

POLICY C21.1

TRAVEL

1.0 INTRODUCTION

1.1 Context

In the provision of their business, including higher education, vocational education and bespoke courses for industry, Scentia and its subsidiaries, the Australasian College of Health and Wellness Pty Ltd (ACHW), the Australian Institute of Management Education and Training Pty Ltd (AIM) operating as AIM Business School (ABS), and AIM VET, a Registered Training Organisation (RTO), (collectively ‘the Scentia Group’) recognise the need for travel related to the Scentia Group businesses.

1.2 Purpose

The Policy sets out the principles for any person who travels or incurs travel related expenses while on Scentia Group business.

1.3 Scope

This policy applies to:

- all non-academic and academic staff of Scentia whether full-time or fractional, continuing, fixed-term, contractors or casual who undertake travel on behalf of the Scentia Group;
- members of Scentia, AIM and ACHW Boards who undertake travel on behalf of the Scentia Group; and
- all Scentia staff members on approved business travel plans (domestic and international).

This group will be referred to as “workers” throughout this document.

This policy applies to all travel undertaken on behalf of the Scentia Group, which involves:

- a trip of 50 kilometres or more each way from the workers member’s usual workplace; or
- an overnight stay.

This policy applies to travel funded by a third party, but workers s are also required to meet any additional requirements of the funding body.

1.4 Scope Exceptions

None.

2.0 RESPONSIBILITIES

1. The Chief Financial Officer is responsible for
 - a. the review of this Policy and Procedure; and
 - b. communication, including updates of changes, of the Policy and Procedure to all Scentia staff.
2. The Head of People and Culture is responsible for
 - a. the implementation of this Policy and Procedure; and
 - b. approving travel when a manager isn't available.
 - c. all staff/workers are responsible for complying with the policy.TTs.

3.0 POLICY

3.1 Principles

1. Travel approval is required prior to and for all travel.
2. Where possible, communications technology should be used to minimise the need for travel.
3. Subject to the provisions of this policy and the procedure, workers must:
 - a. obtain best value for money;
 - b. use the lowest fare available at the time of booking;
 - c. use a safe and reliable carrier;
 - d. take the most direct available routes;
 - e. plan travel such as to minimise time away from Scentia which impacts on team and operational requirements;
 - f. travel at times and on dates within a reasonable timeframe of the required departure and arrival times; and
 - g. arrange travel with Scentia's preferred supplier.
4. Scentia workers who are travelling must conduct themselves consistently in accordance with all applicable Scentia policies, including but not limited to:
 - a. Staff Code of Conduct;
 - b. Acceptable Use of Information and Communications Technology Facilities for Staff Policy;
 - c. Health, Safety and First Aid in the Workplace Policy.

Where appropriate, adjustments to travel arrangements must be made to accommodate the specific requirements of people with disability.

5. Workers employed as contractors should refer to any additional requirements listed in their contract.
6. Scentia will not be responsible for costs related to quarantining due to COVID-19 or other reasons, for Scentia staff employed as contractors.

4.0 DEFINITIONS

- **Business travel** - any means of transport used in the course of conducting business and encompasses travel arrangements including accommodation associated with that travel, and any other travel-related services or expenses.
- **Workers** - employees, contractors, agency staff, labour hire staff, people on work experience, sub-contractors, volunteers, trainees and outworkers.

5.0 REFERENCES AND ASSOCIATED INFORMATION

- Travel Procedure
- Health, Safety and First Aid in the Workplace Policy
- Staff Code of Conduct
- Acceptable Use of Information and Communications Technology Facilities for Staff Policy

6.0 POLICY OWNERSHIP

Policy Owner	Chief Financial Officer
Status	Reviewed on July 2024
Approval Authority	Chief Executive Officer (CEO)
Date of Approval	31 July 2024
Effective Date	31 July 2024
Implementation Owner	Head of People and Culture
Maintenance Owner	Head of People and Culture
Review Due	July 2027
Content Enquiries	Liz Douglas - Head of People and Culture Email: ldouglas@scentia.com.au

7.0 AMENDMENTS

Version	Amendment Approval (Date)	Amendment Made By (Position)	Amendment Details
C21.0	25/02/2022	CEO	Procedure separated from Policy. New template. Responsibilities and Principles defined. Definitions, References and Policy Ownership updated.
C21.1	31/07/2024	Head of People and Culture	Amendment in responsibilities Staff name change