



GRACE COMMUNION  
INTERNATIONAL

## TRAVEL POLICY

Date: July 2011.<sup>21</sup>

## **Australian National Policy for Business/Ministry related Travel (Domestic and International)**

### **1. Purpose**

Grace Communion International® (GCI) seeks to ensure the safety of all employees and volunteers travelling domestically or internationally on GCI business or mission.

This policy provides the necessary guidance to ensure employees and volunteers understand and comply with all GCI's requirements in relation to their business/ministry-related travel arrangements.

It aims to:

- establish clear and consistent policies for all business/ministry-related travel,
- ensure travellers are insured under the *Business Travel Insurance Policy*, and
- assist in the effective management of travel expenses.

### **2. Policy**

It is the GCI's aim to provide reasonable and economical travel arrangements for employees or volunteers travelling within Australia or overseas on GCI business or mission.

Travel is to be undertaken when necessary, and after consideration of appropriate alternatives such as teleconferencing or videoconferencing.

Incurred business or ministry related expenses associated with approved travel will be paid by the funding church, individual or the National Office, as identified on the *Travel Approval Form*.

Employees and volunteers are requested to organise and conduct their business or ministry-related travel in accordance with this policy and associated protocols such as the *Australian National Protocols for Overseas Mission* and *Consideration for Choosing People for Overseas Mission*.

### **3. Scope**

This policy and the associated procedures apply to all GCI employees and volunteers who plan to undertake business or ministry-related domestic and/or international travel, this includes GCI Employees and volunteers organising international visitors to Australia. This travel may be at the request of a pastor, local congregation, or the Australasian Superintendent.

GCI understands that Australia is a vast country and for most employees and volunteers responsible for pastoring a church/or churches within Australia, travel is

unavoidable. Therefore it is important to note that employees or volunteers, whose *normal duties* include, pastoring a church or churches within their own church area **and within Australia**, are not required to complete a *Travel Approval Form*.

#### **4. Approval for Travel**

GCI's *Business Travel Insurance Policy* states that insurance will only cover travel were authorised by the entity (Employer).

Therefore it is important that all employees and volunteers obtain prior approval from the Australasian Superintendent for any business or ministry-related travel. Travellers should complete the *Travel Approval Form* as far in advance as practicable and at least two weeks prior to proposed travel.

Pastors should seek approval for volunteers to travel by using the *Travel Approval Form* for insurance purposes and to ensure clarity of budget and cost approvals.

Although not covered under our travel insurance, Pastor's, local congregation, and any other related parties organising and requesting international visitors to Australia must also complete a travel Approval Form, enabling volunteers coverage under our group personal accident coverage.

#### **5. Travel Insurance**

Employees and volunteers undertaking authorised business or ministry-related travel are insured by Accident & Health International Underwriting Pty Ltd, Policy Number: 0015261.

As part of the approval process, and particularly for overseas mission trips, travellers may be asked to seek a medical clearance certificate.

Any traveller over 85 years of age is not insured as stated in the GCI's *Business Travel Insurance Policy*.

#### **6. Travel and Accommodation Bookings**

Whenever possible travellers should attempt to book airline and accommodation to ensure the most cost-effective rates are obtained.

Reimbursement of approved travel costs will be provided once a tax invoice has been received.

When purchasing discount fares, travellers should familiarise themselves with the conditions of the fare.

A full itinerary of all approved travel must be supplied to the National office prior to travel commencing. In the event of emergency, the GCI must have the ability to contact all employees engaged in business or ministry travel at short notice. Correct completion of the *Travel Approval Form* and supplying a travel itinerary will assist in this process, should it be necessary.

## **7. Class of Travel**

Employees and volunteers should travel **economy** class on all international and domestic flights, unless otherwise approved.

## **8. Frequent flyer point programs**

Employees and volunteers are welcome to participate in any frequent flyer programs. However, participation in frequent flyer or other loyalty program **must not** influence the traveller's selection of supplier or travel provider. Points accumulated may be used for business related or personal travel.

## **9. Taxis/Airport parking**

For airport travel, travellers should balance efficiency and cost-effectiveness between:

- Travelling to and from the airport by taxi/train, or
- Travelling to and from the airport by hire car services, or
- Travelling to the airport in their own vehicle and parking in the airport public car park.

### **9.1 Hire Car or Car Rental Services**

Hire car services must be approved as part of the travel approval process. Bookings should be made to ensure the most cost-effective rates are obtained.

#### **Safety notes:**

- Before driving a rental vehicle it is important that employees conduct an inspection.
- If driving overseas please ensure familiarisation of the local road rules and government regulations. Information on overseas road safety can be found at **[www.asirt.org](http://www.asirt.org)**

## 10. Travel Diary

Travellers may be asked to keep a diary for the duration of their trip to record their experiences for the purposes of reporting back to the Australasian Superintendent and other interested parties.

If you intend to claim travel expenses against your taxable income, the Australian Tax Office may also require you to keep a 'travel diary' of business expenses for any overseas business travel exceeding six consecutive nights. More information can be found at [www.ato.gov.au](http://www.ato.gov.au).

## 11. Personal Travel

Personal travel associated with your business or ministry-related travel should also be approved prior to any travel taking place. All costs associated with personal travel are at the traveller's expense.

## 12. Overseas Mission

The following items relate specifically to overseas mission:

### **Before departing**

Before embarking on an overseas mission it is critical that the traveller is in good health (see also *Considerations for Choosing People for Overseas Mission*). As part of the travel approval process the traveller may be asked to be cleared for travel by a Doctor who has conducted an appropriate health check. It is also important to seek advice on medical requirements including vaccinations prior to travelling.

For insurance and safety purposes, the traveller should consult the Australian Overseas Travel Advisory and Consular Information Service prior to departing Australia ([www.smartraveller.gov.au](http://www.smartraveller.gov.au)). No travel should be undertaken to destinations identified as a 'Do Not Travel' by the Australian Department of Foreign Affairs (DFAT).

### **Once overseas**

In the event of an emergency the GCI has a safety, security and emergency management consultant specialising in medium to high-risk environments. DynamiQ Assist (also known as AHI) provides 24 hour, 365 day assistance.

To contact DynamiQ Assist, call: **61 2 9202 8211**

Claims procedures for medical claims, evacuation or emergencies are outlined in *Appendix 1* and *2*.

## **Appendix 1: Claims procedure for Overseas Travel**

### **CLAIMS PROCEDURE**

#### **Medical Claims**

You may call the following reverse charge telephone number if you require Medical Evacuation, Hospitalisation or have a General Medical inquiry.

**61 2 9202 8211**

Should Medical Evacuation be required you must contact AHI Assist **prior** to evacuation. Failure to do so may result in expense relating to the evacuation not being paid.

All major Medical Emergencies must be reported to AHI Assist as soon as possible to ensure that you or your family is receiving the best medical attention possible.

The attaching form title "Procedure Form for Medical Evacuation or Emergencies" outlines the type of information required when contacting AHI Assist.

Minor incidents need not be reported unless overnight hospitalisation or evacuation is required.

AHI Assist may also be contacted for general medical enquiries. You may wish to contact them for advice on an existing Medical Condition; the best way to obtain Medical Treatment in an area you may be visiting or intending to visit.

#### **GENERAL CLAIMS (if applicable)**

For Baggage, Money or other claims it is important to report the incident to the relevant authority, ie. Police, airline etc. and obtain written verification from that authority as soon as possible. Upon returning to Australia you will be required to complete a claim form attaching all relevant statements.

So we may process your claim quickly, please ensure you submit all supporting documentation (statements, receipts, valuations, accounts etc.) with a fully completed claim form. An incomplete claim form could lead to delays in settlement.

## Appendix 2: Overseas Travel Procedure form for Medical Evacuation or Emergencies

### Procedure form for Medical Evacuation or Emergencies

1. Contact AHI ASSIST on the following Reverse Charge Telephone Number: **61 2 9202 8211**. The telephone number includes a country code, therefore if you are situated in that country the code will not be required.
2. Advise AHI ASSIST of the following
  - a. Whether the Person seeking assistance is insured under the policy
  - b. Policy name: **Grace Communion International Ltd**
  - c. Policy number: **0015261**
3. Person requiring assistance:
  - a. Name
  - b. Age
  - c. Sex
4. Caller (if not the person requiring assistance):
  - a. Name
  - b. Location
  - c. Relationship to person requiring assistance
  - d. Telephone Number
5. Location of person requiring assistance:
  - a. Country
  - b. Area
  - c. Address
  - d. Telephone number including Country and Area Codes
6. Reason for assistance
7. Treating Doctor:
  - a. Name
  - b. Language spoken by doctor
  - c. Telephone number including Country and Area Codes
8. Hospital or Clinic:
  - a. Name
  - b. Address
  - c. Telephone number including Country and Area Codes
9. Home Doctor:
  - a. Name
  - b. Address
  - c. Telephone number including Country and Area Codes