

1. Purpose

The purpose of this policy is to establish guidelines for business travel undertaken by Stairlock employees. This policy aims to ensure cost-effective, safe, and efficient travel arrangements while maintaining compliance with company procedures and expectations.

2. Scope

This policy applies to all Stairlock employees required to travel for business purposes, including meetings, site visits, training, and conferences.

3. Preferred Airline Carrier

For all domestic business travel, **Virgin Australia** is the preferred airline carrier. Employees are expected to book flights with Virgin Australia whenever possible to take advantage of corporate rates, flexibility, and loyalty benefits. Exceptions may apply under the following circumstances:

- Virgin Australia does not operate on the required route.
- A significant cost saving can be achieved with an alternative carrier.
- Flight availability does not align with business needs.

4. Booking and Approval Process

- All travel must be pre-approved by the employee's manager.
- Flights should be booked through the company's designated travel portal.
- Employees must select the most economical fare class that aligns with business requirements (e.g., economy class for standard travel).

5. Accommodation and Transport

- Where overnight stays are required, employees should book accommodation that is cost-effective, safe, and conveniently located.
- Employees may use taxis, ride-sharing services, or rental cars where necessary, with prior approval.
- Public transport should be used where practical and cost-efficient.

6. Travel Expenses and Reimbursement

- Employees must retain receipts for all travel-related expenses and submit an expense claim within 14 days of return.
- Allowances may apply for meals and incidentals, as per company policy.
- Unauthorised expenses (e.g., personal entertainment, minibar purchases) will not be reimbursed.

7. Duty of Care and Compliance

- Employees must adhere to all health and safety regulations while traveling.
- Travel insurance will be provided by Stairlock for approved business trips.
- Any travel disruptions should be reported to the manager and travel coordinator promptly.



Approved by:

Edward Lloyd

Managing Director

Date: 25/02/2025