



Responsible Officer	Director, Corporate Services
Contact Officer	Head of Financial Services
Authorisation	Chief Executive Officer
Effective Date	20 January 2012
Associated Documents	

1. Policy Name

AFTRS Travel Policy

2. Preamble – background and purpose

To ensure that work-related travel delivers the best business outcomes for AFTRS and that travellers will not be out of pocket for reasonable costs incurred when travelling on official business.

3. Principles

Avenues for meeting business requirements that do not require travel should always be considered prior to any travel arrangements being made (eg Teleconferencing).

The following principles apply to travel when undertaken for official business purposes:

- travel should only be undertaken when it is the most effective way to achieve AFTRS aims and objectives;
- travellers can expect AFTRS to pay directly and/or reimburse any reasonable costs related to accommodation, meals, incidentals and other minor expenses incurred whilst undertaking business-related travel;
- conversely, travellers should not gain financially when they undertake travel for official purposes;

- travel expenditure should always be economic, efficient, ethical, honest and defensible; and
- in organising and approving travel for official business, managers shall be flexible in accommodating the needs of travellers, taking into account family responsibilities, personal circumstances, safety and security and other relevant factors that may affect their ability to travel.

4. Accountability

Accountability in relation to travel rests with the traveller and the manager approving the travel.

Travellers and managers must be aware that they are fully accountable for their official travel activities and related resource usage under the Commonwealth Authorities and Companies Act 1997 which requires that funds expended by AFTRS in undertaking its functions be spent in an efficient, effective, and ethical manner. Further information is available at Code of Conduct and AFTRS Fraud Control Policy.

If you have any queries please contact the Finance department and/or refer to: AFTRS TRAVEL GUIDELINES.