



Policy No.:	LSH Group Australia AUA.2019.0005
Policy Name:	Employee Domestic Travel Policy
Attention:	All LSH Auto Australia Employees
Version:	3.3
Last Reviewed:	1 st April 2022
Effective From:	1 st April 2022
Approved By:	MD and CFO
Changes:	Valet parking

LSH Auto Australia Employee Domestic Travel Policy

Definitions:

- DP - Dealer Principal
- HR - Human Resources
- CFO - Chief Financial Controller
- BOD - Board of Directors
- MD – Managing Director

Scope:

This policy applies to all LSH Group Australia employees.

Rationale:

To provide adequate and clear guidance for domestic travel bookings and arrangements.

Bookings:

All bookings, aside from the below must be completed through the Executive Assistant to the Managing Director.

Please note that all Training and C-Sales, C-Management, C-Parts, C-Service training travel is managed through FCM Travel which is organised by the onsite Learning Coordinator.

Approvals:

- All Below Management Employees and Dealership Manager travel requests require the approval of the DP, CFO and HR.
- Dealer Principal and Group Heads travel requests require the approval of the MD.
- CFO travel requests require the approval of the MD.

Cancellations:

It is the travellers' responsibility to ensure that all cancellation/change permitted periods (as stipulated by the airlines, hotels and car hire contracts) are adhered to in order to avoid extra charges or loss of fare.

In the case of flights, all requests for cancellations are to be directed to CTM as soon as possible. CTM will attend to the refund requests or the re-issue of any tickets that may not qualify for a refund. In the case of hotels and car hire services all requests for cancellations/changes are to be made direct to the service provider unless outside of normal operating hours in which case CTM's after-hours assistance team can assist.



Domestic Air Travel

Where the company requires staff to travel within Australia to effectively perform their duties, airline flight bookings should be in accordance with the following criteria:

Employee Level	Flight Class
Below Management Level	Economy
Dealership Managers & GMs	Economy
Dealer Principals	Economy
Group Executives	Economy
Group Managers	Economy
MD and BOD	Business

Staff may upgrade to a higher class at their own expense. Flexible fares can only be booked on the return flight if there is a genuine business requirement where travel plans are highly likely to change at short notice. If a non-flexible fare has been booked and your travel plans change at short notice due to circumstances beyond your control you can purchase a new ticket through CTM. Please note it may be possible to change flights up until departure regardless of the original level of ticket purchased if you have a high membership status with an airline.

Travel Dates:

In the case that travel is required for a business meeting, travel should occur on the same day.

Overnight Delays:

Should an airline delay necessitate an overnight stay, the traveller must first attempt to secure complimentary accommodation from the airline. If unsuccessful, the traveller should contact their Travel Coordinator during business hours or CTM Emergency After-Hours Assistance team who will provide accommodation options.

Airline Lounge Membership:

Membership will be at the employee's expense unless the employee is deemed a 'frequent flyer' and has received approval from the MD and CFO.

Identification:

The traveller is responsible for obtaining and carrying valid travel documents such as driver's license.

Travel for vehicle delivery:

Travel for vehicle delivery should be avoided at all costs if possible.

Payment:

Payment of flights will be covered by the company.



Accommodation

Where the company requires staff to travel overnight within Australia to effectively perform their duties, hotel bookings should be in accordance with the following criteria:

Employee Level	Per Night Cost
Below Management Level	\$100-\$180
Dealership Managers & GMs	\$150-\$200
Dealer Principals	\$200-\$250
Group Heads	\$200-\$250
MD and BOD	\$200-\$250

Staff can choose to stay at any of the nominated hotels or at other hotels so long as the nightly rate doesn't exceed the nominated hotel rate or incur additional travel costs due to its location.

Payment:

It is the employee's responsibility to settle any additional charges in full upon check-out and to request a tax invoice. Employees who use their own credit card to pay for accommodation will be reimbursed once submitted and approved through concur. .

Road Transport

Company Vehicle:

Where air travel is not available, a company vehicle is to be used to travel to the destination.

Reimbursement of fuel costs will only be provided for private vehicle usage when a company vehicle is not available. No mileage rates will apply in these circumstances.

Car Rental:

Employees who cannot gain access to a company car can choose to rent a car in instances where it is more time and cost effective than other modes of transport.

Payment:

It is the employee's responsibility to pay for rental car costs and to request a tax invoice. Employees who use their own credit card to pay for car rental will be reimbursed once submitted and approved through concur.

Rental Insurance:

Staff should decline excess insurance from the rental company if travelling more than 100km to your destination. The current "insert company" travel insurance policy covers this excess.

If travelling less than 100km to your destination, it is recommend you take out the additional excess insurance offered by the rental company to reduce any excess should an accident occur.

**Returning Rental Car:**

Every reasonable effort must be made to return the hire car:

- on time, to avoid additional charges; and
- with a full tank of petrol to avoid extra charges for refuelling the car by the car rental company.

Rental Car Accident:

Should a rental car accident occur, employees should immediately contact the car Rental Company and local authorities, as required.

For local hire, an insurance claim form must be completed immediately after the business trip and sent to our Insurance Brokers. Please contact Human Resources.

Employees are obliged to carry a valid driving licence. Neither LSH Group Australia nor the car rental company can be held responsible for any legal action which will result from not obeying this requirement.

Other Transportation

Staff should choose the most safe and economical mode of transportation when travelling short distances. The below forms of ground transportation will be reimbursed so long as travel is for business related purposes and the most safe and economical mode of transportation has been chosen.

Taxis:

Cab Charges or Taxi Vouchers will be provided for taxi fares that are attributed to business purposes. If a charge or voucher is not available a receipt must be obtained as evidence for reimbursement.

Uber:

Staff can choose to use UberX for Business. For employees who need to be reimbursed, you can simplify your expense reimbursement, as Uber offers a single report that details your trips for the month as well as the ability to add notes to your business rides.

Allowances / Expenses

The company will meet all reasonable travel expenses and receipts are required for all submitted items. A reimbursement applicable must be completed in concur, supported by invoices and approved by the MD for reimbursement.

The following incidental expenses of a personal nature are specifically excluded from the list of allowable expenses. These should be paid for from your own funds:



- Mini bar
- Alcohol (other than a reasonable portion with the evening meal)
- Tobacco products
- Entertainment (in-house movies)
- Meals or accommodation for partners
- Tips
- Newspapers and magazines
- Gifts or personal items

Meal Allowances:

Whilst away on company business, the company will reimburse the reasonable cost of breakfast and dinner meals.

When more than one employee is present at a business meal, the most senior level employee must pay and expense the bill.

Where the company requires staff to stay overnight while traveling domestically, all employees will be entitled to a meal allowance to cover up to \$75 per day of food and beverage costs. Please note that reimbursement of meal allowance will require evidence in the form of a dated receipt or tax invoice. Meal allowance reimbursements without supporting evidence of incurred expenses (tax invoice) will not be processed.

Please note, unclaimed allowances do not carry a monetary value and will not be transferable. In addition, business travel where meal and beverages are provided the Meal Allowance will not be applicable (Guild, Product Training, etc.).

Entertainment:

Entertainment includes activities that are generally considered amusement, diversion or recreation – as distinguished from usual business activities.

LSH Group Australia will reimburse actual and reasonable costs for entertaining clients, which are deemed to be beneficial to the company, whether or not such expenses are incurred during travel, this reimbursement is a discretionary payment and must have approval of the MD and CFO.

Tolls & Parking:

Tolls are to be claimed through expenses – receipts are not required if under \$5.

Long-term airport and valet parking is prohibited, unless airport parking is cheaper than incurring taxi fares.

Hourly charge-out car parks are not to be used for over-night parking unless there is a financial advantage in doing so.

Any/all costs incurred using valet parking are not reimbursable and will be the onus of the employee.

Expense Reporting / Concur

Expenses for travel, including accommodation, meals and recreation must be submitted through the Concur app for approval. Expenses which are justifiable from a business, will be reimbursed provided that:



- the concur submission is accompanied by proof of payment by way of a tax invoice of the declared cost for accommodation, official/representative expenses, laundry, communication, airport taxes and transport;
- the expense incurred were during an MD approved business trip; and
- the declared cost for meals and recreation do not exceed reasonable expenses incurred.

Approval:

All expense should be submitted in a timely manner and must be approved by the employee's Manager. Expense reports cannot be approved by anyone who participated in the expense, and no employee is authorised to approve their own, a peer's, or a superior's travel expense report.

Travel Diary:

It is a requirement of the Taxation Department, for Fringe Benefit Tax (FBT) purposes, that a travel diary must be completed for all travel.

Please ensure that you submit, together with your expense claim, a detailed itinerary of your trip. This should record the primary activities undertaken (ie— meetings, seminars etc for each day).

Employees who are issued a company vehicle must complete a Travel Diary for all domestic business trips.



Flight & Accommodation (Domestic & International)				
Name / Employee Number				
Position				
Department				
Dealership				
Please tick required box				
	Domestic		International	
	Return		Multi Stop	
(1) City or Airport				
	Date		Time	
(2) City or Airport				
	Date		Time	
(3) City or Airport				
	Date		Time	
Tick required box (as per the travel policy)				
Economy		Premium Economy		Business Class
				First Class
Accommodation (as per the travel policy)				
provide 3 options of accommodation & cost:-				
1		\$		per night
2		\$		per night
3		\$		per night
Reason for Travel				
Dual Purpose / Personal & Work		Yes		No
Dates		Start		End
Note: Personal or private expenses incurred while on annual/personal leave while travelling for work				
Purposes will not be reimbursed				
Authorisation				
Over weekend	CFO		MD	
Flexi Option Flight	CFO		MD	
First Approval (Dealer Principal)		Domestic & International		
Name				
Signature				
Date				
2 nd Approval (CFO)		Domestic & International		
Name				
Signature				
Date				
Final Approver (MD)		Domestic & International		
Name				
Signature				
Date				
Notes				

Travel Coordinator :- Attach all options and preferred travel.

All areas need to be filled prior any signatures.



BUSINESS TRAVEL DIARY

Travel Diary is required for all domestic and international overnight travels

Name	
Department	
Employee Number	

Day:	Date:	Start Time	End Time	Description of Activity, Persons, Companies and Places Involved:-
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				

Name:	Sign	Date

Accounts Code :	Entered:
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Employee Declaration

In the case that you utilise a Company Vehicle and you do not intend on utilising your vehicle during your leave (interstate, overseas), you are instructed to complete the below Declaration which must be submitted with your completed leave application. At the time of your leave, you will need to handback your vehicle and upon your return you will be placed back into your previous vehicle or a new car will assigned. Please note that you must make arrangements with Sales Management in relation to handback and picking up your vehicle, this will be the responsibility of the employee taking the leave.

Business trips: employees must completed the declaration when flights are booked. Company cars are to be left at MBS, MBB or MBM Airport when flying interstate. No airport parking allowed.

I, declares that from
..... to.....a Company Motor Vehicle
was not available to me for private use. The total number of days equates
to... this is inclusive of all working days in addition to any and all Saturdays
and Sundays.

Signed: _____

Date: _____