

Travel Policy

1. Objective of Policy

The objectives of this Policy are:

- (a) to define the acceptable standards for travel to a level commensurate with the CAMS commercial profile and finite financial resources;
- (b) to ensure there exists a clear and consistent understanding of the Policy and associated procedures for all CAMS travel;
- (c) to protect the safety and wellbeing of all persons travelling for CAMS related purposes;
- (d) to maximise CAMS' ability to negotiate and retain discounted rates with corporate travel partners and reduce travel expenses;
- (e) to provide management with a reporting/tracking tool for CAMS travel expenses and ensure that all expenditure complies with CAMS policies and other relevant legislation.

2. Scope of Policy

This Policy applies to all domestic and international travel arrangements while you are engaged by the CAMS Group.

3. Definitions

Capitalised terms used in this Policy have the following meanings unless stated otherwise:

- (a) **Appropriate Accommodation Standards** means well-appointed establishments offering a comfortable standard of accommodation, with above average furnishings and floor coverage.
- (b) **Board Members (The Board)** means Directors of the CAMS Board, which also includes the President and FIA delegate.
- (c) **CAMS** means the Confederation of Australian Motor Sport Ltd.
- (d) **CAMS Group** means CAMS and each of its subsidiaries and related entities.
- (e) **Consumer Loyalty Program** means a marketing tool operated by a supplier of goods and services (including credit card provider(s), or a group of such suppliers, to encourage customers to be loyal to the supplier(s).

- (f) **Fixed Fare** means any additional expenses that do not fall under the specific expense headings in this document.
- (g) **Flexible Fare** means fares that allow changes to be made without additional costs.
- (h) **You** (and your) means an employee, agent, Volunteer and contractor of the CAMS Group.
- (i) **Volunteer** means an unpaid/honorary representative engaged on authorised and approved CAMS business, including but not limited to Officials, Stewards, and Commission and Committee members.

4. Policy Statement

CAMS recognises the need for you to undertake travel on CAMS behalf, and is committed to ensuring that travel and related services are procured as cost effectively as possible using the CAMS preferred travel suppliers. CAMS is also committed to ensuring travel undertaken is at an acceptable standard.

5. Policy Guidelines

5.1 Authorisation & Process

All travel arrangements (including airfares, car hire and accommodation) will be booked through the Travel Co-ordinator. Any bookings made by you will NOT be reimbursed by CAMS unless previously authorised by the CEO, and in accordance with the Expense Reimbursement Policy.

5.2 Flights

- (a) Preferred Airlines
 - (i) For Domestic Travel, CAMS has a preferred partner arrangement with Virgin Australia and hence every effort will be made for the flight to be with this partner.
 - (ii) For International Travel, CAMS has a preferred partner arrangement with Singapore Airlines and Etihad Airways and hence every effort will be made for the flight to be with either partner.
 - (iii) However, Jet Star and Qantas are considered acceptable alternative air service providers, where travel on Virgin Australia is not appropriate. Regional Express (REX), or similar, is also an appropriate provider in instances where you are travelling to/from regional locations.

- (b) Fare Types

All flights will be booked on the cheapest available Fixed Fare, whilst also taking into account arrival and departure times for group travel and any overnight accommodation requirements. The only exception to this being the CAMS Board and CEO who will have the option to book a Flexible Fare return flight if deemed necessary. If an over-riding reason exists why the fare needs to be flexible, prior

approval must be sought from the CEO. Flight change charges not related to CAMS business will be paid by you and not CAMS.

(c) Domestic Travel

CAMS provides the cost of economy class air tickets for you. Any upgrades or enhancements are personal expenditures and will not be paid for by CAMS, unless otherwise approved by the CEO.

(d) International Travel

Your international flight travel (not funded by the FIA or a third party) is to be booked economy, unless otherwise approved by the CEO.

(e) Consumer Loyalty Programs

Loyalty program points accumulated by you for CAMS related travel may be used for personal travel. However, the membership of such loyalty programs must not influence the selection of the most economical and efficient means of travel. You are responsible for any associated tax liability.

(f) Stewards of the Meeting (appointed to State Level Events and below)

Any flight costs at this level of event will be charged back to the event organiser.

5.3 Accommodation

- (a) Accommodation for you should be of an appropriate standard. Every attempt is made to ensure each traveler has an individual bedroom, however, shared apartment style (with individual bedrooms) accommodation will be booked where possible.
- (b) Accommodation will only be provided for the period that your assigned role requires. Any additional accommodation costs outside of this period will be borne by you. You will be responsible for any extra costs in relation to attendance of partners/friends etc.

5.4 Vehicles

- (a) Hire Cars
 - (i) CAMS hire vehicles, as a standard, are of a medium class. Any exception to this standard will only be considered where justifiable and must be approved by the Chief Financial Officer (CFO). Prestige vehicles, such as the Holden Statesman are not to be ordered without the approval of the CEO and only in exceptional circumstances. People carriers such as Taragos should be ordered for larger numbers of passengers (can transport a maximum of 8 people).
 - (ii) Drivers collecting hire vehicles must not select any additional insurance cover or “extras” that incur additional costs. Drivers must also refuel the vehicle prior to dropping the vehicle back to the specified location. The driver will be reimbursed the cost of fuel upon presentation of a tax invoice. The motor vehicle should also be returned to the appropriate drop off point.
 - (iii) Car hire will be arranged in instances where you travel interstate, or where the cost of using a personal vehicle will be more expensive than a hire vehicle.

(iv) Personal Vehicle Use

Please see CAMS Expense Reimbursement Policy.

5.5 Cancellations/No Show

- (a) If, for any reason, you are unable to make your flight or will not be using the accommodation booked, you are personally responsible for notifying either the airline/hotel (after hours) or CAMS (business hours) as soon as possible.
- (b) Failure to do so with reasonable notice may result in the loss of fares and hotel payments.

6. Implications for Non-Adherence

Any breach of this Policy by you may result in disciplinary action being taken by the CAMS Group. Disciplinary action may include but not be limited to suspension of duties or obligations or termination of your employment or other arrangements with the CAMS Group.

7. Related Rules, Policies or Procedures

- (a) Expense Reimbursement Policy for Volunteers
- (b) Expense Reimbursement Policy for Staff
- (c) CAMS Travel Procedures
- (d) Travel Request Form

8. General

- (a) The Policy Manager is the Chief Financial Officer (CFO). Any questions in relation to this Policy should be directed to the Finance Department - CAMS, or your manager.
- (b) This Policy was approved in August 2016.