

Travel Agreement Policy



Policy

This policy outlines the guidelines and expectations for business-related travel to ensure consistency, cost efficiency, and employee safety when traveling on behalf of Three Blue Ducks.

Travel Approval Process

- Fill out the Travel Request Form
- Submit the form to your direct manager/report AND hr@threeblueducks.com for approval
- The reporting manager will review the request and either approve or deny it based on the business necessity and budget.
- Once approved by the manager, the form should be forwarded by the Approving Manager to the Reservations Team at admin@threeblueducks.com AND hr@threeblueducks.com to organise booking arrangements.
- **Please do not book your own travel, including accommodation.** Our team will coordinate all arrangements and send you confirmation. If you have specific requests or preferences, include them in the form.
- All work-related travel must be pre-approved by your manager prior to the trip taking place.

Logging your Travel

When travelling between venues, log your travel time by submitting a timesheet under **'Travel'** in Deputy. This ensures accurate records and supports smooth payroll and scheduling processes.

Travel Expenses

The Company will cover the following travel-related expenses:

Flights:

- Once the travel request has been approved by HR/Ops, the Ducks Experience Team will be notified to organise and the Employee travelling will be sent all travel details.

Food & Beverages:

- Staff are allowed:
 - 2 meals per day at the Venue
 - 1 non-alcoholic beverage whilst on shift or 1 alcoholic beverage once you have clocked off after your shift and not in uniform.

Accommodation:

- All accommodation must be booked through the Ducks Experience Team.
- Subject to travel notice, Travel and check-in details will be sent 1 week before arrival; check-in instructions will follow the day before (or as soon as we receive them).
- You may be asked to share accommodation with other staff to minimise costs; this will include separate bedding.
- You will be notified in advance of shared arrangements. Raise any personal concerns with your manager or HR.
- **If you are already travelling for personal reasons and choose to work at a Ducks venue while there, flight costs will not be covered.** However, if the company has asked you to work there, accommodation may be covered.

- **Time Travelled:**

- Travel up to 1 hour from your home venue is considered reasonable and unpaid.
- Travel exceeding 1 hour will be paid at your regular hourly rate and must be recorded in Deputy
- Travel to specific events is included in your rostered shift.

Transportation / Petrol:

- If using a personal vehicle for business-related travel (not regular commuting), petrol reimbursement applies. Commuting to and from an employee's regular place of work outside of the travel policy is not eligible.
- Airport transfer costs are reimbursable if aligned with approved travel times. **Ubers will not be reimbursed** if you travel earlier than scheduled or use RDOs.
- Ubers to and from the event venue will be reimbursed only if **pre-approved**.
- Three Blue Ducks may arrange carpooling for the purpose of working together at an offsite location.

Reimbursement Rate

- The company will reimburse staff at a rate of 30 cents per kilometre driven (reimbursed via payslip, not taxed). This rate is intended to help cover fluctuating petrol costs as well as general vehicle wear and tear associated with work-related travel.
- Travel time is paid at your hourly rate (must be logged 'Travel' in Deputy-EOW Manager to include in report)
- Reimbursement is calculated from your usual place of work to the business destination and return. (e.g., from Three Blue Ducks Byron Bay to Three Blue Ducks Bellingen, and return).
- In the case of carpooling, only the vehicle owner to claim the cents per kilometre.

Submitting a Reimbursement Claim

- Complete and submit the Travel Expense Reimbursement Form that you can find [here](#) with trip details (departure, destination, kms).
- Email the form to hr@threebleuducks.com
- Submit within 30 days of travel.
- Approved reimbursement claims will be processed within 14 days

Travel Etiquette & Safety

- While sharing accommodations or transport, all employees are expected to maintain professionalism and respect privacy.
- Any issues or concerns should be promptly reported to management and/or HR.
- Employees are required to adhere to safety protocols and local guidelines.
- Report emergencies or accidents immediately to your manager or designated contact.

Personal Travel

Combining personal travel with business trips is allowed, but:

- Personal expenses will not be reimbursed.
- Deviations from the business travel must be approved in advance.
- If hiring a car for personal use around your work trip (E.g. during RDO's/AL), the cost will not be covered. Be sure to specify the exact days you will require the car hire for work purposes to avoid any confusion.

Car Hire

At any point if you are required to drive a work-related hire car, the following applies:

- **Valid Driver's License:**
You must hold a current, valid driver's license appropriate for the vehicle you are driving.
- **Insurance Coverage:**
Any costs resulting from at-fault accidents while driving a hire car will be your personal responsibility.
- **Safe Driving:**
Always adhere to all traffic laws and drive safely. Any fines or penalties incurred while driving the hire car will be the responsibility of the driver.
- **Fuel and Expenses:**
Keep all fuel receipts and any other related expenses, which should be submitted for reimbursement according to the company's policy (in this case of car hire, petrol receipts are reimbursed rather than at the per kilometre rate because the car is not the drivers)
- **Vehicle Condition:**
Inspect the car for any pre-existing damage before driving. Report any new damage or issues immediately to the rental company and your direct manager.
- **Return of Vehicle:**
The hire car must be returned on time and in the same condition it was received. Any late return fees or cleaning charges may be the driver's responsibility.

The following expenses will not be covered under the Travel Agreement Policy:

- Personal vehicle maintenance or repairs.
- Mileage reimbursement for car hire
- The Company covers basic car insurance. Any optional upgrades or additional coverage will be at your own expense.
- Fuel costs beyond the reimbursed rate.
- Parking fines or traffic violations.
- Personal travel expenses (e.g., detours or extensions for personal reasons) or if you are already travelling for personal reasons and choose to work at a Ducks Venue (flights will not be covered)
- Unapproved meals or snacks.
- Accommodation upgrades beyond the standard company allowance.
- Travel time or expenses for self-requested work exchanges or venue changes.

Please make sure to contact your accountant for any advice or guidance on additional reimbursement options.

Thank you for agreeing to travel as a representative of Three Blue Ducks.