DJAARA BALAKI WUKA

TRAVEL AND RELATED EXPENSES POLICY

DOCUMENT TYPE	Policy		
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APPROVED BY	Board	VERSION	2

1. Purpose

The purpose of this policy is to establish clear and consistent principles for travel and expense reimbursement undertaken by Dja Dja Wurrung Clans Aboriginal Corporation (DDWCAC) Members, DDW Group Directors, and DDWCAC employees and volunteers. It ensures that all travel and accommodation arrangements support operational needs, respect the cultural needs and preferences to the greatest extent practicable, promote safety, and reflect the responsible use of organisational resources, while maintaining fairness, accountability, and compliance with reporting obligations.

2. Definitions

- **Allowance**: a taxable amount that is permitted to be paid to a traveller to cover potential expenses
- **ATO:** Australian Tax Office
- **Budget room/accommodation:** Options that offer the essential amenities needed for a comfortable stay. It excludes upgrades, suites, or additional amenities unless pre-approved.
- **Chargeback**: where the traveller charges their meal allowance directly to the room number in the hotel they are staying at
- **Community Support Program (CSP):** Developed in 2014, the CSP and guidelines (as approved from time to time by the DDWCAC Board) provide a suite of targeted initiatives that provide the opportunity for Djaara to increase their health and wellbeing, economic participation and financial independence.
- **DJAARA:** the business name of Dja Dja Wurrung Clans Aboriginal Corporation
- **Dja Dja Wurrung Group (DDW Group)**: The Dja Dja Wurrung Group comprises Dja Dja Wurrung Clans Aboriginal Corporation (DDWCAC) trading as DJAARA and Dja Dja Wurrung Enterprises Pty Ltd (DDWE). All employees are employed by the Dja Dja Wurrung Clans Aboriginal Corporation and activities are delivered by DJAARA and other subsidiaries owned by the Corporation.
- **Employee**: Any individual who receives a salary or wage from Dja Dja Wurrung Clans Aboriginal Corporation
- **Events:** include but are not limited to approved member events, onsite Board meetings, briefings and development, conferences, wartakas, staff training and development

- **Hazardous travel conditions:** include any circumstances or situations that pose a safety risk to travellers. This may include extreme weather (e.g., flooding, bushfires, snowstorms), poor road conditions as advised by VicRoads or Bureau of Meteorology Reports, or other environmental or health-related risks as determined by the relevant approver.
- **Meals**: Refers to food and non-alcoholic beverages consumed during organisation-related travel, primarily for the purpose of sustenance. This includes pre-approved breakfast, lunch and dinner purchased while away from the traveller's usual place of work or residence
- **Member Engagement Team:** Staff appointed to the DJAARA Member Engagement team.
- **Member's immediate family:** A member's partner (including spouse or de facto), children, parents, and siblings. This definition is inclusive of biological, adoptive, and culturally recognised family relationships within the Djaara community.
- **Nominated member activities**: Activities identified where registered members can access travel and accommodation support to attend. Nominated activities are identified for their potential to support and uphold the rights, responsibilities and cultural aspirations of registered members
- **ORIC:** Office of the Registrar of Indigenous Corporations
- **Pre-approval**: approved by travel pre-approver before travel commenced
- **Registered Member**: Members listed on the Member Register held by ORIC
- **Reimbursement:** Payments made for actual expenses already incurred
- **Travel**: is not the same as travel allowance (see definition of Allowance). Travel refers to pre-approved journey that requires a traveller to move away from their designated place of work or residence. It does not include regular commuting to and from work. Travel may be undertaken for purposes such as meetings, conferences, training, site visits, or other approved activities on behalf of DDWCAC. It may involve various modes of transportation (e.g. car, train, air) and can include overnight accommodation when necessary.
- **Travel pre-approver/s**: Individual/s with delegated authority for pre-approving traveller's travel in accordance with this policy and its schedules
- **Traveller/s**: Individual/s undertaking pre-approved travel within the scope of this policy
- **Traveller type**: Traveller type is aligned to schedule headings and includes:
  - Members
  - Directors
  - Employees and volunteers
- **Volunteers**: As defined in the Volunteer Involvement Policy

3. Scope

This Policy applies to:

- All employees of DDWCAC, including Wartaka members, and volunteers
- All Board Directors of DDWCAC and Dja Dja Wurrung Enterprises Pty Ltd (DDWE).
- All Registered Members of DDWCAC:
  - with their registered address within Australia;
  - with a registered address more than 50km from event location

- who RSVP to and attend a **nominated** member activity
- who participate in Community Support Programs (CSP).

Nominated member activities include:

- Annual General Meetings and
- one other annual all-member event as specified by the CEO or Board.

Note: this policy applies to CSP up to the maximum amounts specified in program guidelines for expenses incurred.

This policy **does not** apply to:

- contractors engaged directly by Dja Dja Wurrung Clans Aboriginal Corporation. Travel and accommodation-related expenses incurred by contractors must be explicitly stated in the contract of engagement
- All scheduled member activities – please be sure to check the activity details carefully.
- Registered members attending nominated member activities as:
  - employees,
  - volunteers,
  - directors, or
  - contractors.

In such cases, the relevant travel principles and procedures for the respective role will apply.

4. Policy Statement

4.1. General

The DDW Group is committed to supporting travel that supports its strategic objectives and operational needs.

All travel must be pre-approved and conducted in accordance with this policy, as well as relevant legislative, taxation, and reporting obligations.

Given the costs and risk associated with travel, planning will be undertaken with a cost-conscious mindset. Each trip should be necessary, purposeful, and demonstrably aligned with the Group's objectives.

Travellers and pre-approvers are expected to exercise sound judgment when selecting travel options. Decisions should consider cultural appropriateness, cost-effectiveness, risk, and time efficiency to ensure arrangements are appropriate and proportionate to the circumstances.

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4.2. Health and Safety

All travel arrangements and expense processes governed by this Policy must consider cultural safety and accessibility.

The wellbeing of travellers will be prioritised. This includes:

- Reasonable travel durations
- Appropriate accommodation standards
- Support for mobility and health needs

To protect both individuals and the professional reputation of the DDW Group, all travellers travelling on behalf of the organisation must comply with:

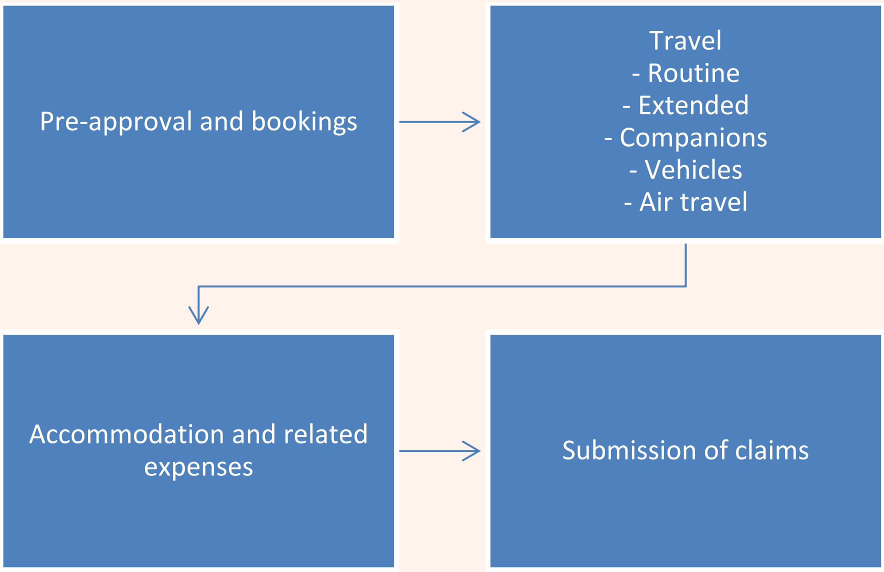
- Health and Safety Policy and Fit for Work Policy
- Relevant Codes of Conduct
- Vehicle Use Policy and any applicable asset use policies

Travellers must follow all health and safety guidelines, including travel advisories or restrictions issued by relevant authorities. They should be aware of any safety or security risks associated with their trip.

All travellers are expected to be in a suitable condition to participate safely and responsibly in approved events.

4.3. Stages of travel

It is generally acknowledged that travellers will move through the following stages:



This policy responds to and provides principles and guidelines on each of these stages.

4.4. Pre-approval and Bookings

Travel and accommodation approvals must consider the organisation's duty under OHS legislation to manage fatigue.

Appropriate insurance coverage will be maintained for all travellers.

4.4.1. Pre-approval of Travel and Accommodation

All travel and accommodation must be pre-approved by the relevant travel pre-approver depending upon the traveller type. There are four traveller types mentioned in this policy (see table below).

Where practicable or associated with a specific event, travel applications should be submitted in writing at least two weeks in advance to the travel pre-approver in the form set out in the table below.

Traveller Type	Pre-approver	Form of application
Member	Member Engagement	Community Support Program application or nominated member activity registration process
Directors and CEO	Board Chairperson	Travel application form
Board Chairperson	Board	Board report
Employee or volunteer	Relevant manager	Travel application form

4.4.2. Travel and Accommodation Bookings

All bookings must be made by authorised staff in compliance with procurement and travel guidelines.

Travel companions may be booked at the same time as the traveller to ensure appropriate travel arrangements.

All travel and accommodation arrangements must be made through approved internal booking services using authorised providers. Travellers must not make their own bookings unless explicitly authorised in writing by the designated pre-approver.

Internal booking contacts:

- **Employees and Volunteers**: Finance team
- **Members**: Member Services
- **Directors**: Governance team

Changes and Cancellations

Any changes or cancellations must be promptly communicated within 48 hours of an event and during business hours to both the pre-approver and the relevant booking contact. Valid reasons include illness, sorry business or emergency. Changes or cancellations outside business hours should be communicated with the provider in a timeframe to avoid or minimise costs.

If cancellations occur without appropriate notice on more than two occasions and result in unrecoverable costs, the organisation may review the circumstances. This review will consider:

- Reason for cancellation
- Notice provided
- Relevant legislative instruments

Travellers may be held responsible for costs incurred due to no-shows or late cancellations.

4.5. Travel

4.5.1. General

Public transport is the preferred travel option Reasonable transportation costs for pre-approved travel - including DDW Group vehicles, private vehicles, taxi fares, ride-sharing services, parking, and public transport - will be reimbursed when supported by receipts or appropriate records.

Travellers are expected to arrive on the day of the event and leave on the day of the event wherever practicable. Where multiple travellers are departing from the same location, carpooling is encouraged to minimise costs.

For travel exceeding 200km, meals may be reimbursed subject to pre-approval.

Djaara staff are not responsible for transporting members to and from accommodation during member activities. Members are responsible for making their own travel arrangements from accommodation to member activity.

Vehicle travel will be supported to a maximum of 500 kilometre.

4.5.2. Travel - Use of DDW Group Vehicles

DDW Group vehicles are provided to support routine operational travel. Travellers must prioritise DDW Group vehicles over private or hire vehicles when available and suitable.

Where available, a DDW Group vehicle will be provided for travel to and from events or sites. Where a DDW Group vehicle is provided for travel between accommodation and the event/work location it must be used unless there is pre-approval for another form of travel.

Bookings must follow internal procedures and be approved in advance by the relevant manager. If DDW Group vehicles are unavailable or unsuitable, alternative arrangements may be approved based on operational need and cost-effectiveness.

Only individuals with a valid driver's license may operate DDW Group vehicles. A copy of the license must be submitted to Human Resources before vehicle use. If a license is expired, suspended, or cancelled, the traveller must notify HR immediately and must not drive until the issue is resolved.

4.5.3. Travel - Use of Private Vehicles

Subject to pre-approval, travellers may use their personal vehicle and claim reimbursement in accordance with this policy.

Travellers claiming reimbursement must hold a valid driver's license. If the traveller is not the driver, they may travel with a licensed companion, subject to prior approval. Any additional costs incurred are the traveller's responsibility unless otherwise pre-approved

Only one reimbursement claim per vehicle is permitted.

4.5.4. Travel - Extending Business Travel for Personal Purposes

Travellers may extend approved DDW Group travel for personal purposes, provided that:

- All additional costs are borne by the traveller.
- For employees, personal leave is:
  - pre-approved before travel.
  - Not disruptive to business objectives.
  - Cost-neutral to DDW Group.

All arrangements must be documented and approved in advance.

4.5.5. Travel - with Minors, Family Members or Companions
Travel companions are welcome but must be pre-approved. DDW Group does not cover costs for companions unless explicitly approved.

Approval will consider:

- No interference with business travel.
- Traveller bears all additional costs.
- Accommodation remains appropriate and cost-effective.
- Safety and legal obligations for minors are met.

The organisation reserves the right to decline or limit travel arrangements involving accompanying people where these arrangements are deemed inappropriate or misaligned with operational requirements.

In exceptional circumstances, the organisation may cover reasonable costs for a companion (e.g. a minor enabling a Member's participation in an event). Such arrangements require pre-approval and will be assessed on a case-by-case basis.

4.5.6. Travel - Domestic and International Air Travel
Air travel may be approved for travellers residing outside Victoria. Bookings will be made by authorised staff based on the best-value economy fare, considering timing and journey length.

Flexible tickets require pre-approval. Last-minute changes for personal reasons are at the traveller's expense.

Booking at least two weeks in advance is strongly encouraged to secure lower fares.

Technology requirements during International travel and stays must be discussed with the Group IT Manager before commencing travel at least 2 weeks before the expected departure date.

Class of Travel

- **Domestic Flights:** Economy class
- **International Flights**: Economy class for flights under 6 hours. Alternative may be considered longer flights.

International Travel Insurance
All travellers undertaking pre-approved international travel on behalf of the DDW Group must be covered by comprehensive business travel insurance. Existing insurance coverage should be checked with the Risk and Compliance Team prior to arranging insurance as part of the booking process. This insurance should include, at a minimum:

- Overseas emergency medical and hospital expenses
- Emergency evacuation and repatriation
- Loss or theft of luggage, money, and travel documents
- Personal injury and sickness benefits
- Trip cancellation or disruption cover
- Rental vehicle excess cover
- Pandemic related medical and travel disruption cover

<u>Emergency Support Services</u>
In the event of an emergency when travelling internationally, travellers should contact:

- DFAT Consular Emergency Centre: +61 2 6261 3305
- Travel insurance provider
- Nominated DDW Group contact

International travellers are encouraged to subscribe to DFAT's Smart Traveller alerts or similar.

4.6. Accommodation

4.6.1. <u>General</u>
Accommodation may be provided under the following circumstances:

- The total time for travel and event/activity exceeds 10–12 hours in a single day
- Travel requires early morning departures or late-night returns
- One-way travel time exceeds 2–3 hours and the event is full-day or physically/mentally demanding
- Participation is required over multiple consecutive days.
- Daily commuting is impractical due to long distances, extended activity hours, or hazardous travel conditions.

Where feasible, travellers should arrive on the day of the event to minimise costs and optimise time efficiency.

Due to health and safety reasons, free camping is not permitted for organisation-related travel unless prior approval is obtained and appropriate risk mitigation measures are agreed upon.

4.6.2. <u>Standards and Expectations</u>
DDW Group will arrange accommodation that is:

- Budget accommodation (see definition)
- Located within reasonable proximity to the event site
- Equipped with appropriate facilities

Accommodation will be selected from DJAARA's approved supplier list.

Any accommodation booked through the Community Support subprograms must adhere to the principles in this policy.

4.6.3. <u>Conduct and Behaviour at Accommodation</u>
Travellers must adhere to DDW Group's values, policies, and Code of Conduct. Behaviour that poses health and safety risks or causes property damage is strictly prohibited.

Any costs arising from misconduct or damage will be recoverable from the traveller.

Travellers must not bring unapproved guests to stay at DDW booked accommodation.

4.6.4. Financial Responsibilities
Travellers are personally responsible for:

- Mini-bar charges (must be paid before departure).
- Costs associated with property damage.
- Retrieval or replacement of personal items left behind.

Chargebacks are prohibited unless explicitly approved.

In relation to member events, catering will be provided at nominated member activities. Any other meals purchased by members outside of member activities will not be reimbursed . Alcohol will not be supplied.

Subject to pre-approval members may bring their partner and immediate family members (e.g., children, parents, siblings) to stay in DJAARA-funded accommodation. No other guests are permitted unless pre-approved.

4.7. Submission of Claims

4.7.1. General
All claims must be submitted within 30 days of travel, with a completed reimbursement form. Claims must be approved by the relevant manager before reimbursement is processed.

Reimbursements will not be provided for undocumented, non-compliant, or prohibited expenses under any circumstances.

DDW Group reserves the right to review and audit any claims submitted. Claims found to be fraudulent or intentionally misleading will not be reimbursed, and appropriate action will be taken in accordance with relevant policies.

4.7.2. Standards for Supporting Documentation:
To be valid for reimbursement, tax invoices or receipts must be:

- Be written in plain language
- Be legible and clear
- Include the business name, ABN or ACN, date of supply, GST details (if applicable), and the price of the product or service

Electronic copies and digital photographs of receipts are acceptable, provided they clearly show all required details.

If a receipt is not available, a Statutory Declaration must be submitted along with a validating financial statement or record.

4.7.3. Calculation Private Vehicle Travel Reimbursement Rate
Reimbursement rates will be based on the higher of the ATO or the applicable rate in industrial Awards applying to DDWCAC, as advised by the Finance team from time to time, to ensure equitable rates across DDWCAC. Reimbursements will be based on kilometres travelled not fuel prices paid.

Claims for reimbursement must be supported by relevant records of travel and travellers are also advised to keep records for any personal Income tax purposes, where applicable.

Reimbursements for distance travel will be based on the following departure and return points:

- **Employees and Volunteers**: Reimbursement will apply for travel from their designated place of work to the event location and return to their place of work via the most efficient route.
- **Directors and Members**: Reimbursement will apply for travel from their designated place of residence recorded on the Member Register to the event location and return to their place of residence.

4.7.4. Basis for Reimbursing Meals
Travellers are entitled to reimbursement of reasonable meal expenses incurred during pre-approved travel, up to a daily organisational capped rate set by Finance each year, which amount will not be less than the highest amount applicable under relevant industrial Awards. Reimbursement will be based on actual expenses incurred.

Where pre-approved, meals may be claimed through reimbursement where supported by itemised receipts - tipping cannot be claimed. Where actual expenses exceed the capped amounts, only the maximum allowable amount will be reimbursed unless pre-approval is obtained. Unless pre-approved, meals of guests or travel companions will not be paid by the DDW Group.

DDW Group does not permit the purchase or reimbursement of alcohol under any circumstances. This applies to all travel, events, meetings, and hospitality-related expenses, regardless of context or location. During a dinner or function where alcohol is provided free, personal consumption must be at a responsible level, which Is generally no more than three standards drinks over three hours, or BAC under 0.05%.

4.7.5. Eligible and Ineligible Expenses
Claims made for prohibited items will not be reimbursed. Travellers are responsible for ensuring that all expenses claimed are in line with this policy.

The cost of parking during business-related travel is reimbursable. However, valet parking is considered a personal expense and will not be reimbursed. Parking during member-related activities is not reimbursable.

Any social or personal travel undertaken while attending organisation-related events is the responsibility of the traveller and will not be reimbursed by DDW Group.

Taxis or ride-sharing services may be used when:

- Large, heavy, or bulky baggage is being transported
- Public transport is impractical, unsafe or significantly slower
- There is a valid business reason and pre-approval has been obtained.

4.7.6. Reimbursements
All travel-related payments will be processed through Accounts Payable and not via payroll.

Approved reimbursements will be treated as non-taxable, in accordance with applicable regulations.

Reimbursements will be made fortnightly in line with other accounts payable processing, unless a request for prompt payment is requested and approved.

4.7.7. Funds in advance
Funds in advance are discouraged. However, it is recognised that funds in advance can support self-determination.

Funds in advance will be provided through the allocation of EFTPOS card/s or similar for each traveller and will be subject to card limits and reconciliation process.

The EFTPOS cards can be used to purchase pre-approved public transport tickets (train or bus), taxis and/or fuel, and meals.

The EFTPOS cards are not redeemable for cash from the Corporation.

EFTPOS cards will be allocated on the kilometres to and from the traveller's residential address to the venue, and the return home. Kilometres travelled will be based on Google Maps or similar calculations.

For travellers residing interstate, travellers are responsible for travel from the member's residential address to the air, train or bus travel departure point.

EFTPOS card allocation will not cover:

- Travel from home to place of work.
- Excessive or unreasonable kilometres.
- Travel with another member where the driver has been or will be allocated EFTPOS cards or otherwise reimbursed for their travel.

4.7.8. Costing of Expenses
Where applicable, costs may be distributed across multiple projects to reflect multi-role participation.

5. Dispute Resolution and Exceptions

5.1. Dispute resolution

Travellers who disagree with a travel or accommodation decision (e.g., denial of support, cancellation penalties) may submit a written request for review to the travel pre-approver within 10 business days of the decision.

The travel pre-approver will review the request and respond within 10 business days.

If unresolved, the matter may be escalated in accordance with the Compliments and Complaints Policy.

5.2. Exceptions Generally

Travellers may request an exception to the Policy (e.g., bringing a non-member companion, flexible travel arrangements) by submitting a written request with their request for travel and accommodation support.

Requests must include:

- Reason for the exception
- Supporting documentation (if applicable)

Exceptions will be considered on a **case-by-case basis** and must be approved in writing prior to travel.

5.3. Cancellation Exceptions

Documentation may be requested to waive penalties or preserve eligibility for future support.

6. Roles and responsibilities

Role	Responsibilities
Supervisors	• Ensures travellers under their responsibility are aware of this policy. • Provide travellers with clarification about this policy.
Member Engagement Team	• Ensure all members are aware of this policy • Ensure all members are aware of when this policy applies • Provide clarity to members on the application of this policy • Provide clarity and support to members during nominated activity registration and Community Support Program applications. • Ongoing review and improvement of this policy.
Board Chair	• Ensure all directors are aware of this policy. • Provide directors with clarification about this policy when sought

Role	Responsibilities
Traveller	Where applicable: • Travel in a manner that complies with this policy • Record and report travel claims in accordance with this policy • Maintain tax invoices or receipts for all expenses incurred regardless of payment method. • Submit tax invoices or receipts within 30 days of travel) • Incur only reasonable and appropriate expenses • Ensure pre-approval of all aspects of travel and related expenditure prior to incurring the expenditure, where possible • Only submit costs as incurred for performing their official duties. • Notify pre-approver of any changes or issues prior to travel. • Notify pre-approver of any additional hardship or accessibility needs when seeking travel and accommodation support.
Travel pre-approvers	• Pre-approve travel in accordance with this policy • Reviewing the Travel and Related Expenses Claim for proper documentation, policy compliance and reasonableness • Promptly action Travel and Related Expenses Claims to ensure travellers are reimbursed in a timely manner.
Finance/Accounts Payable	• Process reimbursements after approval by pre-approver • Process invoices after approval by pre-approver
Compliance	• Oversight of claims and policy adherence advice and support

7. Policy Breaches

7.1. Employees

Failure to comply with this policy will constitute a breach and may result in disciplinary actions. Disciplinary action may include but is not limited to:

1. Counselling
2. Further training and development
3. Verbal warning
4. Written warning
5. Suspension
6. Termination

7.2. Volunteers

Failure to comply with this policy may result in individuals not being invited/accepted as a volunteer in the future.

7.3. Members

Failure to comply with this travel and accommodation policy may result in:

- Rejection of future Community Support Program applications.
- Recovery of costs.
- Exclusion from future nominated member activities.

7.4. Directors

Failure to comply with this policy may result in rejection of future applications.

7.5. Appeal rights

Refer to relevant policies and procedures applicable to traveller types for details about appeals or reviews of allegations of policy breaches.

8. Performance Measures

The success of this policy will be measured by:

Policy requirement	Performance measure	KPI/Target	Data Gathering
Pre-approval	All travel is to be pre-approved by the appropriate person.	Pre-approval forms submitted prior to travel	Pre-approval form
Requests for reimbursement	The traveller is responsible for claiming reimbursement within 30 days of completion of travel	Reimbursement request dated within 30 days of completion of travel.	Reimbursement form
Reimbursement	Timely reimbursement of approved expenses	Reimbursement of approved expenses within 7 days of receipt by accounts payable	Payment list

9. Relevant Legislation

- MA000100: Social, Community, Home Care and Disability Services Industry Award 2010
- MA000101: Gardening and Landscaping Services Award 2020

10. Related Documents

- Travel Application/Reimbursement Form
- Occupational Health and Safety Policy and practices
- Codes of Conduct
- Vehicle Use Policy
- Wartaka Policy
- Cultural Heritage Employment Policy
- Payment to Board and Committee Members Policy
- Fit for Work Policy
- Risk and Opportunity Management Policy
- Anti-Fraud and Anti-Corruption Policy

11. Document Review

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this, such a change may be made administratively. Examples include a change to the name of a Business Unit, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be made through consultation with the staff and with the approval of the appropriate delegate.

This policy will be reviewed at least by the review date.

12. Document Version Control

Version	Date	Description of changes	Changes made by
1	20/09/2025	Original	Board
2	24/10/2025	Update to clarify members travel	Board

APPENDIX 1: Checklist for Travelling with Minors or Family Members

Before seeking approval to travel with minors or family members, the primary traveller should ensure the following considerations are addressed:

Approval & Justification

- Have you submitted a formal request for approval to travel with accompanying persons?
- Is the travel purpose clearly defined and does the presence of family not interfere with DDWCAC activities?
- Has the request been approved by the relevant manager or delegate?

Cost Responsibility

- Have you confirmed that all additional costs (e.g. transport, meals, accommodation) for accompanying persons will be covered personally?
- Are shared costs (e.g. accommodation) appropriately apportioned and documented?

Accommodation & Logistics

- Is the accommodation suitable for both DDWCAC and family needs without incurring excessive costs?
- Have you considered proximity to venues and access to necessary amenities?

Risk & Safety

- Are there appropriate safety measures in place for minors (e.g. supervision, emergency contacts)?
- Have you considered travel insurance coverage for accompanying persons?

Compliance & Conduct

- Will the presence of family members uphold the professional standards expected during travel?
- Have you reviewed any cultural, legal, or organisational considerations relevant to the travel destination?