rate based on the capacity of the vehicle. The IQA will not be responsible for motor insurance, registration, repairs and maintenance, breakdown costs or fuel for private vehicles.
10. **Motor Vehicle Log Books** – all personnel entitled to compensation for private motor vehicle usage, must record business travel in a recognized Log Book, detailing the purpose of the trip. A copy of the Log book is required to support the claim (Log Books can be purchased from most newsagencies).

In addition to the points noted previously, the following IQA representatives are advised as follows:-

1. **President, Deputy President, Directors, CP Board Directors and Advisory Council members**
 - 1.1 If the IQA Board Director is employed, the Director will be strongly encouraged to seek the support of their employer to fund the IQA associated director expenses and the Director is to endeavour to arrange associated employment related business in the location that is hosting the IQA event to assist with the reimbursement of the expenses from their employer.
 - 1.2 If the IQA Board Director is retired, in transition between employers, operating as a sole trader or their employer is unable to assist with the reimbursement of IQA related business, then the 'Director – expense reimbursement matrix' will apply as attached to this policy.
 - 1.3 The Board, CP Board or Advisory Council member are to submit an Expense Claim to the GM for approval.
2. **Chief Executive Officer**
 - 2.1 The Board of Directors approves a Budget for GM travel annually.
 - 2.2 All air travel is to be at economy class and accommodation at standard rates, unless approved otherwise.
 - 2.3 The GM is to submit an Expense Claim to the President for approval, and then to the Finance Officer for reimbursement.
3. **Spouse Travel**
 - 3.1 Where the President and/or the GM is required to attend an official IQA function, event or activity where partners are required to attend, or are likely to be required, to attend, the IQA will fund such travel limited to airfares and conference registration costs.
4. **Staff and Contractors**
 - 4.1 The GM, or in his absence the President, must approve all staff and contractor travel, accommodation and any conference registrations prior to any bookings and registrations being undertaken.
 - 4.2 The Board of Directors approves a Budget for personnel travel annually.

All domestic travel is to be at economy class, using the lowest economical and practical fare available, and accommodation at standard rates.

IQA Directors - Expense reimbursement matrix

	President		Deputy President		Directors		CP Board	Advisory Council
	Self	Partner	Self	Partner	Self	Partner	Director	Member
International Presidents Meeting	x	x						
NZ Conference (1)	x	x	x	x				
CMIC Conference	x	x						
IQA Conference	x	x	x	x				
Technical Symposiums (2)	x							
Safety Conferences (2)	x							
Student Graduation Night (2)	x							
CCAA/IQA Awards nights (2)	x							
Branch Dinner Meetings (2)	x							
Board meeting (3)	x		x		x		x	
Advisory Council Meeting (4)								x
AGM (5)	x							
Think Tank / Strategy meetings	x		x		x			x

(1) Either President & Partner or Deputy President & Partner unless the Board approves otherwise

(2) Only if President has an Official invitation from Branch/Sub-Branch and a designated speaking role on the program & organised in conjunction with the General Manager

(3) Three face to face Board meetings per year and one CP Board meeting per year.

(4) One face to face meeting per year.

(5) Other directors can partipate via webinar.

In	Out
Public Transport	Wages (Lost time)
Return Economy Travel	Flexible fares
Choice of Airline	Lounge membership fees
Taxis	
Parking	
ATO mileage claim if travel outside metro area	
Reasonable meals and refreshments	Mini Bar
Accom: Standard	
Room internet access	Movies
Conference Fees	

Flexible fares are only to be utilised in exceptional circumstances and consultation with the GM is required in these instances.

Bookings to be made in advance by National office to achieve lowest fare flights, and to be aligned with Directors membership if possible.

Capped at \$25 breakfast, \$40 lunch, \$50 evening meal - preference given for breakfast inclusion in accommodation
As booked by National office.

President & Deputy as per above matrix.