

3.3 Guiding principles - Travel and accommodation

Scope

These guiding principles assist Special Purpose Vehicles (SPV) with the development of a policy for employee and director travel, accommodation and inherent entitlements.

Overarching principles

An SPV should have a Board approved policy and procedures for the approval and procurement of acceptable expenses for business related travel and accommodation. These should articulate the SPV's commitment to ensure that travel and accommodation expenses are incurred in a consistent and appropriate manner.

Principles that should be considered include, but are not limited to, the following:

- decision to go / not go: based on the purpose; objectives and consequence of not travelling; the benefit to the business; security risk and cost estimate
- delegation to approve: avoid conflict of duties; delegate has appropriate knowledge, skills and position; delegate understands and accepts the delegated authority; and additional approvals for travel overseas
- achieving value for money: consider cost related and non-cost items ensuring overall value for money in purchasing decisions. Guiding principles for procurement are provided in 3_1_GP Procurement
- Acceptable expenses: claimable expenses must be directly business related and meal costs are within destination's average pricing.

Guiding principles for delegations are provided in 1_11_GP Delegations.

Additional considerations

- Membership to airline lounges
- Frequent Flyer schemes
- Conditions for accompanying persons.

Relationship to other policies and procedures

- Taxis (Cabcharge vouchers)
- Company credit cards
- Entertainment
- Motor vehicle hire.

More information

For more information, please visit www.dip.qld.gov.au or email SPV@dip.qld.gov.au.

Queensland Government travel guidelines and Air Travel Policy are available at www.opsc.qld.gov.au