



# Travel

A/1.11

---

## Purpose

The Uniting Church in Australia, Queensland Synod Office (Synod) is committed to ensuring that all travel and accommodation arrangements are made in line with its procedural documentation. This applies to all staff working for the Synod and members of Synod Governing Boards, Committees and Subcommittees. The traveller and their relevant manager (or Chair of the Board or Committee) shall be accountable for all associated travel costs. The expenditure must be supported by documentation that meets all audit requirements and exercise of finance delegations.

## Scope

This policy applies to all staff working for the Synod and members of Synod Office Boards and Committees, as indicated in the travel procedure document. Compliance is achieved through adherence to travel standard principles.

## Principles

The following principles detail the standards expected when undertaking travel at the cost of the Synod:

1. Travel for Synod purposes should be undertaken as economically and efficiently as possible. This, together with the principle of integrity, is reinforced by the UCA Qld Code of Conduct which places a clear obligation on all staff to exercise their position of trust on legitimate Synod travel only.
2. The possibility of utilising a video call application (e.g., Microsoft Teams) is to be considered as a viable alternative to travel where appropriate.
3. Official travel within Australia by Synod members is to be approved prior to travel by the appropriate group manager. For all official travel outside of Australia prior approval by the General Secretary is required. International travel is to be outsourced to an approved provider. Please liaise with management if you are unsatisfied with the quote that has been provided to you prior to your travel date.
4. Travel by a pool or organisational vehicle must be taken into consideration over air travel where possible. For instance, if travel by a pool or organisational vehicle is found to be the most affordable option then this mode of transportation should be utilised first (exceptions allowed contingent on circumstance). If an employee would rather opt for air travel, then they are to liaise with their line manager. **Note:** Use of a private vehicle for work related travel must be approved by the line manager prior to travel. A Travel Reimbursement Request Form 9-033 (obtained through Payroll) is to be completed and approved for payment of a kilometre allowance.
5. Travel on normal commercial airline services on official business are to be economy class.
6. Reason for travel must be included with the travel request for correct cost centre & activity chargeback.
7. Upgrades to business class air travel may be permitted in exceptional circumstance as determined by the General Secretary.
8. Synod members are permitted to use for private purposes any Frequent Flyer points accumulated through travel on Synod business. However, except for the Moderator and General Secretary, the Synod will not normally pay for membership of Frequent Flyer Schemes or corporate lounge memberships.



9. The Synod will reimburse or meet all reasonable costs of accommodation and meals as well as out of pocket expenses (e.g., taxis) when travelling on official Synod business.
10. All expenses must comply with the requirements of the Australian Taxation Office which (via Taxation Determinations, published annually by ATO). Allowable expenses and reasonable amounts that fall within the scope of this policy are listed in the Allowable Expenses Matrix. Where there is a legitimate need to exceed the maximum costs of the Matrix, prior approval must be sought from the General Secretary or an Executive Director.
11. Employees should question the reasonableness of an expense and should seek prior approval for any expenses that don't fit within the Allowable Expenses Matrix. Unreasonable or excessive expenses may be declined or require reimbursement by the employee.

## Related documents

A1.11.1 - Travel Procedure

A1.11.1.1 – Allowable Expenses Matrix

A1.11.2 - Synod Travel Request Form

Payment Reimbursement Request Form FIN003-052019

## Definitions

Term	Meaning
Synod	Means the work and activities of the Uniting Church in Australia performed within the bounds of the Queensland Synod office including the Trinity Theological College, Raymont Lodge Residential College Uniting Education Early Learning and the Alexandra Park Conference Centre.

## Revisions

Document number		A/1.11			
Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
1	24.10.2022	Executive Leadership Team	24.10.2022	Executive Director Shared Services	Corporate Governance Manager
Next scheduled review		23.10.2025			