

HumanAbility Ltd

Committee / Group Member Travel and Accommodation Policy



Policy name:	HumanAbility Committee / Group Member Travel and Accommodation Policy
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Legislative reference	N/A
Related policies:	Industry Advisory Committee Terms of Reference; Industry Training Advisory Body / Key Jurisdictional Leads Terms of Reference
Related forms	Travel and Accommodation Request form; <u>Travel and Accommodation Expense Reimbursement form</u>
Related procedures	N/A
Policy Owner	Audit and Risk Committee
Policy approver	Board

Version	Date	Rationale	Next Review Date
1.0	September 2023	Initial Issue	September 2024
2.0	October 2026	Reviewed to cover other groups	October 2028

Contents

1	Purpose	3
2	Scope	3
3	Authorisation	3
4	Travel and Accommodation Request Procedure	4
5	Flights	4
6	Accommodation and Meal Allowance	5
7	Parking and other associated travel costs	5

1 Purpose

- 1.1. HumanAbility Limited is responsible for providing support to its allocated Industry Advisory Committees (IACs). HumanAbility must therefore ensure efficient use of resources. In order to ensure that we adequately support each of our allocated IACs in a transparent manner and on an equitable basis, HumanAbility has developed a travel and accommodation policy for IAC members.
- 1.2. In addition to supporting IACs, HumanAbility also convenes quarterly meetings with senior representatives from each jurisdiction's Industry Training Advisory Body (ITAB) or equivalent body where ITABs do not exist (referred to herein as "Group"). In accordance with the Terms of Reference for this Group and to support strategic, transparent and equitable engagement, HumanAbility convenes two in person meetings per calendar year.
- 1.3. The purpose of this policy is to outline HumanAbility's approach to the planning, approving and organising of travel and accommodation for IAC, ITAB and Group members to attend face-to-face meetings. It provides direction for relevant procedures and guidelines that will contain specific criteria for approving travel requests, booking travel, accommodation and other associated travel expenses.

2 Scope

- 2.1. This policy applies to the members of HumanAbility's IACs and ITAB or Group members.
- 2.2. This policy is only relevant to domestic travel, accommodation and reasonable costs specifically associated with attendance at face-to-face meetings convened by HumanAbility.

3 Authorisation

- 3.1. All travel arrangements will be made by HumanAbility, following the guidelines set out in this policy.
- 3.2. All travel arrangements for IAC, ITAB or Group members will be authorised by a member of the HumanAbility Executive.

4 Travel and Accommodation Request Procedure

- 4.1. All travel and accommodation requests for which HumanAbility will organise and fund, must be submitted on a completed *Travel and Accommodation Request form*, and sent to events@humanability.com.au.
- 4.2. Travel request forms must be submitted no later than ten (10) days after an IAC, ITAB or Group member meeting date has been advised.
- 4.3. For any request made outside the ten (10) day submission period specified in 4.2, HumanAbility will only pay the amount up to the best available fare at the time indicated in clause 4.2.
- 4.4. All travel requests will be authorised as per clause 3.2 before bookings are made.
- 4.5. Once HumanAbility has made the booking, e-ticket and accommodation details (if required) will be forwarded to the IAC, ITAB or Group member, within three (3) working days of the travel request form being submitted to HumanAbility.
- 4.6. Any reasonable additional associated costs, such as parking, transport and meals will be reimbursed upon HumanAbility receipt of a completed reimbursement form with bank account details, and tax invoice/receipts attached as proof of purchase. See clauses 6 and 7 for further information regarding the costs that HumanAbility will cover.
- 4.7. Reimbursement of costs documentation, including *Request for Travel and Accommodation Expense Reimbursement* must be sent to events@humanability.com.au

5 Flights

- 5.1. HumanAbility will authorise and fund domestic flights only.
- 5.2. HumanAbility will fund best priced fare available at the time of booking.
- 5.3. Flights will be booked to allow for adequate time to transfer to and from the airport on arrival and departure. For capital city CBD meetings, this will be two (2) hours prior to the meeting start on arrival and two (2) hours after the scheduled finish of the meeting on departure.
- 5.4. If the IAC, ITAB or Group member would like to travel on a flight that requires a higher fare or to arrive early or depart later than required for the meeting, the IAC, ITAB or Group member should organise that directly and claim reimbursement as per clause 4.6 and 4.7 above. The reimbursement amount paid by HumanAbility will be equivalent to the best available fare at the time indicated in clause 4.2 as determined by HumanAbility.
- 5.5. If the IAC, ITAB or Group member would like to make a change or cancel the flight HumanAbility has booked, the IAC, ITAB or Group member should organise this directly. All costs associated with the change are at the IAC, ITAB or Group member's expense.
- 5.6. Unless specified in clause 6.1, travel is to be booked for the same day as the meeting.

6 Accommodation and Meal Allowance

- 6.1. When the direct flight time is over three hours, the IAC, ITAB or Group member is eligible for one night accommodation either the night before, or after the meeting. In specific circumstances such as limited flight routes and availability and with the prior approval by a member of the HumanAbility Executive, HumanAbility may arrange an additional night of accommodation.
- 6.2. As per clause 6.1, HumanAbility will book IAC, ITAB or Group members at one of HumanAbility's preferred hotels, within reasonable distance of the meeting venue, in accordance with the Australian Taxation Office guidance (TD 2026/4) or at the best available rate.
- 6.3. It is likely that meals will be provided by HumanAbility, however, should meals not be provided, HumanAbility will reimburse reasonable costs for meals not provided during the meeting when HumanAbility is providing accommodation. The maximum limits HumanAbility will reimburse will be in accordance with the Australian Taxation Office guidance (TD 2026/4).
- 6.4. HumanAbility will not reimburse the costs of alcohol or any additional hotel expenses, including, but not limited to, mini bar, in-room movies, laundry or internet.
- 6.5. All reimbursements for meals must be submitted as per clause 4.6 and 4.7 above.

7 Parking and other associated travel costs

- 7.1. For those IAC, ITAB or Group Members driving to a meeting venue, HumanAbility will pay the costs of parking in the city where the meeting takes place for the duration of the meeting, plus 30 minutes before the scheduled start and 30 mins after the scheduled finish of the meeting. HumanAbility will **not** pay fuel, tolls, or per kilometre rates for IAC, ITAB or Group members using their own car to travel to and from meetings.
- 7.2. HumanAbility expects IAC, ITAB or Group members to utilise public transport alternatives to travel between airports and meeting venues wherever practical.
- 7.3. Where the member must travel interstate to attend a meeting, HumanAbility will generally **not** pay for travel costs to or from their home or office and the airport, including airport parking in the departure city. In exceptional circumstances and with the prior approval by a member of the HumanAbility Executive, HumanAbility may at its sole discretion determine that reimbursement of such reasonable expenses is appropriate.
- 7.4. Reimbursement for parking and transport costs will be made upon the submission and approval of a valid tax invoice/receipt and in line with Clauses 7.1, 7.2 and 7.3 above. This must advise the details of the expense, including, in the case of transport, the pick-up and drop-off location and the total cost.
- 7.5. All reimbursements for associated travel costs must be submitted as per clause 4.6 and 4.7 above.

8 Special Consideration

- 8.1. In exceptional circumstances, a member of the HumanAbility Executive may approve an exception to the above provisions where it is necessary to support equity and inclusion.