|  |
| --- |
| **(Business Name) Team Travel Policy** |
| *Note: This template is intended solely as a guide for general informational purposes. It is not a one-size-fits-all solution and may not be suitable for every situation and business. You should adapt the content as needed to meet the specific requirements of your business, ensure you comply with any legal obligations your business may have and ensure it is signed off by the relevant stakeholders.* |
| **Preferred Booking Method/Platform** | Outline exactly how bookings should be made for staff travel. Is there an internal booking tool team members should use? Or is there a particular contact in the business who books travel? Outline here if there is an external Travel Agent who manages your travel and provide their details.*E*xample: *All Virgin Australia flights must be booked through the (Business Name) Virgin Australia Business Flyer Portal.* |
| **Airline/Flight Selection** | Outline if there is a preferred agreement to fly with a particular airline on particular fares. *Example: (Business Name) has a preferred partnership with Virgin Australia.**When undertaking business air travel, Travellers/Travel Bookers must select a Virgin Australia flight with the Lowest Practical Fare (LPF), which is the lowest fare available at the time the travel is booked on a regular service (not a charter flight), that suits the practical business needs of the traveller.**In instances where a route is not serviced by Virgin Australia, Travellers/Travel Bookers must apply the Lowest Practical Fare Policy when choosing airlines and airfares.* |
| **Applying the Lowest Practical Fare Policy** | Stipulate any conditions for team Travellers/Travel Bookers to determine the best value fares for any travel requirements. Be specific and outline fare class and fare type restrictions where possible. *Example:* *Fare Class**All air travel must be the lowest practical Virgin Australia fare in economy class unless there is a business case or entitlement to travel business class. If the relevant delegate approves business class travel where there is no entitlement, the reasons for travel in that class must be documented in each instance.**Fare type**Where there is a high degree of certainty for required arrival or departure times, Travellers/Travel Bookers must assess all fares and consider restricted fare types. Where there is a possibility that a scheduled meeting will not proceed, or there is uncertainty around the time that a scheduled meeting may conclude, Travellers/Travel Bookers must consider whether the additional cost of flexible fares outweighs the cost of possible changes or cancellation fees.* |
| **Reward and Loyalty Points** | Outline any Loyalty programs that your Travellers can leverage to earn Points and Rewards. These may be with airline frequent flyer programs, or with hotel partners.*Example: Travellers can accrue Velocity Points to their personal Velocity Frequent Flyer Memberships when conducting business travel with Virgin Australia (and partner airlines). Please ensure you have provided the relevant delegate/travel booker your Velocity number. If not already a member, you can join Velocity Frequent Flyer at* [*www.velocityfrequentflyer.com*](http://www.velocityfrequentflyer.com)*.*  |
| **Accommodation Selection** | Outline if there is a preferred agreement for accommodation arrangements when your team travel.*(Business Name) has a preferred arrangement with (Insert Hotel Chain) Hotels.* *When undertaking business travel, Travellers/Travel Bookers must select a hotel from the (Insert hotel Chain) Group selecting (Room Type) with an allowance of ($ Limit) per person per night.* |
| **Rideshare and Car Hire** | Specify the type or size of car they can rent. Include caps for taxis, ride-sharing services and public transport.*Example:****Car Hire****(Business Name) has a preferred arrangement with (Car Rental Company name) for car hire. Economy or Compact class is preferred with a cost limit of ($xx) per day – please speak to your manager if other arrangements are required.****Taxi/Rideshare****Taxi and Rideshare services can be expensed for work-related trips with a ($xx) limit.*  |
| **Expenses** | If there are certain travel-related expenses that can be expensed, list them here and outline any limits. This could include meals, client entertainment expenses and more. Expenses must be submitted within 4-weeks of travel for reimbursement.*Example:*

|  |  |
| --- | --- |
| ***Travel Expenses*** | ***Daily limit*** |
| *Meals* | *$xx* |
| *Laundry* | *$xx* |
| *Client Entertainment Expenses* | *$xx* |

 |
| **For further queries on** **Team Travel arrangements please contact** | Include a contact that your Travellers can reach out to with any questions on travel arrangements (this could be internal, or your Travel Management Consultant). *First Name Last NamePosition TitleEmail:*  |
| **Other** |  |

Last update: [date]

Version: [number]

Approved by: [insert]