



Anglican Church of Australia

General Synod

General Synod Domestic Travel Policy¹

Applicable for travel on or after 1 December 2016.

Preamble

The Domestic Travel Policy of the General Synod must balance the travel requirements of office holders, employees and volunteers with financial prudence. The policy must acknowledge and respect the contributions made by persons engaged in General Synod business whilst prudently managing expenditure.

Application of Policy

The Domestic Travel Policy of the General Synod applies to official travel within Australia by a General Synod business traveller (“traveller”) on behalf of the Anglican Church of Australia. A General Synod business traveller may be an office holder, employee or volunteer.

The General Synod is responsible for the costs associated with travel by the Primate on primatial business, by employees on official business and by volunteer members of Committees, Commissions, Task Forces and Working Groups, and others as approved, to attend meetings and activities associated with the General Synod.

This policy does not apply to travel arrangements for diocesan and other representatives attending the triennial General Synod meetings.

Basic Principles

- A traveller will not be reimbursed for travel or accommodation costs for meetings in their home town with the exception of residential conferences. Travellers may seek reimbursement for public transport, taxi fares and parking fees related to attending meeting in their home town.
- The preferred process of organising all travel arrangements is via the General Synod’s travel partner, Corporate Traveller. This provides competitive fare comparison and the consolidation of billing arrangements to the General Synod Office.
- All references to air travel in this domestic travel policy refer to economy class air travel.
- Reimbursement of accommodation and travel costs (with the exception of motor vehicle travel) will require a tax invoice.
- Reimbursement of motor vehicle travel will require a declaration by the traveller.
- Chairs of Commissions, Task Forces, Working Groups and Committees are encouraged to organise meetings via teleconference where possible and at times which limit the requirement for overnight accommodation

¹ As approved by the General Synod Standing Committee, November 2016 (SC2016/2/10).

Travel

A. Air Travel

Air travel is the preferred option for travel for distances greater than 250 kilometres.

The preferred process of organising air travel is through the General Synod's travel partner, Corporate Traveller. Booking requests may be submitted by phone or email. (See Key Contacts at the end of this policy). Persons travelling frequently can be provided with access to online booking arranged through the General Synod Office.

Where a traveller books their own air travel directly, reimbursements will be capped at a rate equivalent to the 'best fare' across all airlines for the travel times as calculated by Corporate Traveller.

B. Motor Vehicle Travel

Motor vehicle travel costs will be reimbursed at the rate established from time to time by the Australian Tax Office for vehicles with ordinary engines with a capacity of 1,600 cc or less. At June 2016 that rate is \$0.66 per kilometre.

The overall motor vehicle travel reimbursement will be capped at the 'best fare' available for equivalent flights.

C. Car Rental

Car rental costs can be charged to General Synod where it is more cost effective than alternative travel options. Travellers should apply the car rental excess waiver available through the General Synod's Business Travel Insurance. (See Appendix 2).

D. Intercity Train, Intercity Coach And Inter-island Ferry Travel

When a traveller is required to travel by intercity train, intercity coach or inter-island ferry to attend a meeting the full cost of the ticket shall be reimbursed.

E. Transfers to and from Airports

Travellers are encouraged to take the most cost effective and time effective transport choices between airports and meetings. This may be public transport, taxi or rental car. Travellers will be reimbursed the full cost of transfers and are encouraged, if travelling by taxi or rental car, to travel with others engaged in the same General Synod business activity.

Accommodation

Accommodation costs can be charged to the General Synod when the traveller has a clear need to be away from home overnight. This may be due to:

- a) A meeting that takes place over several days;
- b) A meeting that commences at a time that would make it impractical for the traveller to arrive on the day of the meeting;
- c) A meeting that is expected to conclude at a time that would make it impractical for the traveller to travel home on the day of the meeting;
- d) Travel connections for the traveller leaving no other viable alternative or
- e) Health or disability issues impacting on the traveller's ability undertake return travel on the same day.

Recognising that accommodation costs vary in different places the rate of reimbursement will be capped at the rate determined from time to time by the Australian Tax Office (ATO) in *Reasonable Amounts for Domestic Travel Allowance Expenses Tables 1 - 5*.²

The rates applicable in the current version of this policy are based on the ATO's determination TD2016/13.

For capital cities for 2016/2017 that rate is based on Table 2 (mid level):

Place	Accommodation \$
Adelaide	208
Brisbane	257
Canberra	223
Darwin	287
Hobart	176
Melbourne	228
Perth	245
Sydney	246
High cost country centres	See Table 4 (Appendix 1)
Tier 2 country centres (see Table 5)	152
Other country centres	134

The rates for other centres are included in Table 4 and Table 5 (*see Appendix 1 attached*).

The preferred process for booking accommodation is via the General Synod's travel partner, Corporate Traveller.

Where a traveller books their own accommodation directly, reimbursement will be capped at the rates listed in accordance with the ATO determinations.

Changes in Accommodation Rates

Any changes in accommodation rates will be confirmed by reference to revised ATO determinations and be published on the website www.anglican.org.au and will apply from the date of the published update.

Meals

Travellers shall be reimbursed for meals up to a value of \$80.00 per day on the presentation of tax invoices. It is acceptable to present a tax invoice of a higher amount and indicate the proportion for reimbursement when a meal has been shared with others

² Australian Taxation Office TD2016/13:
<https://www.ato.gov.au/law/view/pdf/pbr/td2016-013.pdf>

Accompanying spouse travel

Generally the costs associated with travel by a spouse, accompanying a traveller on official business, are the responsibility of the traveller.

However, costs of travel by the Primate's spouse may be charged to the General Synod when both the Primate and spouse have been invited to represent the Anglican Church of Australia at significant events. The policy can be applied to the accompanying spouse of a person delegated to represent the Primate at events that meet this criteria.

Discretion

The General Secretary or the Finance and Operations Manager may show discretion in the application of this Policy in circumstances where a traveller is unable to comply due to external influences – e.g. high accommodation costs linked to market demand.

Insurance

All travellers on official General Synod business are automatically covered by travel insurance arrangements through the Anglican National Insurance Program.

A copy of the policy cover is provided at Appendix 2. This insurance applies “where the journey involves a flight or overnight stay”.

Voluntary Workers insurance may be applicable if an overnight stay or air travel is not involved - e.g. travelling to attend a meeting in Sydney by train or car. More information can be provided by the General Synod Office.

Reporting

Reports on expenditure against the budget for meeting expenses and domestic travel are provided as part of regular financial reporting to Standing Committee.

APPENDIX 1

Table 4: High cost country centres - accommodation expenses

Country centre	\$	Country centre	\$
Albany (WA)	179	Jabiru (NT)	200
Alice Springs (NT)	150	Kalgoorlie (WA)	159
Bordertown (SA)	135	Karratha (WA)	300
Bourke (NSW)	165	Katherine (NT)	134
Bright (VIC)	152	Kingaroy (QLD)	134
Broome (WA)	260	Kununurra (WA)	202
Bunbury (WA)	155	Mackay (QLD)	161
Burnie (TAS)	160	Maitland (NSW)	152
Cairns (QLD)	153	Mount Isa (QLD)	160
Carnarvon (WA)	151	Mudgee (NSW)	135
Castlemaine (VIC)	146	Newcastle (NSW)	165
Chinchilla (QLD)	143	Newman (WA)	195
Christmas Island (WA)	180	Norfolk Island (NSW)	329
Cocos (Keeling) Islands (WA)	285	Northam (WA)	163
Colac (VIC)	138	Orange (NSW)	155
Dalby (QLD)	150	Port Hedland (WA)	260
Dampier (WA)	175	Port Lincoln (SA)	170
Derby (WA)	190	Port Macquarie (NSW)	140
Devonport (TAS)	145	Port Pirie (SA)	150
Emerald (QLD)	156	Roma (QLD)	139
Esperance (WA)	141	Thursday Island (QLD)	200
Exmouth (WA)	255	Townsville	143
Geraldton (WA)	175	Wagga Wagga (NSW)	144
Gladstone (QLD)	187	Weipa (QLD)	138
Gold Coast (QLD)	200	Whyalla (SA)	163
Gosford (NSW)	140	Wilpena Pound (SA)	167
Halls Creek (WA)	199	Wollongong (NSW)	136
Hervey Bay (QLD)	157	Wonthaggi (VIC)	138
Horn Island (QLD)	200	Yulara (NT)	300

Table 5: Tier 2 Country Centres

Country centre	Country centre
Albury (NSW)	Kadina (SA)
Ararat (VIC)	Launceston (TAS)
Armidale (NSW)	Lismore (NSW)
Ayr (QLD)	Mildura (VIC)
Bairnsdale (VIC)	Mount Gambier (SA)
Ballarat (VIC)	Muswellbrook (NSW)
Bathurst (NSW)	Naracoorte (SA)
Bega (NSW)	Nowra (NSW)
Benalla (VIC)	Port Augusta (SA)
Bendigo (VIC)	Portland (VIC)
Broken Hill (NSW)	Queenstown (TAS)
Bundaberg (QLD)	Renmark (SA)
Ceduna (SA)	Rockhampton (QLD)
Charters Towers (QLD)	Sale (VIC)
Coffs Harbour (NSW)	Seymour (VIC)
Cooma (NSW)	Shepparton (VIC)
Dubbo (NSW)	Swan Hill (VIC)
Echuca (VIC)	Tamworth (NSW)
Geelong (VIC)	Tennant Creek (NT)
Goulburn (NSW)	Toowoomba (QLD)
Griffith (NSW)	Townsville (QLD)
Gunnedah (NSW)	Tumut (NSW)
Hamilton (VIC)	Wangaratta (VIC)
Horsham (VIC)	Warrnambool (VIC)
Innisfail (QLD)	Wodonga (VIC)

APPENDIX 2

BUSINESS TRAVEL INSURANCE

Covers persons travelling on official business for the Anglican Church of Australia, as authorised by the General Synod, with cover set out as follows:

Insured:	All Office holders, Employees and Volunteers including accompanying: spouses and dependent children
Journey:	Any authorised overseas, interstate, or intrastate business travel where the journey involves a flight or overnight stay; (includes overseas part of authorised study leave including associated holiday travel commencing from residence or place of business – whichever is the last point of departure - and continuing on a 24 hours basis until return to residence or place of business, whichever is the first point of arrival. The maximum duration of any one trip shall be 180 days; except each study leave trip is limited to 90 days.
Holiday Travel:	Incidental holiday travel is covered if it does not exceed 60% of the total travel.
Flights on Chartered Aircraft / Chartered Helicopters require prior approval from the Insurer and will attract an additional premium.	
Accidental Death Benefit:	Annual salary x 5 to a maximum of \$500,000; accompanying: spouses / partners \$250,000; dependent children \$20,000.
Accident & Sickness	Temporary Total Disability - \$600 per week not exceeding 100% of
Weekly Benefits:	earnings for 156 weeks subject to first 14 days excluded.
Medical Expenses:	Unlimited outside Australia (no cover within Australia)
Surgical Expenses:	\$10,000
Dental Expenses:	\$2,000
Funeral Expenses:	\$20,000
Loss of Deposits:	\$20,000
Baggage & Electronic Equipment:	\$20,000 (limit \$5,000 per item) *Electronic equipment is subject to an excess of \$250 per claim and is not insured whilst travelling by aircraft, bus or waterborne vessel unless it is carried as cabin luggage.
Money & Travel Docs:	\$4,000
Kidnap & Ransom:	\$250,000
Search & Rescue:	\$20,000
Political Evacuation:	\$20,000 per person
Alternative Employee:	\$10,000
Missed Transport:	\$5,000
Home / Car Modification Expenses:	\$10,000
Rental Vehicle Excess Waiver:	\$5,000

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Key Contacts (December 2016)

TRAVEL AGENT

Corporate Traveller

Ms Samantha Glavina
Travel Manager
Level 16, 100 Miller Street
North Sydney NSW 2060
Phone: 02 9156 7220
Fax: 02 8121 2059
Email: samantha.glavina@corporatetraveller.com.au

GENERAL SYNOD OFFICE

Claims

Mrs Renee Tudehope
Accountant
Suite 4, Level 5
189 Kent Street
Sydney NSW 2000
Phone: 02 8267 2702
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Email: renee.tudehope@anglican.org.au

Policy

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