



ICE HOCKEY AUSTRALIA

TRAVEL POLICY

SEPTEMBER 2019

Delegates may occasionally be required to travel on IHA business. The policy describes the types of travel, allowances, and expenses that are eligible for reimbursement and outlines how to book travel arrangements and reimbursement options for travel and business expenses.

This policy applies to both domestic and international travel for:

All IHA Board members, employees, members, portfolio directors; coaches, players and anyone further who is travelling at the IHA's request.

1. Official travel

Official travel is travel must only be undertaken where there is a demonstrated business need. Travel arrangements must be made in such a way as to:

- minimise the overall cost of the trip;
- minimise the overall number of trips the traveller is required to make; and
- ensure the safety of the traveller.

2. Air Travel

2.1 Authorising travel

Before booking any business travel, the traveller must obtain written approval from an IHA official who holds authorisation. In emergency situations, where prior approval cannot be obtained and documented in the normal way, written approval must be obtained and recorded as soon as practicable after travel arrangements are made (e.g. next working day).

Written approval is required:

- For domestic and international travel, including amendments to bookings;
- To make changes to an existing booking where the change increases the cost of the travel

2.2 Arranging travel

2.2.1 Travel Management Company (TCM)

All air travel must be arranged and booked through IHA's preferred travel provider, Timothy McMahon Associates Pty Limited. The IHA office (office@iha.org.au) must be copied in to all travel requests.

2.3 Domestic Airfares

All domestic air travel should be at the lowest practical fare, in economy class of major carriers. In exceptional circumstances the President may approve travel other than the lowest practical fare if one or more of the following apply:

The lowest practical fare:

- is not the most direct route;
- does not ensure connections to further flights;
- does not take into account excess baggage fees

Personal preference for particular carriers or aircraft types should only be booked where the booking is also the lowest practical fare.

2.4 International Airfares

All international air travel should be at the lowest practical fare, in economy class of major carriers. International travel must be approved by the President.

TMA will provide the official with three quotes based on the logical international best fare.

International travel is any business-related travel where:

- travel is from Australia;
- travel is to Australia;
- travel is to attend conferences and training as part of personal development

2.5 Downgrades

A traveller may not downgrade any air travel and use the difference in price to subsidise other expenses or obtain refunds or credits. All credits or cost savings obtained by downgrading air travel must be returned to IHA.

2.6 Travel incentive schemes

Travellers are permitted to link their frequent flyer number to business travel bookings, which allow travellers to use online check-in, record meal and seat preferences, and use check-in scanners at airports for faster check-in and lounge access.

Travellers are permitted to accrue “status credits” on their frequent flyer accounts, as these cannot be transferred or redeemed for cash or any other value.

2.7 Travel difficulties

Officials may occasionally experience difficulties when travelling; for example, extended plane delays or strikes. If a traveller is unable to contact TCM and needs to personally pay for their emergency airfare, then the traveller is to be reimbursed for the cost of the lowest practical fare available at the time of booking.

2.8 Passports and Visas

The maintenance of a passport is considered a personal expense and will generally not be reimbursed by IHA. Visas and inoculations will be reimbursed if they are required for official travel.

3. Accommodation

3.1 Domestic Accommodation

Value for money is the primary consideration when booking accommodation. Officials booking accommodation in connection with official travel must seek to obtain accommodation in close proximity to their intended destination (e.g. location of meeting, conference) so as to minimise the cost of travel between hotel and place of business.

3.1.1 International Accommodation

Accommodation should be at a standard reasonably equivalent to that provided for the official in Australia. Value for money is the overarching consideration when booking accommodation, along with proximity to the venue of the meeting or conference. The most cost-effective accommodation should be selected within the required location.

3.1.2 Staying with friends and relatives

Officials who elect to stay in non-commercial accommodation (that is, with friends and relatives) may do so, but an accommodation allowance will not be payable. Any cost to IHA, such as transportation costs, must be less than the value of the accommodation that would have been paid

4. Road Transport

4.1 Taxis and Ride Sharing Travel

Officials must not include tips or gratuities in taxi fare transactions.

IHA supports the use of taxis in the following circumstances:

- travel to and from business meetings, conferences, and seminars
- travel to and from airports, accommodation, or when travelling to external meetings
- The use of ride-sharing transport instead of a taxi is allowable; a tax invoice is required for reimbursement

4.2 Motor Vehicle Allowance

All reasonable parking and toll charges incurred on company business will be reimbursed by IHA. A tax invoice or receipt must be produced for reimbursement to occur. Valet parking fees, traffic offences, parking fines, or other motor vehicle fines will not be reimbursed.

5. Personal Travel

IHA may give approval to vary an itinerary for business travel to include personal travel. IHA will not meet the additional costs of any personal travel, including costs of changing flights, accommodation costs, or incidentals.

Officials are not entitled to claim accompanied travel for official travel (e.g. spouse or dependents).

6. External Entertainment

6.1 Catering involving stakeholders

Catering expenses are limited to the provision of food and non-alcoholic beverages with external stakeholders as approved in advance by IHA.

7. Non-Refundable expenses

Non-refundable expenses include but are not limited to:

- Alcoholic beverages
- Credit card late fees
- Airline frequent traveller programme fees or club memberships
- Preferred seat assignments, early boarding, or unauthorised upgrades
- Traffic or parking tickets
- In-room movies
- Any personal items lost, stolen, or damaged while travelling
- Medications and recurring prescriptions
- Transportation, duties, taxes, and other fees for shipping personal items
- Travel expenses for pets
- Babysitting or childcare
- Dry-cleaning

8. Expense Claims

All expense claims must be submitted to the IHA Office on the IHA Expenses Claim Form along with copies of all receipts.



Miranda Ransome - IHA President

Dated: 5th September 2019