

Travel Policy

1. Purpose

- 1.1 Dorex Pty Ltd ('Company') has established this policy to provide a guide to employees when travelling for work-related purposes as part of their employment.

2. Scope

- 2.1 This policy applies to all Company employees.

3. Approvals

- 3.1 All **Domestic** business-related travel must be approved in advance in writing as follows:
- All General Management travel to be approved by the CEO;
 - If specifically included in approved Financial Budgets: all other business travel to be approved by the relevant business unit General Manager;
 - If not specifically included in Financial Budgets: all other business travel to be approved by the CEO.
- 3.2 All **International** travel must be approved in advance by the CEO, and a detailed trip plan must be prepared to facilitate that approval.

4. Travel Costs

- 4.1 Cost effective means of transportation are to be used while on Company business.
- 4.2 Unless otherwise approved in advance by the CEO, all flights are to be booked "Economy Class".
- 4.3 Employees may use their own car or catch a taxi from their home to the airport or between other approved business travel destinations, and claim a reimbursement for actual costs incurred for:
- personal car or vehicle costs which will be reimbursed at a cents per kilometre rate equivalent to the rate used by the Australian Taxation Office to determine tax deductibility for business related travel;
 - taxi fares;
 - car parking fees (but not valet parking);
 - rental cars; and
 - tollway fees.
- 4.4 All travel accommodation must be reserved at Company approved venues where corporate rates have been negotiated. Other hotels may only be reserved when specifically approved in advance by the CEO.
- 4.5 When travelling overnight, reasonable meal costs will be reimbursed by the Company.

- 4.6** When travelling internationally for more than 3 days, a Per Diem for food and general costs may be granted to the employee at a rate to be approved by the CEO.
- 4.7** All invoices relating to incurred travel costs must be retained and attached to expense reimbursement claims.
- 4.8** When using rental cars, appropriate insurance coverage is to be taken to reduce the excess to reasonable levels.
- 4.9** The Company will not reimburse the cost of any traffic infringements incurred by the employee when undertaking work travel in their own car, a company owned car, or in a rental car.
- 4.10** When travelling all non-business costs (e.g. extra hotel accommodation, personal entertainment) must be paid for by the employee.

5. Travel Advance

- 5.1** If a travelling employee does not have a Company credit card to manage travel expenditure, then a Travel Advance may be given to the employee before they commence their travel.
- 5.2** The Travel Advance amount will be approved by the relevant business unit General Manager, who will decide an appropriate amount with reference to the specific travel being undertaken and the costs needing to be paid for from the Travel Advance.
- 5.3** The employee must make all reasonable efforts to obtain tax invoices and/or receipts for any expenses incurred which are paid using the Travel Advance. A written record of expenses within the reasonable daily rate amount must be provided if tax invoices and/or receipts are unable to be obtained.
- 5.4** Within one week after the completion of the work travel, the employee who has received a Travel Advance must complete a reconciliation of the expenditure against the Travel Advance, and attach all tax invoices/receipts.
- 5.5** Any Travel Advance not used for work purposes by the travelling employee must be returned to the company.
- 5.6** Where the travelling employee has not obtained a tax invoice or receipt for work related expenditure using the Travel Advance, they will sign a declaration that this amount was validly spent, and note:
 - the type of spend for which no invoice or receipt was obtained; and
 - the amount of the spend for which no invoice was received.

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