

# THE RICE MARKETING BOARD FOR THE STATE OF NEW SOUTH WALES



## TRAVEL, EXPENSE REIMBURSEMENT AND ENTERTAINMENT POLICY

<b>Version</b>	<b>Author</b>	<b>Date Approved by Board</b>
2018-1	Carol Chiswell	19/12/2018
2020-1	Carol Chiswell	22/9/2020

# THE RICE MARKETING BOARD FOR THE STATE OF NEW SOUTH WALES

## TRAVEL, EXPENSE REIMBURSEMENT AND ENTERTAINMENT POLICY

---

### 1. Purpose

This document describes the travel, expense reimbursement and entertainment Policy of the Rice Marketing Board for the State of NSW (the Board).

### 2. Scope

This policy applies to all Board Members and employees.

### 3. Responsibility

This policy is reviewed by the Board bi-annually and is managed and implemented by the Board's Secretary.

### 4. Communication

In order that all are aware of this policy, it is made visible in the following ways:

- Current employees including Board Members – Revisions are approved at Board level and communicated by the Board's Secretary.
- New Board Members and employees – This Policy is included as part of the induction program.
- Contractors, Consultants and other third parties – The Board Secretary is responsible for ensuring that each contractor, consultant or other third party is aware of the policy.
- The Policy is published on the Board's website at [www.rmbnsw.org.au](http://www.rmbnsw.org.au).

### 5. Definitions

**"Reasonable"** - What Board members, rice growers and other stakeholders would consider to be within the normal cost associated with Board expenses, to ensure stakeholders have confidence in the honesty and integrity of the Board and its employees.

**"Entertainment"** - the provision of something for amusement or enjoyment e.g. food or drink, or tickets to a performance or sporting event.

### 6. Travel Policy

The Board will provide reasonable and economical travel arrangements for Board Members and employees who travel domestically or overseas on official business. Members and employees will ensure they meet their obligation to be efficient, economical and ethical in their use and management of Board resources when undertaking travel. The Board reviews and approves all expenditure at each Board meeting. Extraordinary expenditure must be approved by the Chair prior to incurring the expense.

Flights: Normally booked by the Secretary through the Board's preferred travel provider. This allows delays and out of hours changes to be managed directly with the travel provider.

Rental vehicle: Normally booked by the Secretary directly with the rental company.

Accommodation: Normally booked by the Secretary, giving consideration to the location of the meeting and the comparison cost of similar hotels in the area on the date of travel.

## 7. Expense reimbursement policy

The Board will meet any official travel and associated expenses that have been properly and reasonably incurred by a member or employee who is required to perform a duty at a location other than their normal place of residence.

Board members and employees may elect to travel to meetings using their preferred method of transport keeping in mind the cost must be reasonable and economical. If a personal vehicle is preferred over an available commercial flight or an available rental vehicle, the lower of the cost of the flight/rental vehicle compared to the per-kilometre reimbursement of the private vehicle will be paid as a travel reimbursement. The per-kilometre rate includes incidental meals and other costs of travelling.

The current per-kilometre rate is \$0.812 per kilometre.

Reasonable meal expenses will be reimbursed by the Board when a Member or employee is travelling, other than when using the per-kilometre reimbursement.

Tax invoices must be provided to the Secretary and approved at the next Board meeting, prior to payment with the next payroll. If the value of an expense is below A\$82.50 including GST, a receipt may be provided instead of a tax invoice.

Kilometres may be noted in the attendance book at the next Board meeting, or advised by email to the Secretary, for approval at the next Board meeting, prior to payment with the next payroll.

## 8. Membership schemes

Frequent flyer points may be accumulated for future personal or business flights, but additional costs will not be reimbursed by the Board. Choice of airline must not be influenced by the availability of frequent flyer points. Benefits from airline memberships, rental vehicle or hotel loyalty schemes must not influence travel decisions. The Board will not reimburse joining fees or annual fees of membership schemes, unless by prior approval by the Chair, taking into account the frequency and duration of official travel requirements of that person.

## 9. Safety considerations

All Board Members and employees have an obligation to ensure they travel in a safe manner. Sufficient time must be allowed to safely reach a destination.

Regular rest stops should be included in travel plans when travelling long distances by motor vehicle.

For overseas travel, medical advice should be sought and reasonable associated costs will be reimbursed by the Board.

## 10. Entertainment Policy

All entertainment expenses incurred by the Board and employees must be work-related and approved by the Chair prior to the event.

## 11. Functions

The Board is cognisant of its responsibility to stakeholders in limiting the cost of functions. A budget for functions must be approved by the Chair prior to incurring costs. The budget must be set based on the type of function and persons invited.

## 12. Compliance

Non-compliance with this policy may result in an official reprimand.

## 13. Further information

For further information concerning the Board's Travel, Expense Reimbursement and Entertainment Policy, please contact:

The Secretary

The Rice Marketing Board for the State of New South Wales

PO Box 151, LEETON NSW 2705

Telephone: (02 6953 3200, Facsimile (02) 6953 7684

E-mail: [secretary@rmbnsw.org.au](mailto:secretary@rmbnsw.org.au)

## 14. Document Approval and Control

### a. Version

Reference	Details
File Name	Travel, expense reimbursement and entertainment Policy 2020-1
File location	Shared\RMB Policies\Travel Policy
Version	2020-1
Status	FINAL

### b. Revision History

Version	Revision Date	Summary of Change	Author
2018-1	19/12/18	Creation	C Chiswell
2020-1	3/9/20	Minor wording changes	C Chiswell

### c. Document Approval

Board/Committee Approval	Date
Board approval	19/12/18
Audit and Risk Committee	3/9/2020
Board Approval	22/9/2020