



Pacific Assist
Inspiring Self-reliance

Travel Policy

2020

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Policy Statement

In line with our four core principles of self-reliance, Pacific Assist is committed to personal responsibility, integrity, respect for the law, and the safety and well-being of all our personnel, volunteers, partners, and service providers. We expect all Pacific Assist representatives to exercise personal responsibility, integrity, and good judgement, and to act in ways that promote and protect the safety and well-being of themselves and others. This includes while travelling both domestically and internationally.

Purpose

The purpose of this policy is to outline Pacific Assist's policy and procedures for domestic and international travel undertaken to fulfil Pacific Assist assignments.

Scope

This policy applies to all Pacific Assist personnel, volunteers, partners, and service providers as it relates to their involvement with Pacific Assist and its projects.

Policy

As per our mission, Pacific Assist engages with disadvantaged communities across the South Pacific region. As such, Pacific Assist personnel, volunteers, partners, and service providers will be required to undertake both domestic and international travel. As such travel has inherent risks and the safety and well-being of Pacific Assist's representatives is our highest priority, it is Pacific Assist policy to take all practical steps necessary to prevent personal harm, injury, or illness while travelling. In addition, inline with Pacific Assist's Financial Management Policy, financial resources allocated for travel must be protected from abuse and used appropriately.

Pre-travel Approval

A travel plan must be prepared for all Pacific Assist sponsored travel. Travel plans must be approved by the board of directors before any bookings are made or commencement of travel. Travel costs should be built into the annual organisation and project budgets. Plans for travel not included in annual organisation and project budgets will be subject to budget limitations.

Procurement of Travel Goods and Services

As with all other payments, purchases, and engagement of service providers, procurement of travel goods and services must comply with Pacific Assist's Financial Management Policy and the procedures outlined therein. The policy should be referred to when completing travel plans.

All travel plans must include a comprehensive travel budget, and procurement of goods and services must adhere to the budget.

Level of Travel Goods and Services

This policy does not set specific dollar limits on the amount that can be spent on travel goods and services such as air fares, accommodation, ground transportation, meals, etc. However, as previously stated all procurement of travel goods and services must comply with Pacific Assist's Financial Management Policy and, in addition, the following principles are to be applied:

- All funds allocated for travel are to be spent legally, effectively, efficiently, and ethically
- Select economy class (as opposed to budget, business, first, deluxe, or luxury) transportation, accommodation, and meals
- As a general guide, allow \$70/person/day for meals (breakfast \$15/head, lunch \$20/head, dinner \$35/head)
- When traveling in developing countries, it may be necessary to choose services that meet the needs of the circumstances (e.g. a four-wheel drive vehicle or accommodation that provides adequate security). A rationale for any such expense decisions should be outlined in the travel plan

Travel Insurance

All Pacific Assist sponsored travel must include appropriate travel insurance. As a minimum, travel insurance should cover:

- Overseas medical and dental emergencies
- Travel amendment and cancellation costs
- Luggage and travel documents
- Loss of income
- Disability
- Accidental death

- Personal liability

Safety and Security

All those undertaking travel sponsored by Pacific Assist must take practical steps to stay while travelling. We expect all Pacific Assist representatives to exercise personal responsibility, integrity, and good judgement, and to act in ways that promote and protect the safety and well-being of themselves and others. As a minimum, travellers must:

- Travel with a valid passport (with at least six months validity) and obtain any necessary visas (keep all travel documents secure when travelling)
- Check Australian Government travel warnings before booking travel and again prior to departure (see www.smartraveller.gov.au).
- Obtain any recommended immunisations and/or medicines
- Consult with your doctor about any pre-existing medical conditions and how you will need to manage these, including access to medications
- Consult with local partners about the safest accommodation and transport options
- While travelling overseas, particularly in developing countries, where possible, travel and work with trusted, local partners
- Before travelling, become familiar with local laws and customs
- Know who to contact in the event of an emergency or incident (e.g., Australian embassy, local partner officers, preferred medical provider)
- Prepare a detailed travel itinerary and provide a copy to the projects manager (the projects manager and directors provide a copy to a director who is not travelling, their spouse, or a member of Pacific Assist)

Procedures

Travel Plan

A travel plan must be prepared for all Pacific Assist sponsored travel. Travel plans should include the following:

- The project the travel relates to
- The purpose and objectives of the travel
- The names of those who will be involved in the travel and its purposes and objectives
- Comprehensive travel budget

- Detailed travel itinerary (to be updated close to the time of departure)
- Proposed transport service providers and costs (including the type of and conditions attached to any rental vehicles)
- Proposed accommodation and costs
- Proposed travel insurance provider, policy, and cost
- Requests for cash and/or obtaining local currency
- Visa and other travel document requirements
- Current Australian Government travel advice
- Recommended immunisations and/or medicines, their costs, and schedule for receiving them
- A medical management plan for each traveller with any pre-existing medical conditions outlining how the condition will be managed, including access to medications
- A list of local partners who will provide travel support and a description for the role they will play, including any project involvement
- A note about any local laws or customs that may impact on travel and the purpose and objectives of the travel
- Names and contact details of those that can provide information and support in the event of an emergency or incident, including the preferred medical service provider
- Risk management plan for any travel in remote areas or other high risk activity (use Pacific Assist's Risk Management Planning Workbook)

Travel Plan Approval

Travel plans should be submitted to the projects manager via email at least 30 days before travel (plans may need to be submitted earlier if there is high demand for travel and accommodation services, and/or there are significant risks requiring detailed risk management plans to be approved. The projects manager will table plans at the next planning and development meeting.

The board of directors:

- Should complete their review of the travel plan within five days of receiving it
- Should provide their assessment of the plan in writing, advising of any required changes
- Should indicate in their assessment one of the following:

- The travel plan is approved for implementation
- The travel plan is not approved, adjust and resubmit (reasons for the decision and required changes should be noted)

If changes are required, the above process should be repeated until the travel plan is approved.

Post Travel Report

Once the travel is completed, the person who submitted the travel plan should review the plan and provide a brief, written report to the board of directors outlining the following:

- Whether the purpose and objectives of the travel were achieved
- A review of the budget highlighting any differences between the budget and actual expenditure
- A brief review of transport, accommodation, and other services provided
- A review of local partners who provided travel support
- A report on any emergencies or incidents that took place during the travel
- Any other information that would be useful for future travel to the same location