DDWCAC Travel & Related Expenses
Application & Pre-Approval Form

Important pre-approval note

This form must be completed and approved ***before*** *travel is booked or undertaken. Where possible, submit the completed form at least* ***two weeks before travel****. Travel should be necessary, purposeful, cost-conscious and demonstrably aligned with DDW Group objectives.*

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. Preference is that attendance be online if the option is available.

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.

1. Applicant Details

*Complete one form per trip. Fields marked * are mandatory.*

*** Full name**	
*** Role / Traveller type** Member / Director / CEO / Board Chair / Employee / Volunteer	
*** Business unit / Team** (if applicable)	
*** Phone**	
*** Email**	
Residential address (for distance/eligibility where relevant)	
If Member: staff to check if registered address matches ORIC register? (Yes/No)	
Accessibility / health needs we should consider	

2. Trip Purpose & Alignment

Guidance note

Travel must be necessary, purposeful and aligned to DDW Group objectives. Provide enough detail for the approver to assess the purpose, benefit and proportionality of the request.

*** Purpose of travel / event name**	
*** How does this support DDW objectives / role duties?**	
*** Traveller is attending as** Member / Director / CEO / Board Chair / Employee / Volunteer / CSP participant	
If Member: Is this a nominated member activity (e.g., AGM or other CEO/Board-specified event)? (Yes/No)	

3. Proposed Itinerary

Guidance note

Where possible, submit itinerary details at least two weeks before travel. Public transport and DDW vehicles are preferred where suitable, practical and cost-effective.

*** Origin** (place of work or residence, per policy)	
*** Destination(s) / site(s)**	
*** Depart date & time**	
*** Return date & time**	
Total trip distance (km) if driving	
Event schedule attached if multi-day? (Yes/No)	

4. Transport Plan

Guidance note

Select the most cost-effective, safe and appropriate transport option. Carpool where practical. Vehicle travel is generally supported up to 500 km unless otherwise pre-approved.

Primary mode (tick): DDW vehicle / Private vehicle / Public transport / Taxi-Rideshare / Air (economy)	
If DDW vehicle: booking requested via (team)	
If private vehicle: driver licence valid? (Yes/No). Only one claim per vehicle applies.	
If air travel: Why required? Book economy; flexible fares need pre-approval.	

Baggage or special needs (e.g., equipment)	

5. Accommodation Request (if needed)

Guidance note

Accommodation should be budget-conscious and located near the event where possible. Provide a clear rationale based on hours, distance, safety, multi-day participation, accessibility needs, or early/late travel times.

Is accommodation required? (Yes/No)	
Rationale (e.g., >10–12 hours day, >2–3 hours one-way, early/late times, hazardous conditions)	
Check-in and check-out dates; number of nights	
Preferred proximity / accessibility needs	

6. Accompanying Persons (if any)

Companions are welcome but costs are not covered unless explicitly approved. Provide details and justification. Members may bring immediate family to DJAARA-funded accommodation if pre-approved.

Are you requesting approval to travel with companions? (Yes/No)	
Name(s) and relationship(s):	
Reason companions are needed / do not interfere with business:	
Costs to be personally covered by traveller (Yes/No). Any exception sought?	

7. Estimated Costs & Funding Source

Guidance note

Provide best estimates for approval. Actual expenses will be reconciled against itemised receipts. Alcohol and valet parking are not reimbursable.

Category	Estimate ($)	Funding source / cost centre	Notes
Surface transport (public transport, taxi, rideshare, parking)			

Private vehicle km reimbursement (attach km calculation)			
Airfare (economy)			
Accommodation (budget)			
Meals (within capped daily rate)			
Other (specify)			

If seeking funds in advance (EFTPOS card), specify below. Cards are limited to pre-approved items and reconciled post-trip.

Request funds in advance? (Yes/No)	
Purpose and proposed card limit: ($)	

8. Risks, Safety & Wellness

Guidance note

Consider fatigue, hazardous conditions, health and safety obligations, and any accessibility or wellness needs. Check relevant travel, road and weather information where required.

Any hazardous travel conditions anticipated? (Yes/No)	
If Yes, describe risks and mitigations	
Fatigue management (e.g., reasonable hours, breaks, accommodation if required)	
Fit for Work considerations / accessibility support	

9. Attachments Checklist (tick)

[ ] Event agenda / invitation / CSP guideline confirmation

[ ] Distance/route evidence (e.g., Google Maps) for km claims

[ ] Cost estimates / quotes (air, accommodation)

[ ] Risk considerations / approvals for exceptions

[ ] If travelling with minors/family: completed Appendix 1 checklist

10. Applicant Declaration

I declare that the information provided is accurate, the travel is necessary and aligned with organisational objectives, and I will comply with the Travel and Related Expenses Policy, including submission of legible itemised receipts within 30 days and adherence to behavioural standards. I understand alcohol is not reimbursable and that non-compliant expenses will not be reimbursed.

Name:	
Signature:	
Date:	

11. Pre-Approval – to be completed by the relevant approver

Approver is based on traveller type:
Members→Member Engagement; Directors & CEO→Board Chair; Board Chair→Board; Employees/Volunteers→Relevant Manager.

Traveller type (for routing):	
Approver name & role:	
Decision: Approved / Not approved	
Conditions: (e.g., economy fare only, budget accommodation, max daily meal cap, no companions, etc.)	
Funding source / Cost centre / Project code:	
Signature & date:	

12. Internal Booking Handover (Office Use)

All travel and accommodation must be booked through authorised internal services and providers.

Sent to booking contact (tick): Finance (Employees/Volunteers) / Member Services (Members) / Governance (Directors)	
Date sent / Booked by:	
Reference / booking numbers:	
Notes / changes / cancellations (include dates & reasons):	

Policy pointers (summary – see full policy for details): All travel must be pre-approved; public transport and DDW vehicles preferred; vehicle travel generally supported up to 500 km; accommodation is budget and based on safety/fatigue needs; alcohol not reimbursable; receipts within 30 days; economy class air; companions at traveller's cost unless explicitly approved; chargebacks prohibited unless pre-approved; reimbursements via Accounts Payable.

Document Control

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