

PM-Partners group

Travel Expenses Reimbursement Policy

1. Purpose

Project Management Partners Pty Ltd (“PM-Partners group”) recognises there will be times when employees will be required to perform work outside the ordinary place of work or attend functions such as meetings, conferences or training sessions.

This Travel Expenses Reimbursement Policy provides guidelines for the reimbursement of expenses reasonably incurred when these situations arise.

2. Commencement of Policy

This Policy will commence from 5 November 2010. It replaces all other Travel Expenses Reimbursement Policies of PM-Partners group whether written or not).

3. Application of Policy

This Policy applies to employees (permanent/max term/fixed term) and contractors of PM-Partners group. This Policy does not form part of any employee’s contract of employment or contract for service.

4. General Requirements

An expense claim must be completed, and all supporting receipts must be attached and lodged with the Finance Department. All travel expenses need management or client approval.

All work related travel that requires transport or accommodation reservations must be booked through the PM-Partners group Internal Travel Coordinator.

PM-Partners group Policy is to adopt the most economical travel option consistent with maintaining superior levels of service to our customers.

5. Use of personal vehicle

Where an employee uses their personal vehicle, they must hold a valid licence, the vehicle must be registered, covered by comprehensive motor vehicle and third party property damage insurance before it may be used for PM-Partners group business. Employees should provide details to verify the registration and insurance coverage where requested.

6. Traffic Fines in relation to the use of vehicle

PM-Partners group is not responsible for any traffic, parking fines or excess claims incurred by the employee during the use personal vehicle.

7. Taxi Fares

Taxi fares are paid by corporate credit card or cash, all receipts should be kept to support an employee expense claim.

Managers must approve using a taxi to travel from work to home or home to work. Approval for this is likely to be based on safety considerations related to working back late. Neither working back late, nor using a taxi between work and home, are expected to occur frequently or regularly.

Reimbursables must have client approval.

8. Air Travel

PM-Partners group domestic air travel is to be by economy class. All PM-Partners group international travel is also in economy class. All bookings should be completed through PM-Partners group Internal Travel Coordinator, if a booking does not go through the appropriate internal process, reimbursement may be refused.

9. Overnight stays

Where an employee is required to stay overnight away from their own home, PM-Partners group will book suitable accommodation for the duration of the time they are required to be away on PM-Partners group business.

All bookings should be completed through PM-Partners group Internal Travel Coordinator.

If the employee wishes to extend their stay in a particular place after the work is done, the employee must pay for all additional expenses.

10. Meal Expenses

All reasonable meal expenses incurred while an employee is away overnight or a longer period on PM-Partners group business will be reimbursed by PM-Partners group on the production of appropriate receipts.

11. Other Expenses

Other reasonable expenses incurred by an employee as a result of the employee being away from home on PM-Partners group business may include, for example:

- » Taxis at destination
- » Parking costs for leaving a car at the airport (this does not mean valet parking)

Again, in order to be reimbursed for these expense items, receipts of expenditure must be provided.

12. Unable to return home on schedule

If through no fault of the employee, they are unable to return home at the agreed time, for example due to becoming ill while undertaking official travel on behalf of PM-Partners group, the employee may be reimbursed for any expenses incurred during that period.

13. Insurance

All employees are covered under PM-Partners group travel insurance. Please contact the Travel Coordinator for further information.

In emergencies, please telephone: 61 2 9929 2216 and quote: 08110047.

14. Variations

PM-Partners group reserves the right to vary, replace or terminate this policy from time to time.