

# Policy

(Board Approved)

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## Business Required Travel

Document Number – GOV-POL-31

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## 1. Policy Statement

This Policy facilitates business-required travel and ensures that the cost of any travel is reasonable by community standards and is able to withstand public scrutiny.

All Business-required travel undertaken by our people must:

1. advance the achievement of Stanwell Corporation Limited's (Stanwell) strategic objectives;
2. be undertaken only after exploring alternatives to travel (for example, video and telephone conferencing);
3. be undertaken at the most advantageous price and service level;
4. be discussed with your line manager prior to the submission of a business-required travel request; and
5. be arranged through Stanwell's Travel Administration Team.

## 2. Scope

This Policy applies to Stanwell's directors, employees and to all fixed term contractors working for or at Stanwell (our people).

## 3. Purpose

This Policy establishes a common understanding of the correct and appropriate circumstances under which our people can organise and undertake business-required travel.

## 4. Content

### 4.1. Air Travel

Our people will travel economy class at the best fare of the day. Business class travel may be approved in certain specific circumstances. An example of this is, a flight that is longer than four hours in duration.

International business-required travel will only be undertaken when there is a clear demonstrable business case for the travel, and it contributes to the advancement of Stanwell's strategic objectives.

Directors may only undertake international travel if they represent the Chair or hold expertise in a particular field that relates to the business purpose of the visit.

### 4.2. Frequent Flyer Schemes

Stanwell will not pay the membership fee for a frequent flyer program.

Points accrued while undertaking business-required travel can be redeemed for personal benefit.

#### 4.3. Airline Club Memberships

Stanwell may fund airline club membership for our people where there is a demonstrated requirement for frequent business-required travel or to cater for special circumstances such as a disability.

*For more detailed information about the requirements for air travel, see the Business-required Travel Procedure.*

#### 4.4. Accompanying Persons

Stanwell will not pay the travel expenses of a person accompanying our people on business-required travel.

#### 4.5. Personal Travel

The arrangements put in place by the Queensland Government Chief Procurement Office (QGCPO) permit Stanwell to use the rates that have been negotiated with the designated contracted travel management company, only for the purpose of business-required travel.

This means that our people cannot access these rates for their personal travel arrangements.

#### 4.6. Business-required Travel Accommodation

Accommodation while travelling should provide a safe and secure environment, be convenient to the place of work and provide value for money.

The corporate standard is a single room with private facilities in a moderately priced business class hotel or motel.

#### 4.7. Business-required Travel Expenses

Business-required travel expenses must be reasonable by community standards and be able to withstand public scrutiny.

Prescribed limits apply to the provision of meals and other reimbursable expenses.

In circumstances where the cost of business-required travel expenditure exceeds the limits set out in the business-required travel procedure, our people will be required to contribute personal funds so that the total cost of the expenditure remains within the prescribed limits.

*For more detailed information about the prescribed limits for travel expenses, see the Business-required Travel Procedure.*

#### 4.8. Business-required Taxi Use

Taxis (including Ubers or a similarly legal compliant entity that provide ride sharing services) may be used for local journeys for Stanwell business-required travel, including travel to and from an airport or to attend meetings and courses.

*For more detailed information about the appropriate use of taxis, see the Business-required Travel Procedure.*

#### 4.9. Business-required Motor Vehicle Use

Our people must observe all traffic laws while undertaking business-required travel and will be personally liable for any breaches of those laws (including parking and speeding offences).

Our people must hold a current and appropriate (to the vehicle) driver licence for the State of Queensland or other suitable jurisdiction when driving a vehicle on business-required travel.

### **Hire Vehicle**

A hire vehicle will be of a suitable size for the purpose the vehicle is required. For travelling long distances, the corporate standard is a full-sized sedan 'D' or 'E' class vehicle.

### **Private vehicle**

With the prior approval of their supervisor or manager, our people can elect to use their private vehicle for business-required travel.

### **Kilometric allowances**

Our people can claim an allowance from Stanwell based on the Australian Taxation Office cents per kilometre rates if they use their private vehicle for business-required travel.

*For more detailed information about motor vehicle use, see the Business-required Travel Procedure.*

## **4.10. Booking Process**

All travel quotations or bookings associated with business-required travel must be sourced/made by the Travel Administration Team through the Stanwell designated contracted travel management company.

Stanwell will not guarantee the payment of invoices or reimbursement for any travel and related services booked or arranged through other (non-contracted) travel management companies or booked directly with airlines.

Travellers are required to discuss their proposed business-required domestic travel arrangements with their line manager prior to submission of a travel request.

Approval of all international business-required travel must be obtained in accordance with the Business-required Travel Procedure, prior to the submission of the travel request.

*For more detailed information about how to book and receive approval for travel arrangements, see the Business-required Travel Procedure.*

## **4.11. Reporting**

As required, Stanwell will report to its shareholding Ministers (or their representatives) about the business-required travel activities of its people as required. International travel is required to be recorded in the Quarterly Report to shareholding Ministers.

## **4.12. Insurance**

Stanwell's Corporate Travel Policy provides coverage to our people when they undertake business-required travel. Some insurance policy exclusions apply and for details of these, please contact Stanwell's Insurance Specialist.

## **4.13. Health and Safety – duty of care**

Stanwell's primary responsibility is to protect the safety and well-being of our people when they undertake business-required travel.

The CEO may, where the safety of our people is at risk, impose a complete business-required travel ban to certain countries/regions and may require our people in those regions to return home.

Stanwell has a duty of care to ensure that it knows the whereabouts of its people (who are travelling for business purposes) so that it can contact and provide assistance to our people and their associates in the event of an emergency or incident.

Our people shall exercise their professional judgement in determining the frequency of updates to Stanwell when their business-required travel itinerary varies.

*For more detailed information, see the Business-required Travel Procedure.*

## 5. Responsibilities and Authorities

**Our people must:**

- (a) ensure that business-required travel advances the achievement of Stanwell's strategic objectives;
- (b) undertake business-required travel only after exploring alternatives to travel (for example video and telephone conferencing);
- (c) keep business-required travel expenses reasonable and within the prescribed limits;
- (d) exercise their professional judgement in determining the frequency of updates to Stanwell when their business-required travel itinerary varies;
- (e) discuss their proposed business-required travel arrangements with their line manager prior to submitting a travel request;
- (f) comply with this business-required travel policy and business-required travel procedure; and
- (g) notify their line manager if they do not understand any part of the business-required travel policy and/or procedure.

**Managers and supervisors must:**

- (a) make sure their employees and contractors know about this business-required travel policy and procedure;;
- (b) respond to requests for approval of business-required travel expenses in a timely manner; and
- (c) discuss business-required travel arrangements with your team members.

**The Travel Administration Team must:**

- (a) manage the process for arranging bookings and quotations for business-required travel through Stanwell's contracted travel management company;
- (b) as required, provide reports on Stanwell's business-required travel activities;
- (c) periodically review and reconcile the individual travel expenses of our people against prescribed limits;
- (d) from time to time review the business-required travel policy and procedure for appropriateness as Stanwell's circumstances change; and
- (e) give advice, guidance and assistance about the business-required travel policy and procedure.

The **Executive Leadership Team** members must comply with the business-required travel policy and procedure and make sure that the policy and procedures are followed.

The **Stanwell Board** has ultimate accountability for the Business-required Travel Policy.

## 6. Review and Consultation (Prior to Approval)

Review and consultation is to take place with the Executive Leadership Team.

This Document is required to be reviewed, as a minimum, every 2 years.

## 7. Communication Plan (After Approval)

This policy is available electronically in Content Manager and is available on GenNet.

## 8. Definitions

Stanwell	Stanwell Corporation Limited
Accompanying person	Means a person travelling with an employee, Director or contractor on business-required travel, for example a partner, relative or friend.
Business-required travel	Means travel approved for Stanwell business purposes.

## 9. References (Including Records Management)

- GOV-POL-21 - Board Delegation of Authority Policy
- FNC-MAN-FIN-01 - CEO Manual of Authority
- GOV-POL-30 - Code of Conduct – the way we work at Stanwell
- Business-required Travel Procedure

## 10. Revision History

Rev. No.	Rev. Date	Revision Description	Author	Approved By
0	12.02.2012	Revision including lounge memberships, entitlements and benefits, replacing Legacy Stanwell documentation 761571, GOV-POL-09	K Gardiner / J McDonald	Board
1	16.06.2014	Substantial revisions to form and content of the Policy	P Sainsbury/ K Buckley	Board
2	12.07.2016	Minor amendments made as a result of biennial review	P Sainsbury/ K Buckley	Board
3	8.05.2018	Revision made to domestic approval process	P Sainsbury/ K Buckley	Board
4	20.05.2020	No material changes required at this review.	P Sainsbury / K Buckley	Board
5	05.05.2022	Minor amendments.	K Scotney / K Buckley	Board