

1. Purpose

Domestic and international travel will be required in the course of DMTC business. This policy specifies when and how travel may be undertaken.

2. Policy Scope/Coverage

This policy applies to all DMTC employees and officers where the DMTC will be funding the travel. The policy applies to DMTC partners in respect to international travel connected with DMTC research activity.

This policy does not apply to travel undertaken for the relocation of employees and their families.

3. Policy Statement

3.1. Policy Overview

DMTC will meet all reasonable travel expenses for personnel undertaking DMTC business when the travel has been approved.

3.2. Travel Purpose

Travel is to be for official business purposes, and must make a contribution towards the strategic and/or operational goals of the DMTC. Travel should only be undertaken where there is a specific need, and all alternatives for interaction (e.g. conference calls, videoconferencing, web-meeting etc.) have first been explored.

Travel should be booked through the CEO's delegate.

3.3. Domestic Travel

Any air travel undertaken by DMTC staff or contractors is to be approved by the Chief Executive Officer (CEO) or by personnel with authority delegated by the CEO.

CEO air travel is endorsed by the Chair.

3.4. International Travel

Any international travel undertaken by DMTC staff or contractors is to be approved in advance by the CEO or by personnel with authority delegated by the CEO.

Any international travel undertaken by a partner organisation employee for DMTC purposes is to be approved in advance by the CEO or by personnel with authority delegated by the CEO.

Where required, a trip report is to be maintained and submitted to the CEO within 14 days of return.

CEO international travel is approved by the Chair.

3.5. Travel class

Travel bookings should be made in economy class. In the event that travel includes flights over 8 hours in duration in any 24-hour period, the delegate may at their discretion, approve booking in a higher class.

For travel that includes flights over 12 hours in duration in any 24-hour period, the traveller is required to have 24-hour rest period at the conclusion of travel, unless travel in a higher class is approved.

Travel in a higher class may be booked wholly or partially by company reward points, where applicable.

3.6. Best value

The cost of travel should be governed by a best value for money approach. In the case of travel fares, using DMTC's preferred airline carrier and subject to clause 3.5, bookings should be made on the lowest fare available at the time of booking, for fares 30 minutes either side of preferred travel time unless otherwise approved by the CEO, or Chair in the case of CEO travel. Bookings, where practical, should be made 15 days in advance of travel. Any departure from the "best fare available" approach, should include:

- A brief summary of the reason for departure from best fare, and;
- An assessment of the fare difference. This should include, where applicable, the cost of any change fees in the event of flight changes.

3.7. Partner Employees Travel Policies

All travel by partners will be undertaken in accordance with the policies and procedures of the employer organisation.

3.8. Travel Insurance

DMTC will maintain travel insurance which covers all DMTC directors and employees (the insured) while travelling on authorised DMTC business.

Areas to which the Australian Department of Foreign Affairs and Trade has issued a travel warning which recommends travellers do not undertake travel to may not be covered under the company's travel insurance policy.

The benefits provided under the policy will include overseas medical expenses and personal effects. DMTC may, at its discretion, elect to seek particular coverage for any declared pre-existing medical conditions which an insured party may have and may be difficult to cover. In deciding whether to seek particular coverage, DMTC will consider the travel purpose and will maintain all appropriate privacy provisions, per the relevant travel approval procedures.

DMTC will not be responsible for any gaps in travel insurance coverage arising from failure on the part of the insured party, to declare a known, relevant pre-existing medical condition.

3.9. Family Members Travel

Family members of insured parties may be covered under DMTC's travel insurance policy. The onus for ensuring that family members are appropriately covered rests with the insured party and the decision of whether or not to elect to use DMTC's travel insurance policy for family members is to be made on an insured parties preference. DMTC makes no representation as to the appropriateness of coverage of spouses or partners by the DMTC travel insurance policy and will not make any changes or alterations to its travel insurance policy in order to address any gaps in coverage, for any reason, of spouses or partners.

3.10. Travel Insurance Claims

The company's travel insurance policy will provide cover for personal accident including death of the insured.

Any proceeds received under the DMTC corporate travel insurance policy in respect to the death of an insured person will be paid directly to DMTC and may be and applied toward recruitment costs associated with the appointment of a new person(s) to fulfil the position undertaken by the deceased immediately before their death. The proceeds may also be applied toward training costs incurred to transition the appointed person(s) into their role.

4. Linked Policies, Procedures and Forms

- [Policy – Approval](#)
- [Policy – Security](#)
- [Form – DMTC Travel Request – Domestic](#)
- [Form – DMTC Travel Request – International](#)
- [Form – Trip Report](#)