



HUMAN HABITATS

Travel Policy

Administrative Policy

June 2025

Process Summary

Process Name: Travel Policy

Attributable to: All Staff

This policy outlines the requirements and procedures for work-related travel to ensure safety, cost-efficiency, and clarity for all employees. It applies to all staff travelling on behalf of Human Habitats.

General Principles

Travel must be approved in advance by the relevant manager or directors. When travelling, staff must ensure:

- Travel is necessary, cost-effective, and aligned with business objectives.
 - Remote alternatives (e.g. video conferencing) where appropriate.
-

Booking & Approval

All flight and accommodation bookings must be made through the Operations team to ensure consistency, approval tracking, and appropriate use of business accounts. A guide to the general rules that apply are below and Travel should be booked accordingly:

- Where competitive and practical, train travel should be selected over flights or car hire — particularly for short intercity or regional trips.
 - Travel including Airfares, accommodation, and car hire must be booked through the company's preferred travel provider or platform via the Operations team.
 - Economy class is the standard for all domestic and international flights, unless otherwise approved.
 - Employees may extend trips for personal reasons but must cover any additional costs.
 - If travelling to attend a remote or interstate office:
 - Staff must make all reasonable attempts to arrive by 9:00am local time.
 - Staff should be ready to work at the standard start of the day.
-

Flights

Staff must book the most direct and time-efficient route:

- Flexible fares may be used when there is a reasonable likelihood of changes (e.g. court appearances, panel hearings). Cheaper bookings should be prioritised where possible, and staff are expected to manage personal commitments to support this.
 - When travelling for work, flights should be booked early to secure the most cost-effective fare.
-

Accommodation

- Accommodation must be reasonably priced, safe, and close to the place of business.
- Premium accommodation requires prior approval.
- Staff may have a guest stay at their own expense, but Human Habitats will only cover the cost of a standard single occupancy room.
- Standard rooms only — upgrades, suites, or additional guests are not permitted unless pre-approved.



- Extras such as mini-bars, in-room movies, laundry, and personal services are not reimbursable.
- Whilst travelling Staff are expected to always act professionally and maintain a high standard of conduct, particularly in shared or public spaces.

Meals & Incidentals

Human Habitats will reimburse reasonable meal and incidental expenses incurred while travelling for work, in line with the daily limits set out below.

When Expenses Are Reimbursable

Staff may claim meals and incidentals when:

- They are travelling outside their home city
- They are required to stay overnight for work
- Work commitments (e.g. very early morning meetings) impact regular meal-times.

Note: Local travel does not qualify unless part of an overnight trip

Daily Reimbursement Limits

ITEM	LIMIT (AUD)
Breakfast	\$25
Lunch	\$35
Dinner	\$60
Incidentals	\$20

- *Only actual, itemised expenses will be reimbursed,*
 - *Alcohol, additional guest meals, and personal items are not reimbursable*
 - *Tax receipts are required for all claims*
-

Team Meals

Where a staff member covers meals for multiple employees (e.g. working dinners or group travel), one consolidated receipt and list of attendees is acceptable.

Payment & Reimbursement

Staff should use their business card for expenses. If staff must use their personal card they should submit claims through the standard reimbursement process.

All claims must be submitted within 10 business days of return.

Travel After Events

Staff should plan their travel schedules around work commitments and events to ensure efficiency and cost-effectiveness.

Booking Guidelines



-
- Return travel should be planned immediately after work commitments or events have concluded, unless there is a specific reason for extending the stay.
 - Where possible, return flights should be scheduled for the evening of the last event or the following morning — depending on timing, availability, and cost.
 - Staff are expected to return home as per the regular working day unless prior approval is given for an extended stay.
-

Accommodation

- If an event ends late or travel back home isn't feasible, accommodation for the night may be booked with prior approval.
 - The cost must remain within reasonable limits and meet the same standards as other accommodation policies (see Accommodation section).
-

Meal Expenses After Events

- If staff are required to stay beyond normal hours after an event, meal claims will be reimbursed in line with the usual Meals & Incidentals limits (see section: meals and incidentals).
-

Travel After Staff Functions

Human Habitats takes staff safety seriously, especially after work-related events that may involve alcohol consumption.

Reimbursement for Travel

Staff must use safe, approved transport (e.g. taxis or ride-share services like Uber) after work functions where alcohol is consumed and should not drive themselves.

- The company will reimburse reasonable transport costs incurred to get staff members home or to accommodation after work-related events, in line with the usual transport policy.
 - Prior approval should be sought for other forms of transport where taxis/ride-shares are not feasible.
-

WorkCover Considerations

- If an employee is injured while travelling home or to accommodation after an event, this will be covered by WorkCover if directly linked to the work event.
 - The company encourages safe and responsible travel after functions to avoid any incidents that may impact employee well-being or company liability.
-

Car Hire vs Private Vehicle Use

- Human Habitats strongly prefers the use of car share services — such as FlexiCar and GoGet — over private vehicle use.
- Car share services are typically cheaper, safer, and simpler to manage than private vehicle use.
- Staff should book car share services where possible for site visits, multi-stop meetings, or when public transport is not practical.
- Where it is efficient, staff are encouraged to book car share vehicles overnight — this often provides a marginally higher cost than returning the car same-day and can streamline travel logistics. However, this approach offers greater flexibility for staff, who may retain the vehicle overnight and return to the office the following morning. Staff are encouraged to check with the Operations team when booking to determine the most efficient and flexible option in each case.
- Private vehicle use is discouraged because it is more expensive for Human Habitats, presents a WorkCover risk, and adds unnecessary complexity.
- If private vehicle use is approved, staff will be reimbursed for kilometres at the ATO rate, with a log of travel details.



Travel Setup & Record-Keeping

- Staff must notify the Operations team in advance of any intended travel to confirm they are properly set up on car hire platforms (e.g. FlexiCar, GoGet) and Uber.
 - Accurate records of all travel bookings, expenses, and receipts must be maintained
 - Bookings must be made under Human Habitats' business profiles/accounts where available
-

Travel Safety & Insurance

- Staff must ensure that they have emergency contact information, insurance details, and any required documents (e.g. visas, ID) prior to departure.
 - High-risk travel (e.g. remote locations, natural disaster zones) requires prior approval from a Director.
 - If a medical incident or safety issue arises while travelling, staff must contact their Performance Group Manager, Personnel Director, or CEO or the Operations team as soon as possible.
 - International travel must be approved in advance and reviewed for health, visa, and insurance compliance.
-

Reimbursement Process

- Staff must submit expense claims via accounts/Xero.
 - All claims must include itemised tax receipts and a brief description of the business purpose.
 - Claims must be submitted within 10 business days of return from travel.
 - Claims without valid receipts or made outside the submission period may not be reimbursed unless approved by a Director. Claims made 6 mths outside of travel will not be reimbursed
 - Partial reimbursement may apply if limits are exceeded without approval or claims do not meet policy standards.
-

Cancellation Policy

- If a booking is cancelled due to project changes or unforeseen events, the company will absorb the cost, provided reasonable effort was made to book flexible or refundable options.
 - If an employee cancels travel for personal reasons, they may be responsible for covering unrecoverable costs unless otherwise approved.
 - Staff must notify the Operations team as early as possible in the event of any cancellation or change.
 - Credits or vouchers obtained from cancelled travel must be reused for business purposes.
 - Where staff change travel plans without valid business or personal reasons, they will be required to cover any additional or wasted costs. Blasé or casual changes to bookings will not be accepted as reasonable.
-

Special Travel Circumstances

- Staff with medical conditions, accessibility needs, or other special circumstances must raise these with their Performance Group Manager and the Operations team during travel planning.
 - Where extended travel requires family accompaniment, any additional costs must be covered privately.
 - Requests to travel to high-risk locations must be assessed and approved by a Director.
 - Any exceptions to standard travel rules will be reviewed on a case-by-case basis.
-

Carbon Offsetting or Sustainability Initiatives

- Breaches & Compliance



-
- Failure to comply with this policy may result in reimbursement being declined and/or internal disciplinary action.
 - Submitting falsified claims, misusing funds, or repeated late submissions will be escalated to a Director.
 - Human Habitats reserves the right to audit travel claims and enforce accountability measures where policy breaches occur.