



Procedure 4.03 – Travel Management

1. Application

This Procedure applies to all directors, employees and Contractors of NQBP.

2. Policy

Under Section 2.1 of Standard 4.03 – Travel, overseas and domestic employee travel should only be undertaken where there is a demonstrated business need for the travel. This procedure outlines how Travel will be managed to ensure that NQBP obtains commercial benefit from the travel.

2.1. General Requirements

In order to maximise the benefits of the NQBP travel, accommodation and vehicle hire contracts, all NQBP departments should adhere to the following procedures. Any departures from these requirements must be approved by the CFO and must be justifiable on a commercial basis.

Underlying Principles

Domestic & International Travel is, when appropriate, a vital component of NQBP business. It provides a number of advantages that would not be available without the physical presence of representatives including:

- Representation at meetings with groups and individuals;
- Face to face handling of sensitive situations;
- Opportunities for employees to inspect and experience operations, of NQBP and other business partners; and
- Opportunities to participate in educational experiences not available locally.

The potential advantages and commercial benefits available to NQBP must be weighed against the costs when considering whether approval is to be given to a particular travel request. NQBP managers should use telecommunications, teleconferences and videoconferences where ever possible for conducting business between multiple sites, particularly when the total duration of scheduled meetings or interactions between sites is four hours or less per day.

NQBP is committed to providing secure, convenient, economical and appropriate travel for all NQBP travellers. NQBP managers should consider the costs, benefits, distance and the safety of NQBP staff when determining the means of travel.

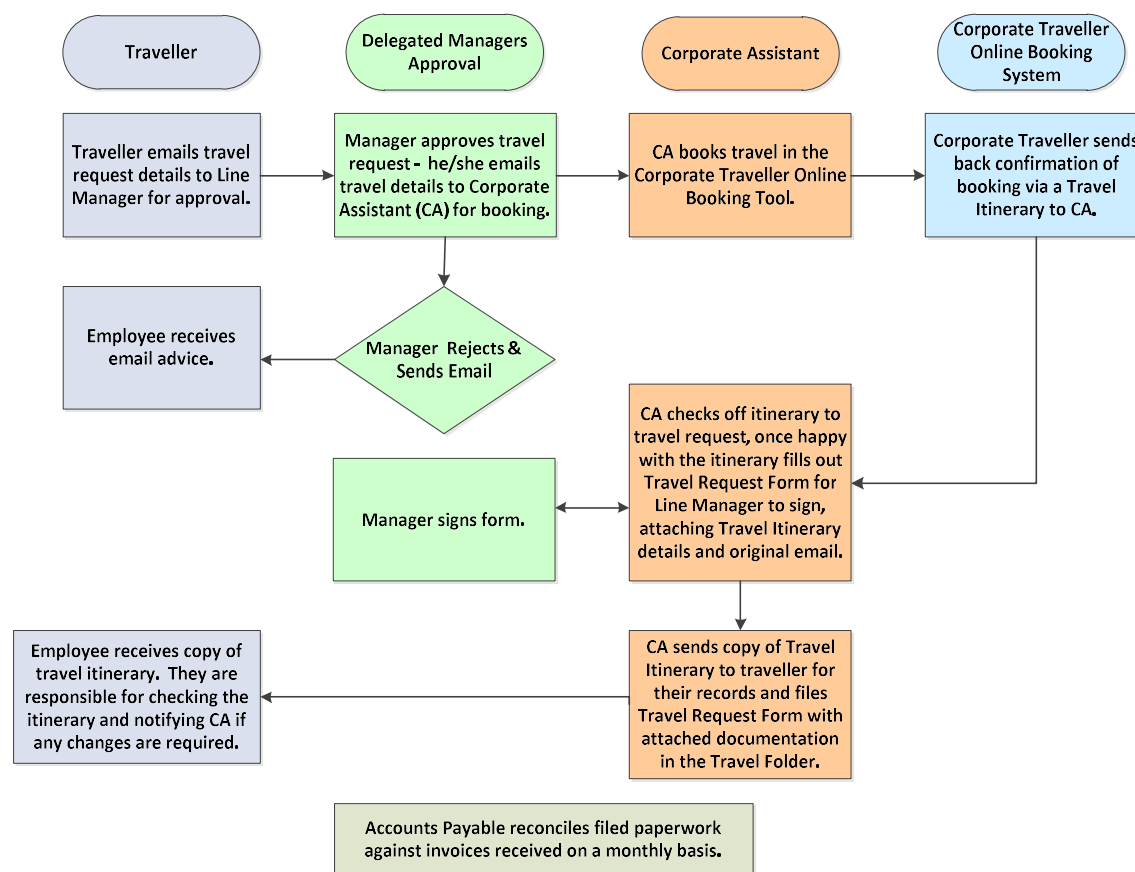
2.2. Responsibility and Enforcement

It is the responsibility of the traveller to comply with the travel policy and procedure. In addition it is also the responsibility of each manager to ensure that employees within their respective groups comply with both the travel policy and procedure.

Responsibilities for making travel arrangements are shown in the following Request for Travel Application Process flowcharts:

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Request for Travel Application Process:



NOTE: Currently, Delegated managers to approve travel are limited to ExCo members.

2.3. Supplier Arrangements

Corporate Traveller has been appointed as NQBP’s supplier of all travel services and has the responsibility to manage the day to day business travel booking requirements of NQBP. In addition, this authorised Travel Provider provides significant value benefits to NQBP, via sole access to specifically negotiated company travel rates for airfares, accommodation and car hire.

All business travel needs including the booking of air travel, accommodation, car rental and any other travel related services must be booked via Corporate Traveller. Bookings must be made by Administration Officers using Corporate Traveller’s Online Booking Tool.

Corporate Traveller’s contact details are listed below:

Name: Chantelle Doolan
 Southpoint, Level 10,
 275 Grey Street
 South Brisbane Qld 4101
 Tel: (07) 3083 4680
 Fax: (07) 3181 9694
 After Hours Assist: 1300 415 269 or 617 3170 7863
 Email: chantelle.doolan@corporatetraveller.com.au

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Failure to observe this requirement will be regarded as a breach of this procedure and may result in disciplinary action being taken.

It is recognised however that in some regional areas where accommodation / transport options are in limited supply that NQBP travel officers may have to book directly with local suppliers if Corporate Traveller is not able to offer a suitable alternative.

2.4. Complaints Process

In the event of any issues or complaints in relation to accommodation and /or Corporate Traveller's service please forward these by email to the Finance Executive Coordinator for follow-up, resolution and reporting.

2.5. Traveller Profiles

All employees expecting to travel at least once per year should submit a completed Traveller Profile Form to one of NQBP's Administration Officers for them to forward on to Corporate Traveller. This is to ensure that pertinent details and preferences are adhered to in the reservation process. This form is available on ERIC under Self Service, Forms.

The traveller is responsible for advising an Administration Officers of all personal travel information changes that need to be updated on their Travel Profile which is maintained by Corporate Traveller. This will include address, phone number, title, medical restrictions, special meal requirements and seat preferences.

When an employee leaves NQBP employment, NQBP will advise Corporate Traveller to remove the employee's profile from NQBP's list of approved travellers.

2.6. Travel Request Approval and Booking Process

NQBP managers must ensure that value for money is achieved for all travel and travel related expenditure. Travel arrangements should only be made when there is a high degree of certainty about the details, to avoid cancellation and travel amendment costs.

NQBP travellers must ensure that all travel and related expenses are an appropriate use of NQBP funds and align with NQBP's business objectives.

Travellers must also ensure that:

- There is adequate disclosure of the nature and purpose of the proposed travel;
- The level of expenditure is within the NQBP travel **expense guidelines** and **relevant departmental budget**; and
- All supporting documentation is available and filed appropriately.

Class of Travel

NQBP's Policy is to fly using the cheapest fares with Virgin Australia. All management and staff travel is economy class travel on all flights to anywhere of any duration, and where a flight overseas is longer than 8 hours then the person travelling will be entitled to a minimum 12 hours rest to recover from the flight before undertaking the purpose of travel. Domestic flights for Directors are by business class.

NQBP will only pay for an accompanying person's domestic travel fares and expenses in exceptional circumstances specifically approved in writing by the NQBP Board and where the attendance of the accompanying person is of demonstrated benefit to NQBP. Where accompanying partners are authorised to travel the same level of travel will be available as the officer concerned.

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NQBP may approve the relocation of NQBP employees' family members for transfer or NQBP business purposes, as specified in Procedure 3.02 - Relocation and the NQBP Enterprise Agreement.

Where the normal class of travel for the individual is not available and any alternative does not meet operational requirements, other classes of travel may be authorised by the CEO to ensure that the business demands of NQBP are met.

Where overnight travel is a requirement, in particular for sea or rail travel, private sleeping accommodation will be made available.

Charter arrangements regardless of class can be authorised to efficiently meet operational requirements.

Air Travel Bookings

All air, accommodation and car rental reservations must be booked by an Administration Officer through Corporate Traveller's Online Booking Tool. Any itinerary changes must be forwarded to the Administration Officer for emailing to Corporate Traveller for processing. Employees intending to travel must obtain approval from their manager and up-line ExCo Member prior to sending their request to an Administration Officer for booking.

Where ever possible approved travel requests should be submitted (7-14) days prior to the scheduled travel date unless travel is required at short notice for essential business / operational purposes. By booking early NQBP can take advantage of reasonably priced airfares and accommodation rates.

All air travel should be booked using the **"best value fare of the day"** through NQBP's preferred airline which is currently Virgin Australia as NQBP receives additional rebates when using this provider, given the conditions surrounding the travel. "Best value fare of the day" is the cheapest fare available at the time of booking within 60 minutes either side of the requested flight time. If the preferred airline does not fly the route then the cheapest fare of the day rule applies. Other airlines should only be considered where the fare is 15% or more, lower than the Virgin fare.

The **best flexible fare** or **fully flexible fare** will only be booked where flexibility is required to accommodate business needs such as inter-dependent travel commitments or meeting schedules. **The reason for booking such a fare must be recorded on the travel request form.**

When requesting travel to be booked employees must specify if they have luggage that needs to be checked in. If you are only taking a cabin bag and have no need to check anything in the Administration Officer will remove the default tick from the check box on the booking travel request form that they later complete so that NQBP is not paying for checked in luggage unnecessarily.

All approved requests will be actioned by the Administration Officers and the relevant bookings made by using the Online Booking Tool. A confirmation of the traveller's itinerary will be forwarded back to the Administration Officer by Corporate Traveller. A copy of which will then be emailed to the traveller for their information. Upon receipt of the itinerary **all details must be carefully checked** by the traveller.

In the event that changes need to be made to the booking the traveller can either forward the request to one of the Administration Officers (during business hours) or contact Corporate Traveller on the after-hours phone number provided on the itinerary (if outside of business hours – call 1300-415-269 or 07-3170-7863).

Travellers should endeavour to arrive at the airport at least one hour before the requested departure time to allow sufficient time for check-in and departure.

Corporate Traveller will report expenditure and travel credit balance back to NQBP on a monthly basis.

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Cancellations

All cancellation/amendment requests will be actioned by Corporate Traveller. Full refunds will only be applicable on fully flexible tickets and business class fares. All other fare types will attract costs when using the credit provided on cancelled or amended fares.

When cancelling please note the following:

- Virgin Saver Fares must be cancelled at least 24 hours before departure to be able to put them into credit; whereas
- The Qantas Red-e-Deals only need to be cancelled the day before travel.

Both Qantas and Virgin flexi fares can be cancelled on the day of travel, prior to departure and put into credit.

Personal Extension of Approved Business Trips

Personal extension of approved business arrangements is permitted. All costs of extending business arrangements to meet personal requirements must be borne by the individual. NQBP will not be liable for costs beyond those applicable as if the individual had undertaken only the business arrangement in the manner most cost-effective to NQBP. Any savings to NQBP resulting from personal extension of a business trip will not be claimable by the individual.

2.7. Travelling Expenses

NQBP will be responsible for reasonable accommodation, in-house meals (including a couple of drinks – either alcoholic or non-alcoholic with dinner), laundry after three nights, one private phone call home per evening and usage of phone line, cable or Wi-Fi connections for lap top/iPad use, local travel and incidental expenses.

All airfares, vehicle hire, accommodation and in-house meals will be booked through NQBP's authorised travel provider and will be charged-back to NQBP's account on a monthly basis. If the traveller has a corporate credit card, they are to use it for all other incidental travel expenses including meals away from the accommodation venue. All requirements of the Corporate Credit Card procedure must be complied with e.g. obtaining valid tax invoices that are included with the cardholder's monthly reconciliation.

If the traveller does not have a corporate credit card they will need to incur the incidental costs and then claim for reimbursement following the trip. A Travel Expense Form will need to be completed and submitted to the delegated manager along with the supporting receipts. Delegated Managers should review spend, authorise meal expenditure and ensure that the cost of meals incurred by NQBP travellers is reasonable.

Please refer to Appendix A – Business Travel Expenses, for an indication of which costs are deemed legitimate business travel expenses.

In instances where the remaining incidental travel expenses may cause inconvenience to the individual, NQBP will consider alternate solutions on a case by case basis.

Travellers should confirm accommodation/meal account arrangements upon checking in.

Accommodation

NQBP have negotiated special rates and inclusions with the following suppliers which are to be booked through Corporate Traveller using the Online Booking Tool:-

- The Clarion Hotel – Mackay (1st option)
- The Quest Apartments – Mackay (2nd option)
- The Manor Apartment Hotel – Brisbane

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- The Rendezvous Hotel Anzac Square - Brisbane

Our deals with these accommodation providers are based on volume and therefore it is important that all NQBP employees are booked with the above hotels when staying overnight in either Mackay or Brisbane. All accommodation and other approved charges will be charged back to Corporate Traveller and then to NQBP's account.

Where NQBP have no preferred accommodation deals in a city then the best value for money accommodation should be booked through the online booking tool and where possible should not exceed \$200 per night.

Travellers are entitled to a minimum standard of room which is convenient, clean and comfortable and provides private facilities.

NQBP will permit a standard of accommodation appropriate for the occasion. Where conferences or seminars are held at particular venues, that venue will be usually considered an appropriate standard of accommodation subject to the cost of accommodation being reasonable. Details of the conference or seminar must be included in the travel request details.

In instances where NQBP employees are required to work away from home for a period of seven nights or longer they may request long-term self-contained accommodation.

NQBP travellers may accept room upgrades to suites or executive floor rooms if the upgrade is at no additional cost to NQBP and the total room cost does not exceed the maximum reimbursable rate.

Where an individual elects to be accommodated at a private residence, or other alternative accommodation, where receipts or payments are inappropriate, a per night host contribution payment will be paid to the traveller (refer Travelling Expense Claim Form for actual amount) in addition to reimbursement of actual costs for meals when dining out and other travel related costs.

At check-out the traveller must ensure that their account is correct and then authorise that the expenses have been incurred. All hotel costs once confirmed will be charged back by Corporate Traveller to NQBP's account.

If an emergency requires hotel accommodation to be booked direct with the hotel by the traveller, this should be paid by the traveller using their corporate credit card. If the traveller does not have a corporate credit card they should directly pay the hotel and claim the cost back via the normal expense reimbursement procedure upon their return to the office.

Please note that mini bar expenses, in-house movies, or room upgrade charges and any personal items will not be funded by NQBP and must be paid for personally at the time of departure from the accommodation.

If the employee will be arriving at their accommodation in the evening or late at night, the travel provider will advise the hotel/motel of the approximate time that the traveller will be checking-in. In instances where the traveller incurs delays due to flight changes etc. it is the traveller's responsibility to advise the hotel/motel of their expected time of arrival, to guarantee the rooms reservation.

Where the traveller charges business entertainment to their accommodation account they will need to complete the relevant FBT forms, provide evidence of approvals and forward the forms and details to the accounts payable officer.

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Meals

Meals do not necessarily need to be taken at the accommodation establishment, however if they are taken at other dining venues the traveller should charge the meal expenses to their corporate credit card. If the traveller does not have a corporate credit card they will need to pay the meal expenses and then claim for reimbursement.

Where meals of two or more NQBP travellers are charged to one room at a restaurant, the names of both travellers must be noted on the Tax Invoice for FBT purposes.

Employees are expected to approach the cost of the meal at whichever venue, with a “reasonable cost” attitude. Current guideline amounts are specified on the Travel Expense Claim Form.

As an example, a limit of \$60 per person for dinner (inclusive of alcohol) is considered ‘reasonable’. This limit will be reviewed on an annual basis. When this limit is exceeded, details must be provided (including reasoning) and must be approved by the up-line ExCo Member.

Cost of meals may include reasonable costs of beverages, either alcoholic or non-alcoholic. Expenditure on alcohol is limited to an acceptable and responsible level of consumption with or immediately before the evening meal. Irrespective of the level of alcohol consumption, employees travelling on behalf of NQBP are expected to exhibit behaviour which is of high standard and which will not bring disrepute to NQBP.

Please note: No allowances will be paid by NQBP. Employees will only be reimbursed for actual costs incurred.

Indicative Reasonable Charge Limits for Meals and Incidentals/Day

Currently they are:

Incidentals	\$20.00 (i.e. phone, hotel LAN line)
Breakfast	\$25.00 (inclusive of beverages)
Lunch	\$25.00 (inclusive of beverages)
Dinner	\$60.00 (inclusive of beverages)

The above rates will be reviewed on an annual basis.

Meals with non-travelling NQBP employees

There are different FBT arrangements and external perceptions to manage when having meals with non-travelling NQBP employees.

When having a meal where there are non-travelling NQBP employees present detailed reasoning for their attendance must be attached to the receipt.

There must be a clear business benefit in the reasoning for such expenditure.

The up-line ExCo Member or CEO must approve any team or large group meals.

Entertaining Clients

This policy may also be applied to expenditure incurred whilst entertaining clients, customers or approved service providers of NQBP (as NQBP is a geographically diverse organisation). Where approval is required it must be obtained prior to the expenses being incurred & before reimbursement is made and should be either a hard copy approval or an e-mail. It is however recognised that on rare occasions prior written approval for business entertainment may not be possible. Where this occurs, approval must be obtained on the next working day.

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Approval from the up-line ExCo Member is required where employees wish to entertain a client, customer or service provider, in the course of normal business practice and courteous relationship building. A person may not authorise their own expenditure. The CFO is to approve other ExCo /CEO expenditure. This approval should be attached to any expenditure forms submitted. In these cases, special FBT provisions apply, which require NQBP's representative to be especially aware of the FBT guidelines and the information required to be stated in the documentation. In these cases, it is the responsibility of NQBP's representative to sensitively monitor the expenditure incurred by the client, customer or service provider. Please note that the names of all those entertained must be recorded on the relevant expenditure form.

'Reasonable' expenditure in line with guidelines in this policy applies also when entertaining. Officers accepting hospitality from a present or prospective client, customer or service provider, are to be careful to avoid conflict of interest issues.

For additional information on hospitality and entertainment expenses please refer to Guideline 4.02 - Hospitality and Entertainment.

Airtrain

For travel to and from the Brisbane Airport NQBP managers and staff should use the Airtrain services where it is practicable and more cost effective to do so (i.e. only one person is travelling - as this is significantly cheaper than taking a taxi).

NQBP has Airtrain vouchers available that travellers can obtain from each office prior to their departure. The completed voucher stubs and any unused vouchers must be returned to the delegated person at each office for reconciliation upon the travellers return to the office.

Taxis

Cabs may be used for commuter travel from NQBP offices/ports to airports, hotels, customer premises and consultant offices where a company vehicle is not a practical option or where car parking costs will exceed cab fares.

NQBP has cab charge vouchers available that travellers can obtain from each office prior to departure. The voucher stubs, trip receipt and any unused vouchers must be returned to the delegated person at each office for reconciliation upon the travellers return to the office.

Car Hire

NQBP business vehicles must be used as a first priority if they are available on the date / time required.

Bookings for the NQBP-owned vehicles in Mackay can be made through Outlook. The names of each of the vehicles begin with 'Resource'. Choose the vehicle you want and block the time you need. Provide details of the person requesting the book. As there is a continual demand for each of these vehicles, please remember to cancel the booking if you no longer need the vehicle.

Vehicle hire may be arranged in those instances where other means of transport are not practical, expedient or cost effective. NQBP travellers should book the least expensive available vehicle that meets their business needs and where possible utilise hybrid vehicles if available in the selected class. Special requirements such as mine equipped vehicles, additional luggage/equipment room required or the need to accommodate a number of people should be noted on the Travel Request and Booking Form. Drivers must ensure that they are aware of the terms and conditions of hire relating to the class of vehicle and the insurance implications.

Car Hire must be booked through Corporate Traveller using NQBP's preferred car hire providers Avis and Hertz. Alternative vehicle hire companies i.e. Budget may be used only when there is no AVIS or Hertz dealership at the departure location. In this instance Corporate Traveller will source available vehicles from alternate car hire companies.

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When collecting a vehicle, it must be inspected and its general condition noted. Abnormalities should be reported to the hire company before driving away.

Refuelling: all employees should refuel the hire car before dropping off the vehicle. The fuel costs can be charged to a corporate credit card or paid by the employee to then complete an expense claim for reimbursement. Avis charges approx. \$3.30 a litre for unleaded fuel and over \$3.80 a litre for diesel to refill the cars at their locations (varies from time to time and by location). Please assist in minimising this cost to the company where you can.

NQBP drivers must secure all vehicles when left unattended and take all necessary precautions to ensure that there is no damage to hired vehicles.

On return, the vehicle should be inspected for any damage (preferably with a hire company representative). Should damage occur, NQBP travellers must ensure that the damage is correctly reported and documented on the hire company's Accident Report form and a completed copy of the form forwarded to NQBP's Company Secretary.

Any accidents in a hire car whereby Avis (or other hire company) charges you an excess needs to be reported to the Manager Risk and Assurance. Our Corporate Travel Insurance Policy covers NQBP for car hire excesses up to \$5,000, so there may be a claim opportunity present. NQBP cannot claim the money back if we are not aware of the incident. Given that NQBP has this insurance cover in place, whenever hiring a car never pay extra for the additional excess cover they offer.

Airport Parking

Valet parking should be avoided unless a specific operational need warrants it. All employees are expected to utilise Airtrain, taxis or long term parking whichever is the most cost efficient. Where long term parking is to be used employees must ensure that this is booked in advance online to secure cheaper rates.

Aircraft Charter

Aircraft charter can only be approved by the Chief Executive Officer. All legal, safety and insurance requirements must be met.

Incidental Expenses

Receipts must be obtained for all travel and incidental work related expenses i.e. meals, taxis, car parking, petrol, telephone calls (including short private calls to maintain contact with family/partners or dependant) and similar items. These are to be submitted with the relevant documentation e.g. credit card reconciliation or expense claim forms.

Overseas Travel Expenses

All actual reasonable expenses necessary to achieve NQBP's objectives will be met. As a guide the following will be considered for payment.

- Pre-departure expenses such as overseas telephone calls related to the visit;
- Any necessary inoculations and vaccinations;
- Fares and car hire;
- Hotel/motel expenses but only bed, breakfast, lunch and dinner;
- Tips, portage and laundry;
- Official telephone calls, cables, telegrams and postage;
- Reciprocal entertainment;
- Passport and visa costs;
- Airport exit and entry taxes; and
- Any other necessary expenses considered reasonable by the CEO.

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Meals (Overseas Travel)

Actual reasonable expenses will be met by NQBP including a couple of drinks (either alcoholic or non-alcoholic) with the meal. Where receipts are inappropriate, NQBP will accept a declaration:

1. That the meal was provided;
2. Accepting the value of the meal based on the officer's diary notation;
3. That the meal did not form part of the arrangements either prepaid or to be claimed against NQBP.

Incidental expenditure (Overseas Travel)

Telephone calls, taxis and other necessary expenditures to undertake the business trip will be met by NQBP. Reasonable short private calls to maintain contact with family/partners or dependants are claimable.

Records to be kept

To comply with Australian Taxation Office procedures, travellers are responsible for keeping sufficient records of their travel, accommodation and meal expenses (e.g. names of clients and the company they belong to availing of a meal with the traveller) to complete accurate Entertainment / FBT forms, where required, on their return. In addition, travel approvals and associated expenditure documentation must be available for audit purposes.

2.8. Health and Safety

NQBP travellers must formally report any Workplace Health and Safety issues or incidents while travelling to their up-line manager. An NQBP Incident Report Form should be completed upon their return to the office and forwarded to either the NQBP Environment or Safety Group for processing.

2.9. Flight Lounge Membership

NQBP will provide Virgin Lounge Membership for the CEO and for those officers of NQBP who are approved, due to their level of travel on business, gain substantial benefit from such membership.

Virgin Lounge memberships are available for staff who either:

- Have a lounge membership as part of their contract; or
- If not a contract entitlement, then receive approval from their relevant ExCo member to have one issued.

Virgin Australia's Lounge Membership renewal will be coordinated by the Finance Executive Coordinator. A report showing the Lounge member's travel history for the prior 12 months will be generated a month prior to the expiry of the membership for the ExCo member to review. Upon reviewing the report the ExCo member will advise the Finance Executive Coordinator whether to approve or decline the renewal of the Lounge membership.

A Qantas lounge membership will only be provided in lieu of a Virgin Australia lounge membership where the majority travel undertaken by a traveller is on Qantas only routes and the membership has been approved by the CEO.

2.10. Insurance

NQBP's business travel insurance policy with Accident & Health International covers travel insurance worldwide for all directors, employees and authorised personnel of NQBP and their accompanying spouse/partner and dependent children, including any accompanying persons for the whole of the travel which has been approved prior to the commencement of the journey.

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The cover applies whilst the authorised personnel of NQBP is engaged in a journey undertaken on NQBP's business, including any incidental private travel. Journey means any trip involving travel outside a radius of 50km from the travellers normal place of residence or business premises and shall start from the time of leaving home or normal place of business (whichever is left last) and continue until arrival back at home or normal place of business (whichever is reached first). Every day commuting is not regarded as a journey. The maximum duration of any one trip shall be 180 days.

For a copy of the full schedule of benefits please contact the Manager Risk and Assurance.

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3. Compliance Policy, Procedure, Standard and Legislative Framework

NQBP is a Government Owned Corporation and port authority and is required to comply with its own policies, prescribed applicable legislation and State Government policies and procedures. This procedure should be read in conjunction with:

- a. Policy 4 - Finance
- b. Finance Standards, Guidelines, and Procedures
- c. Policy 2 - Compliance
- d. Government Owned Corporations Act 1993 (Qld)
- e. Financial Accountability Act 2009 (Qld)
- f. Code of Practice for Government Owned Corporations' Financial Arrangements
- g. Corporate Governance Guidelines for Government Owned Corporations February 2009.

4. Procedure Review Date

This procedure should be reviewed by 30 June 2018.

5. Definitions

NQBP: means North Queensland Bulk Ports Corporation Limited ACN 136 880 128.

Contractors: means contractors or consultants engaged by NQBP under a personal services consultancy agreement or other similar arrangements.

NQBP Employee: means employees and Contractors of NQBP but does not include NQBP directors.

NQBP Personnel: means NQBP officers (for example NQBP directors) and NQBP Employees.

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APPENDIX A Business Travel Expenses

Business Travel Expense	Charges business related?
Airport Parking (where appropriate)	<input checked="" type="checkbox"/>
Breakfast, Lunch and Evening Meals (only those paid by employees at locations other than the accommodation venue)	<input checked="" type="checkbox"/>
Excess baggage (no - unless carrying business material)	<input type="checkbox"/>
Expenses incurred in relation to a Stopover (unless it is a business requirement)	<input type="checkbox"/>
Fines – Driving and Parking	<input type="checkbox"/>
Frequent Flyer Programs	<input type="checkbox"/>
Fuel for Hire Vehicles	<input checked="" type="checkbox"/>
Hairdressing, Baby-sitting & personal toiletries	<input type="checkbox"/>
Hotel In-house Movies	<input type="checkbox"/>
In-flight food	<input checked="" type="checkbox"/>
Internet Usage at Accommodation (for business purposes only)	<input checked="" type="checkbox"/>
Mini Bar	<input type="checkbox"/>
Reasonable Laundry (except where away for 3 days or more or length of stay is extended by one or more days after date of departure)	<input type="checkbox"/>
Reasonable personal phone calls (preference is to make all calls from the office or company mobile)	<input checked="" type="checkbox"/>
Taxis – (only when cab charge vouchers are not available)	<input checked="" type="checkbox"/>
Toll Charges	<input checked="" type="checkbox"/>

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