

IRL COMPANY POLICY - TRAVEL & ACCOMMODATION

PURPOSE OF THIS POLICY

This policy provides information on travel and accommodation for business purposes for all staff of the “Company”, International Rugby League(IRL). It complements other documents such as your Employment Contract and should be read in conjunction with them. All constitute essential elements of the working relationship between the Company and yourself.

Whilst it is not our intention to formulate excessive and unnecessary regulations, it is important that where rules do exist they are clearly understood and observed.

DEFINITIONS:

For the purpose of this policy the term: “driver(s)” will mean any employee(s) or volunteer(s) driving on company business. “driving” or “drives” will refer to driving whilst on company business. “commuting” refers to journeys between home and your permanent place of work.

1. TRAVEL

1.1 Driving Company Vehicles

- (i) If in the course of your duties you are required to drive a Company vehicle, it is your responsibility to ensure that a current relevant driving licence is held and to satisfy yourself of the general road-worthiness and condition of the vehicle. You will be required to show your driving licence to your direct report in advance of using the Company vehicle. Disqualification from driving, serious motoring offences, pending prosecutions or any medical condition which may affect your ability to drive must be reported immediately to you direct report.
- (ii) It is important that vehicles are always locked, and keys removed when left unattended.
- (iii) Any accident which occurs whilst in charge of a Company vehicle must also be reported immediately. At the scene of the accident only factual information should be exchanged and no admittance of blame should be made.
- (iv) The use of Company vehicles is strictly for business purposes unless specifically agreed with your direct report.
- (v) The Company will not pay for any fines imposed as a result of your driving or parking.



1.2 Driving Personal Vehicle for Business Purposes

- (i) The IRL is committed to reducing the risks which our staff face and create when using their own vehicles for business purposes.
- (ii) Staff driving for work in their own vehicle must ensure that it always complies with the law, is in safe and roadworthy condition and is suitable for its purpose. Persistent failure to comply with the policy will be regarded as a serious disciplinary matter.
- (iii) Staff who drive their own car for work purposes must:
 - a. ensure that it meets our minimum safety specifications
 - b. ensure it is taxed and has a valid MOT
 - c. ensure their motor insurance policy includes business use cover for the amount and type of business mileage they undertake
 - d. ensure that the vehicle is serviced according to the manufacturer's specifications
 - e. present the vehicle's MOT certificate, insurance policy and service schedule for inspection on request
 - f. report road safety problems, including crashes, incidents, fixed penalty notices, summons and convictions for any offence, including vehicle defects, to their direct report.
 - g. present their driving licence for inspection regularly and on request.
- (iv) Mileage may be claimed back by completing the relevant sheet of the IR expenses form. This should include postcodes of the journey taken and a brief description for your journey. If travelling to or from home, the amount claimed must be the actual mileage incurred less mileage that would have been incurred in your ordinary daily commute to and from the office. Rates per mile are calculated as follows:
 - a. Up to: 10,000 miles / 16,000km (in payroll year – April to March the following year) 45p (AUD \$0.84)
 - b. Over: 10,000 miles / 16,000km (in payroll year – April to March the following year) 25p (AUD \$0.50)

1.3 Airline Travel

- (i) Employees of the IR are advised to use Premium Economy fare types for domestic and international airline travel, and to obtain the lowest rates available. The IR is willing to make travel arrangements on behalf of the Board of Directors and IRL Executive if preferred, specifically for IRL Board meetings and international events.



- (ii) In special circumstances where business class travel is necessary, you will be required to pay the difference in the upgraded fare between Premium Economy and Business Class, unless otherwise authorised by your direct report.

1.4 Rail Travel

- (i) Employees are advised to seek the lowest discounted rail fares available. To obtain the lowest prices:
 - a. Reservations should be in standard class;
 - b. Reservations should be made a minimum of 7 days in advance whenever possible;
 - c. Advance (non-refundable) tickets should be selected where journey times are known.

1.5 Taxis

Taxis should only be used as a last resort if no other public transport is available. If a taxi is used, please provide sufficient detail to process the claim – pick up and set down locations and reason for use. Receipts should be attached to a completed IRL claim form and signed off by your direct report.

2. ACCOMMODATION

2.1 Hotels

- (i) Employees should seek the minimum corporate rate for single rooms at all hotels. Hotels should be established, reasonable in price, and conveniently located in relation to the traveller's work.
- (ii) Accommodation will be provided on a bed and breakfast basis, unless otherwise authorised by your direct report.

- 3.** This Policy has been prepared consistent with English law and standard practices for English companies. Where IRL Employees are based in other jurisdictions such that local employment law applies then that law will apply to the extent of any conflict with the provisions of this Policy. This policy shall be reviewed from time to time, but should any new law (or new interpretations of existing laws) take effect which are inconsistent with this Policy, then that law (or interpretation) will be deemed to apply to the extent of any inconsistency.

