

Document name:	THNSW Sector Travel & Accommodation Policy & Pre Approval
Document number:	THNSW F026

INTRODUCTION

Transport Heritage NSW values the contribution of each heritage transport group from across NSW and the ACT to our Heritage Transport Sector; and recognises that the coming together and sharing of knowledge between groups is of value to the growth and success of the sector overall.

Transport Heritage NSW is committed to sharing knowledge and resources across the sector, and one avenue it does this is via the Sector Development Days.

Key to that is assisting and supporting groups to attend Sector Development Days.

PURPOSE

This Policy applies to eligible heritage transport groups attending a THNSW organised Sector Development Day. To be eligible, the heritage transport group must be a registered not-for-profit or charitable group in NSW or the ACT, have the purpose of and be heritage transport focussed, and volunteer-based.

This Policy is a framework that covers how eligible personnel can claim and be reimbursed for certain pre-approved expenses incurred by one (1) nominated attendee from an eligible heritage transport group who attends a Sector Development Day.

EXPECTATIONS

Reimbursement will be based on assisting and supporting groups to attend Sector Development Days via a contribution towards the out-of-pocket costs incurred for travel and/or accommodation.

Reimbursement will be on a pre-approved basis, limits will apply as set out below, and final reimbursement will be at the discretion of THNSW's Heritage & Collections Manager.

Funding for this activity comes from the NSW Government. This means that reimbursement is paid for by the NSW Taxpayers.

Eligible heritage transport groups and their delegate are expected to act responsibly when incurring and submitting costs and:

- behave honestly, responsibly, and within the guidelines of this policy (e.g., seek required pre-approval of expenses, keep costs low, achieve value for money);
- submit expense claims as soon as possible and with all receipts, including tax receipts (not just credit card receipts), supporting the claim for reimbursement.

All expense claims must be made within (6) weeks of incurring the expenditure. An expense claim for expenditure that is more than six (6) weeks old may not be accepted.

Travel

Travel reimbursement will be calculated based on the one-way distance in kilometres from the organisation's street address and the venue for the Sector Development Day as per Google Maps and based on actual costs or the following maximum amounts, whichever is lower:

- 101 - 175 kms from the group's street address = up to \$130.00*
- 176 - 400 kms from the group's street address = up to \$260.00*

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- 401 kms or more from the group's street address = up to \$495.00*

Travel must be pre-approved and can be by road, rail or air travel. Travel by means other than private vehicle will be considered based on lowest fare or for long distance air travel on the lowest economy class fare booking only.

*Amounts are inclusive of GST.

Travel by private car reimbursement will be calculated on a per km basis as per the current Car Allowance per kilometre applied by THNSW at the time of travel.

Accommodation

Contribution towards the cost of one (1) night's accommodation will also be considered based on actual costs or up to a maximum value of \$300.00 (incl GST), whichever is lower.

All hotel/motel accommodation must be pre-approved and wherever possible three (3) quotes provided. Accommodation should be of a safe, clean and reasonable standard, however, minimising costs wherever possible.

Accommodation for attendees travelling from groups located within 100 kms will not typically be reimbursed, however may be considered on an individual case basis.

Process for approval or reimbursement:

1. Consider options and costs of travel and accommodation, collecting details of three (3) options for accommodation including their price and location.
2. Complete this form and send to sector@thnsw.com.au for approval as soon as possible and no later than 14 days prior days prior to the event.
4. Receive signed approval.
5. Keep all receipts from travel and accommodation.
6. Following the event, complete THNSW Expenses Reimbursement form, THNSW F005, and send to sector@thnsw.com.au with your receipts and a copy of the approved THNSW Sector Travel & Accommodation Policy & Pre Approval Form, THNSW F026.

Non-Compliance with or Breach of this Policy

It is important to note that if this Policy is not complied with reimbursement will be refused or may result in an already paid payment having to be returned to THNSW in part or full.

Fraud, Bribery & Corruption

THNSW has a zero-tolerance approach to bribery. Offering or accepting a bribe or behaving corruptly in anticipation of a bribe or advantage is not acceptable.

All expense claims must be supported by documented evidence, including tax receipts/invoices, to ensure that expenditure being claimed was legitimately incurred.

Expenditure incurred should not provide a predominantly personal benefit to the individual, any members of their family or friends, or any associated person or organisation which could give rise to an actual or potential conflict of interest.

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SECTOR TRAVEL & ACCOMMODATION APPROVAL FORM

1. DELEGATE DETAILS

Name:

Preferred Contact Phone No.:

Preferred Email:

2. SECTOR GROUP DETAILS

Sector group:

Delegate's role with group:

No. of representatives planning to attend

Sector group address:

P/Code:

3. PLANNED TRANSPORTATION DETAILS (please tick)

Car

Start location:

Destination:

Est. total KMs to be driven:

Bus

Train

Air

Cost of ticket/s: \$

Dates of travel:

4. PLANNED ACCOMMODATION DETAILS

Name of preferred establishment:

Address:

Suburb: _____

P/Code: _____

Est. cost per night: \$

Supplied three quotes: (Yes/No)

<p>Requesting Name (Print)</p> <p>Requesting Signature</p> <p>Date</p>	<p>THNSW Approval:</p> <p>THNSW Approving Authority Name (Print)</p> <p>THNSW Approving Authority Signature</p> <p>Date</p>
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Once approved it is the applicant's responsibility to book travel and accommodation. To claim the reimbursement complete and return the Expenses Reimbursement Form (F005) to sector@thnsw.com.au after the event.

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