

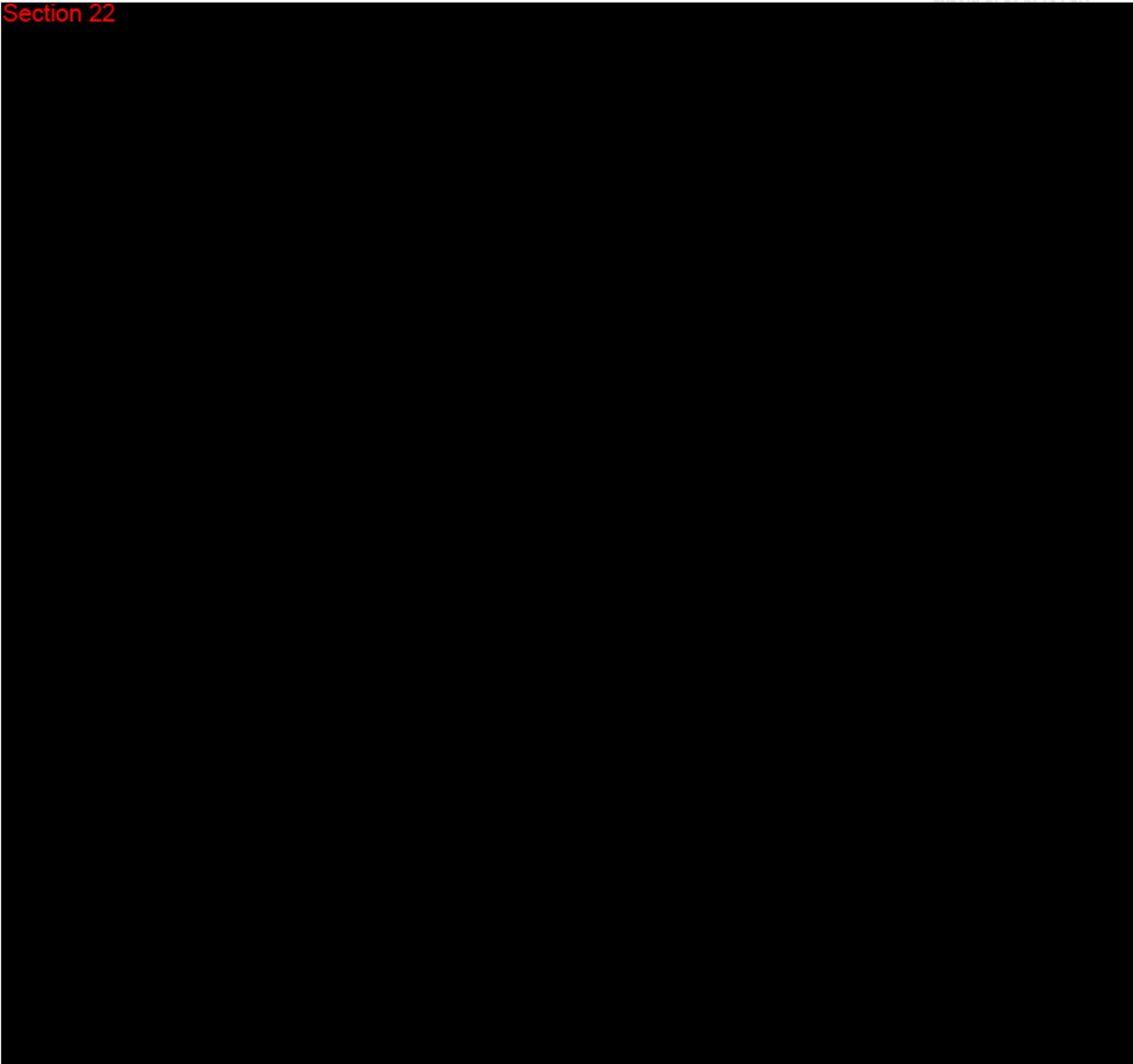
CHAIR'S FINANCE INSTRUCTIONS AND POLICIES

Business owner: Chief Financial Officer

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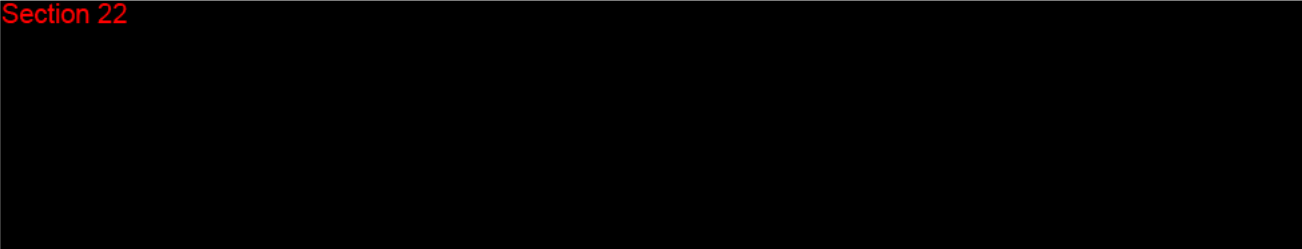
Section 22



2.3 Official travel

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Section 22



2.3 Official travel

Instruction:

This Instruction sets out the requirements and responsibilities of Officials in relation to travel in the course of executing their duties.

- 2.3.1 Officials will ensure business-related travel arrangements are made consistent with the principles of the PGPA Act and the CPRs, including the need to achieve value for money when processing domestic and international air travel, compatible with achieving good business outcomes.
- 2.3.2 Business related travel expenses and bookings will be in accordance with the APRA's and the Whole-of-Australian Government (WoAG) travel policies.
- 2.3.3 Officials travelling on business will submit to Finance a travel diary for FBT assessment as required, and provide a brief written report for the appropriate purpose.
- 2.3.4 All proposals for overseas travel will be approved by a Member or Executive Director (or an authorised delegate in their absence) and then as required by the WoAG travel policies and directions.
- 2.3.5 Officials will have regard to APRA's FBT policy when proposing private components to travel.
- 2.3.6 APRA employees are designated to a specific APRA office which is specified in the terms of their individual employment letters/contracts. Travel costs to and from that designated office is the sole responsibility of the employee. Any additional travel costs to alternative APRA offices or other locations for operational requirements are covered by this travel policy and reimbursed to the employee as appropriate.
- 2.3.7 APRA Members and APRA Executive Directors must obtain and utilise official passports when travelling for APRA purposes.
 - For all other staff, official passports must be obtained and utilised when travelling to a country that requires an official passport for entry.
 - The exception being where the permutation of citizenship status (e.g., dual nationalities) and border entry requirements may dictate the use of a specific passport type.
- 2.3.8 Official passports are only to be used when travelling for APRA purposes. It must not be used for personal travel.

- 2.3.9 When travelling for APRA purposes (regardless of the passport used), staff must consult smartraveller.gov.au and note the risk level for the destination country (or countries) on the itinerary. If one or more of the destinations is rated Level 2 (Exercise a high degree of caution), then mitigants against the stated risks for the specified destination(s) should form part of the business case in seeking Member / ED travel approval.
- 2.3.10 Destinations rated Level 3 (Reconsider your need to travel) will require APRA Chair approval to validate the urgency and significant need for the trip. Staff are not allowed to travel, for APRA purposes, to destinations rated Level 4 (Do not travel).

Policy:

Policy is directed to: All Officials

Policy is administered by: CFO and Procurement Manager

All proposals for travel (including the use of a private or rental car) will be approved by the appropriate Delegate prior to the travel commencing.

APRA's preferred method of intercity domestic travel is by air, but there may be circumstances where Officials elect to use alternative forms of transport.

Flight Lounge membership may be provided by APRA for frequent travellers as appropriate.

Domestic and international airfares must be booked through APRA's designated travel management company and paid for using the Credit Card facility.

The class of travel to be used by employees travelling on APRA business will be expected to be economy class unless:

- (a) the scheduled duration of a single non-stop domestic journey is more than two hours;
and
- (b) approval has been given by the divisional Executive Director to travel in business class.

Where domestic business class travel is specified or otherwise in a contract of employment or agreement, such business class travel is possible, however it is not encouraged.

Where travel is cancelled prior to departure, Officials will ensure that all accommodation and travel bookings have been cancelled.

Unused travel tickets (where issued) will be returned to the issuer for credit or refund as soon as possible.

APRA will reimburse Officials for reasonable excess baggage costs for essential items being transported with them as part of their luggage allowance.

Where it is not reasonable for an Official to travel, conduct business and return to their home location within a standard working day, an Official may book overnight accommodation with their Delegate's approval.

The travelling Official is responsible for booking their domestic accommodation (room only) through the WoAG accommodation provider and settling their incidentals account (meals etc.) using their Credit Card, personal card or cash.

When booking accommodation Officials will be mindful of the cost, and where practicable, operate within the accommodation rates as published from time to time. These rates will be benchmarked to the maximum allowance provided in the Australian Tax Office's Taxation Determination on reasonable travel allowances.

Officials will acquit their travel expenses

Where it is not possible to use the Credit Card facility Officials will seek reimbursement through the expense management system.

Incorporation of Private Travel with Official Travel

Any Official wishing to incorporate private travel with official travel must have approval from a CCM for domestic travel and a Member or Executive Director for overseas travel. The private component will be clearly identified on the Travel Approval Form.

Where a private travel element of an overseas or extended domestic trip is added, this request should be referred to Finance prior to departure for an assessment of any FBT which may be incurred. Consideration is given to the impetus of the trip and may require the employee to provide evidence to support a view that the private element is incidental. This may require sufficient supporting detail that explains the private element including a description and purpose of the private element. Any FBT incurred as a result of the private travel will be reimbursed by the employee to APRA (refer Section 6.8).

Domestic Travel

Officials will take into consideration the Lowest Practical Fare (LPF) available on the day the travel is booked compatible with achieving good business outcomes. When the lowest practical fare is not selected, one or more of the seven acceptable reasons as stated under the Whole-of-Australian-Government (WoAG) policy must be provided to the Travel Management Company (TMC) which will document the reason for reporting purposes. No other reasons are acceptable under the WoAG travel policy.

Staff are permitted to utilise their corporate credit cards to “tap-on / tap-off” on city-specific metro travel networks (such as Sydney’s OPAL network) if this is a convenient and cost-effective way of travelling on official business travel. In these instances, as the amounts are small and no physical receipt is provided, no receipt for such travel will need to be provided to acquit the journey in the APRA credit card acquittal system (Serko).

Staff will need to obtain pre-approval from their approving delegate prior to the travel.

Staff will also be required to explain the nature of the transaction in the description field during submission for approval on Serko. The delegate’s approval after that will suffice. No substantiation will be required.

Overseas travel

Officials should select the Best Fare of the Day for International (IBF) travel on the day the travel is booked compatible with achieving good business outcomes.

Official travel must be approved by an Executive Director or Member (or an authorised delegate in their absence). In the event that the travel is to be ‘charged to’ a different cost centre other than the travellers ‘home’ cost centre, then the relevant Executive Director of that cost centre to be charged will approve the travel request (unless it requires a Member’s approval).

All proposed overseas travel by Officials will be supported by a clear business reason setting out details of the proposed trip and the benefits to APRA. On returning to work after the overseas travel, Officials must provide a brief written report for the appropriate purpose.

International airfares and accommodation will be booked through APRA's designated travel management company. Travellers must quote the Travel Approval Number (TAN). Officials will pay for accommodation and airfares using their Credit Card.

Where travel is cancelled prior to departure, Officials will ensure that all accommodation and travel bookings have been cancelled, including the travel approval request/TAN in Service Now.

Unused travel tickets (where issued) will be returned to the issuer for credit or refund as soon as possible.

APRA will reimburse Officials for reasonable excess baggage costs for essential items being transported with them as part of their luggage.

Comcover provides overseas travel insurance cover for Officials who are travelling overseas on approved APRA business. Officials are required to carry their Comcover SOS Cards while travelling to facilitate emergency support.

Officials travelling overseas will make themselves familiar with travel warnings, and avail themselves of the Department of Foreign Affairs and Trade travel registration system prior to departure.

Officials will acquit their travel expenses on receipt of their Credit Card statement.

Officials will provide a travel diary to Finance within 14 days of return from the journey.

Motor vehicles

Officials may seek reimbursement of motor vehicle expenses incurred when required to use a private car for official APRA business. This includes staff using a motor vehicle 'packaged' through APRA's flexible remuneration policy. However, please note that utilising a 'packaged' vehicle requires any amount reimbursed to be included in earnings and taxed at the normal marginal rate.

Reimbursement is made on a per kilometre basis for motor vehicle expense claims as prescribed by the Australian Taxation Office for the current financial year. Applications for reimbursement are to be made on the appropriate HR workflow form and forwarded to a delegate for approval and subsequent processing by P&C.

Officials who are driving vehicles must have a current and valid Australian driver's license to drive a motor vehicle while on official APRA business.

While on official APRA business, every precaution should be taken to ensure the vehicle is locked at all times when not in use and that any associated APRA property is secured before a vehicle is left unattended. APRA accepts no responsibility for loss or damage to your personal property left in a vehicle. Officials are discouraged from leaving personal property

and/or effects in motor vehicles. If Officials choose to do so APRA recommends that Officials make their own arrangements for insurance cover.

If APRA is made subject to prosecution and/or a claim for damages as a result of an accident, act or omission of an employee while using a motor vehicle on official APRA business and in the opinion of APRA the action arose as a result of negligence or a failure of care by the Official, APRA will not accept any liability for a claim against the Official to recover damages.

Conversely, where an Official is using a motor vehicle while on APRA business and is subject to prosecution and/or a claim for damages which arose out of the proper and intended use of the motor vehicle for business purposes, APRA will provide appropriate and suitable support to the employee with respect to representation, legal costs and fees and claims for loss and/or damages.

Speeding fines, parking fines and any other fines or penalties imposed by law are the responsibility of the Official driving at the time of the offence and will not be paid by APRA.

Officials will be reimbursed for any parking fees and road tolls incurred while on APRA business.

A Delegate may approve the use by employees of rental cars in the performance of their duties.

Car rental services must be booked through the WoAG designated car rental provider(s) and paid for using the Credit Card facility.

APRA will meet all costs involved. Reimbursement claims for petrol etc. should be submitted, in writing, to a CCM with original receipts accompanying the claim.

Conditions relating to possession of a valid driver's license, security of APRA property carried in motor vehicles, warnings regarding personal property carried in motor vehicles, liability for fines and penalties and prosecution/claims for damages arising as a result of an accident referred to elsewhere in APRA's policies apply equally to the approved use by employees of rental cars.

Travel to designated office

All APRA employees have a designated office location at one of APRA's offices. This location is stipulated in employees' employment letters/contracts. Under normal circumstances, the cost of travel and travel time to that location is to be borne by the employee (consistent with ATO travel rules).

Travel to alternate APRA office locations, or to other locations for APRA operational requirements will be reimbursed to the employee as required, or acquitted through the standard APRA credit card acquittal process.

