

Basketball Australia Travel Policy



TRAVEL POLICY

BA LIMITED (t/a BASKETBALL AUSTRALIA) | ABN 57 072 484 998 | ACN 072 484 998

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Effective

Approved by the Basketball Australia Board on 12 December 2016 and is effective immediately.

This policy supersedes and replaces all previous BA policies in relation to travel and travel expenses.

Rationale

Basketball is a global sport, played by more than 200 nations around the globe. Basketball events take place across Australia and throughout the basketball world and Basketball Australia staff and teams need to travel accordingly.

Basketball Australia (BA) maintains that whilst travel is appropriate and necessary for many aspects of its operations, it holds that the safety of its personnel is paramount and will not endorse sending individuals or teams to participate in any environment which presents an unacceptable risk to the safety of our people. Basketball Australia acknowledges that the international security environment is challenging and dynamic and not without inherent risks.

BA also understands that both domestic and international travel come with expenses that are additional/different to those encountered in normal work life. BA seeks to clarify both the policy and process around the incurring and claiming of expenses that are incurred "on the road" in order to prevent the incurrence of unapproved or inappropriate expenditure.

Purpose

This policy seeks to clarify BA's position in relation to all aspects of domestic and international travel, from the reimbursement of out of pocket expenses, through to travel arrangements (including airfares and hotels), to security and risk management.

Policies

The following policy statements are included as appendices to this Travel Policy:

- Travel Framework & Expenditure Limits
- Director Travel
- High Performance Team Travel
- League – WNBL & SEABL
- League Travel – Wheelchair League Travel
- Security & Risk Management

Policy Statements (Summary)

- BA does not provide per-diems for any individual travelling on its behalf.
- BA will allow/reimburse up to \$50 per day for breakfast, lunch and dinner when travelling domestically.
- BA's default domestic airline is QANTAS (QF) and internationally is QF's partner airlines.
- BA's financial responsibility for Director's travel begins and ends at the Director's home or office.
- All international travel must be approved by, at least, the CEO and in some circumstances by the BA Board.

Method of Booking

With the exception of travel to/from National Championships (which, until 30 June 2017, is booked through Rising Stars), unless it is impractical to do so, all staff are required to book their domestic, Trans-Tasman and international travel using AeTM Online Booking Tool, supplied by QBT.

All other travel must be booked through BA's travel management company QBT offline team contact details are as follows:

Phone: 1300 651 757

Email: tobeconfirmed@qbt.com.au

Using QBT ensures that we are able to:

- Access to our negotiated rates and QBT specific rates
- Track travellers in the event of an emergency
- Manage all outstanding Ticket Credits
- Report on all BA travel which helps us negotiate better fares and rates

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APPENDIX 1: Policy Statement – Travel Framework & Expenditure Limits

All BA travel (flights, accommodation & rental vehicles) must be booked through an approved corporate travel partner (as advised by the CFO or GM Community & Stakeholder Relations).

BA does not provide a set per-diem/honorarium/living allowance for any individual travelling on behalf of BA, but may provide a set match or activity payment in certain situations that have been collectively negotiated (such as WNBL referees and/or Boomers & Opals athletes).

This policy statement covers all activities associated with sport/business travel for and on behalf of BA. The policy applies to and binds all staff, athletes, officials, volunteers (including Directors), interns and honorarium recipients. This policy does not apply in situations where an individual receives a set match or activity payment (such as WNBL referees and/or Boomers & Opals athletes).

BA requires that individuals travelling in the course of their sporting and business objectives:

- a) exercise at least the same level of care in incurring business expenses as a normal person travelling for personal reasons; and
- b) incurs their travel arrangements/expenses so as to ensure the best possible value to BA.

BA will not meet the costs of any of the following expenses:

- fines or penalties (eg. speeding/parking, damage to rooms or equipment)
- tips (unless considered normal in the country in which the expense is incurred)
- laundry and/or dry-cleaning (with the exception of BA uniform items)
- alcohol consumed in a non-meal setting

The following table provides details of permitted expenses for approved BA travel:

Expenditure Type	Policy
Airfares	<p>All domestic travel must be approved by a General Manager.</p> <p>BA's default airlines are QANTAS (QF) and Jetstar (JQ) and their international affiliates.</p> <p>QF/JQ flights should be booked in all cases (with price being the primary selection criteria), unless there is an available fare that is at least 15% less expensive and arrives within 30 minutes of the preferred QF arrival time and allows the individual to meet their commitments.</p> <p>Unless previously approved by the CEO, CFO or GM-HP, bookings are to be made using the lowest available fare-type (which is generally non-flexible).</p> <p>International flights in excess of four hours can be booked in 'premium economy' (or similar) or in business class if the available fare is no more than 20% more expensive than the equivalent 'premium economy' ticket.</p> <p>Team travel should be booked on a schedule that best suits match preparation. If there are a number of carriers flying the same/similar route on the same/similar schedule, team travel should utilise QF or a partner airline unless a 20% less expensive option is available.</p> <p>Where, after consultation, BA has booked travel for an individual and the individual subsequently chooses to change their itinerary, that individual may be personally responsible for any additional charges incurred (at BA's discretion).</p> <p>All travel should be booked as far in advance as is reasonable and practical so as to access the most heavily discounted airfares.</p>
Accommodation	<p>With the exception of the AIS Residences in Canberra, accommodation should be at least 3.5-star quality for all travellers.</p> <p>Accommodation should be as close as practical to the event/venue to reduce additional ground travel time and expense.</p> <p>Luxury items (such as in-house movies, massages and mini-bar drinks) are not to be incurred on BA's behalf. These are personal items and should be paid for by the individual as such.</p> <p>The style of accommodation (e.g. residences, hotel, apartment, B&B) is at the discretion of the individual traveller or group travel arranger but should, where possible, be in accordance with any exclusive service provision agreements that exist.</p>

Expenditure Type	Policy
Ground Transportation	<p>Ground transportation is at the discretion of the individual traveller or group travel arranger, but those selections are expected to be made with a view to being the most efficient and cost-effective option for BA.</p> <p>Rental cars, taxis and Uber-style ride-share vehicles are all acceptable ground transport options.</p> <p>All car rental bookings must either be made through AeTM or QBT. They should NOT be made directly with the car rental provider.</p> <p>Cars must be rented using the most cost effective rates that meet the driver's needs. Any deviations to this must be approved by your General Manager.</p> <p>Employees must refuel rental cars prior to returning to the car rental company.</p> <p>BA use of personal vehicles will be reimbursed in accordance with the rate stipulated in the Sporting Organisations Award (SOA), but only for mileage above that would be driven on a normal business day getting to/from the employee's normal place of work (i.e. "excess mileage").</p> <p>In relation to travel to/from their local airport, staff are permitted to claim/incur the less expensive of the following:</p> <ul style="list-style-type: none"> • return taxi / ride-share fares, or • parking (up to \$60 per day) & excess mileage at the SOA rate. <p>Staff are not expected to stay in off-site and/or long-term parking lots, except for extended trips and always subject to the rules above.</p> <p>Parking should be booked in advance, where possible, to secure the lowest available rates.</p> <p>Where possible and if applicable, ground transportation arrangements must be in accordance with any exclusive service provision agreements that exist.</p>

Expenditure Type	Policy
Meals	<p>BA does not provide a set per-diem/honorarium/living allowance.</p> <p>When travelling domestically, BA staff are entitled to spend up to A\$50 (incl. GST) per 24 hours which should cover breakfast, lunch and dinner (including drinks) whilst travelling. Where a shared meal (such as a meeting/function dinner) is provided by BA, the daily cap on spending is reduced by \$25 in each occasion.</p> <p>When travelling overseas, the daily expenditure limit will be adjusted according to the local cost of living and exchange rate on a case by case basis, but must be in accordance with the approved budget for the trip/tour.</p> <p>These expenses are to be either charged to a BA credit card, or claimed through the normal expense claim process and then approved by the appropriate level of management and supported with invoices and/or receipts.</p> <p>Snacks and non-meal drinks (such as coffee) are not claimable expenses unless they are part of a business meeting. These items are considered personal expenses regardless of whether the individual is travelling or not.</p>
Other Items	<p>Where travellers are not provided with a BA phone or Wi-Fi device, internet access fees of up to \$30 (incl. GST) per 24 hours can be claimed through the normal expense claim mechanisms.</p>

APPENDIX 2: Policy Statement – Director Travel

BA will be responsible for travel costs of flights, accommodation, ground transport and meals whilst a Director is travelling for or on behalf of BA in their role as Director. BA's financial responsibility will commence at the individual's home or office, whichever is more convenient for the Director. If a Director takes additional (personal) time whilst travelling for BA, they will be responsible for costs incurred during that time. Directors can use personal 'frequent flyer points' to upgrade their travel but do so at their own expense.

Consistent with the policy for all employees, Directors are expected to exercise financial prudence when making travel arrangements on behalf of Basketball Australia.

Flights – All domestic flights are to be booked in economy class, consistent with the broader travel policy requirements. International flights in excess of four hours will be booked in 'premium economy' (or similar) or in business class if no more than 20% more expensive than the equivalent 'premium economy' ticket.

Flights will be booked through the corporate head office through the corporate travel agency.

Accommodation – Room & breakfast will be sourced and booked through the corporate head office of BA and will be of a standard consistent with that defined in this policy. Private incidentals incurred at the accommodation (such as mini bar, telephone calls, videos, laundry) are to be paid by the Director.

Taxis & Ground Transport – Taxis taken for use during travel on BA business will be reimbursed by BA on completion of an Expense Claim form with relevant receipts attached. If economical, a hire car can be utilised instead of taxis which will be booked through the corporate head office through the corporate travel agency. Mileage and parking will also be reimbursed as necessary, consistent with the policy for staff and volunteers.

Meals – Directors will be provided with, or will be entitled to claim the expense of, all meals whilst travelling in their role as a Director of BA. Directors are encouraged to be mindful of the policy position defined in this document when considering dining options at BA's expense.

APPENDIX 3: Policy Statement – High Performance Team Travel

To be developed (in conjunction with the Australian Basketballers Association).

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APPENDIX 4: Policy Statement – WNBL & SEABL Travel

Changes

The league (BA) will pay for last minute and unavoidable changes (such as injury) to teams due to injuries that occur within 7 business days of the scheduled departure.

This includes the name change fee, be it with Qantas which is \$88.00, or Jetstar which is \$80.00.

Costs associated with changes due to personal reasons are to be paid by the club and will not be paid by the league (BA).

When making these changes due to personal reasons, QBT need to ask for a credit card for payment

While there is a level of honesty expected from clubs to be upfront about the reason behind a flight change, these bookings will be regularly policed by both the league and QBT to ensure there is no confusion.

Exit Row Seating

The league (BA) will pay for four emergency exit row seats on trips to and from Perth, and four emergency exit row seats on all Jetstar flights.

Any further emergency exit row seats over this amount will be at the cost of the club.

All other routes with Qantas have unlimited requests for emergency exit row seats, but are subject to availability.

APPENDIX 5: Policy Statement – Wheelchair League Travel

To be developed.

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APPENDIX 6: Policy Statement – Security & Risk Management

BA will at all times and under all circumstances ensure that the safety and well-being of athletes, coaches, officials, volunteers and employees is the primary consideration when determining whether travel, especially international travel, is approved and undertaken.

All international travel must be approved by, at least, the CEO and in some circumstances by the BA Board.

Even after travel approval has been granted, it may be revoked or reconsidered by the CEO or Board if, at any stage, there is a change in the conditions in the destination country/countries that would have impacted on the original approval decision had it been the case or had it been known at the time of the original approval.

All BA athletes, coaches, officials, volunteers and employees will support the policy and comply with the approval process and the resultant decision/outcome, include any subsequent changes to the decision/outcome.

In team travel situations, individuals will be briefed as early as possible prior to the scheduled travel of any potential security/safety risks. In all situations, it will remain at the discretion of each individual within the team to opt-out, without fear of consequences, for reasons of personal safety. Should such a decision be made by an individual, there will be no negative impact on that individual in relation to future opportunities, employment or team selection.

Assessment

Prior to accepting an international travel invitation or making any international travel arrangements, the responsible manager must assess the following conditions:

- a) whether the tour/travel is covered by BA's corporate travel insurance policy, or that adequate individual travel insurance is in place for those planning to travel internationally,
- b) the Alert Level (as defined by the Department of Foreign Affairs and Trade, DFAT) for all countries and regions, as identified on the "Smartraveller" website (<http://smartraveller.gov.au/countries/>),
- c) circumstances in relation to any of the following:
 - i. health
 - ii. terrorism
 - iii. civil unrest and/or political tension
 - iv. crime
 - v. environment
 - vi. transportation safety
 - vii. natural disasters, weather and climate
 - viii. ease of exit

Resources

The following resources will be useful in making this assessment:

- Australian Government / DFAT
<http://smartraveller.gov.au>
- Australian Government / Department of Health
<http://www.health.gov.au/internet/main/publishing.nsf/Content/Health+Warnings-1>
- World Health Organisation
<http://www.who.int/en/>
- Centres for Disease Control (USA)
<http://wwwnc.cdc.gov/travel>
- Control Risks
<https://www.controlrisks.com/>

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DFAT

DFAT provides travel advisories across four different levels. The level of advice for a specific country (or region in some cases) reflects the Australian Government's assessment of the security situation in the destination and is designed to help travellers' assess the level of risk that they would face in that location.

Dependant on other, non-security, information (such as health, environment & natural disasters) BA's approval of international travel is likely to be as follows, except in extraordinary circumstances:

Advisory Level	Description	BA's Likely Response
Level 1 (Green)	Exercise Normal Safety Precautions	Travel is highly likely to be approved by the CEO.
Level 2 (Yellow)	Exercise a High Degree of Caution	Travel can be approved by the CEO if appropriate risk mitigation measures are in place.
Level 3 (Orange)	Reconsider Your Need to Travel	Travel cannot be approved by the CEO and will only be approved by the Board if deemed "mission critical" and supported by appropriate security measures.
Level 4 (Red)	Do Not Travel	Travel will not be authorised.

Approval

The responsible manager must present their findings, along with a recommendation, to the CEO for consideration.

The CEO will approve or reject the travel request, or escalate the request to the BA Board if necessary, based on the information received from the responsible manager. The CEO will advise the responsible manager of his/her decision by email, including (if the trip is approved) emergency contact details for himself/herself and a relevant back-up executive contact as well as international contact details of BA's travel insurance provider.

Registration

Individual travellers, tour leaders and team managers of each travelling team/party should subscribe to Smart Traveller to receive email notification if/when the travel advice for the selected destination(s) is updated by DFAT.

All individuals travelling internationally on behalf of BA should register their travel plans on the Smart Traveller website so that the Australian Government can contact each traveller should an emergency situation arise in the destination country/region/

National teams should also register their travel with the most appropriate Australian Embassy or Consulate. Embassy staff welcome the opportunity to support touring Australian supporting teams and stand ready to provide consular assistance as required.