

Procedure No: CS-HR-31  
 TRIM Ref No: B/D/12/17845  
 Reviewed: 10/23  
 Amended: 10/23  
 Review Due: 10/25



## CS ENERGY PROCEDURE

# WORK RELATED TRAVEL AND ACCOMMODATION CS-HR-31

Responsible Officer: Executive Assistant to the CEO  
 Responsible Manager: Senior Manager Procurement  
 Responsible Executive: Chief Executive Officer

---

### DOCUMENT HISTORY

Key Changes	Prepared By	Checked By	Approved By	Date
Complete re-write to align with Values and Authorities & Delegations Policy/Standard, supersedes December 2008 version	C Bauer	B Jardine	M Moore	22/10/2014
Reviewed Travel Policy	C Giensch	C Clark	M Moore	05/07/2018
Amend definition of "Meals". Include additional journey management information	M Wilson H Lonsdale	K Best	A Bills	09/10/2019
Review and amendment of document following completion of travel program review.	T Tveit	D Pickering J Toner C Clark	A Bills	12/03/2020
Amendments made to address the inclusion of Uber for Business.	T Tveit	C Giensch J Toner C Clark	A Bills	26/08/2020
Bi-yearly annual review	J Toner	C Clark	A Bills	13/12/2022
Review clause 4.1.2	T Reseigh	D Pickering	K Best	12/10/2023



## CONTENTS

<b>1</b>	<b>PURPOSE .....</b>	<b>3</b>
<b>2</b>	<b>SCOPE .....</b>	<b>3</b>
<b>3</b>	<b>RESPONSIBILITIES AND ACCOUNTABILITIES.....</b>	<b>3</b>
	<b>3.1 Executive Assistant to the CEO (or delegate).....</b>	<b>3</b>
	<b>3.2 Executive Managers.....</b>	<b>3</b>
	<b>3.3 Leaders.....</b>	<b>3</b>
	<b>3.4 Travel Bookers .....</b>	<b>4</b>
	<b>3.5 Travellers .....</b>	<b>4</b>
<b>4</b>	<b>REQUIREMENTS.....</b>	<b>4</b>
	<b>4.1 Specific Requirements .....</b>	<b>4</b>
	4.1.1 <i>Air Travel .....</i>	<i>4</i>
	4.1.2 <i>Car Transportation .....</i>	<i>5</i>
	4.1.3 <i>Car Parking.....</i>	<i>6</i>
	4.1.4 <i>Accommodation .....</i>	<i>6</i>
	4.1.5 <i>Taxi Travel and Ride Share .....</i>	<i>6</i>
	4.1.6 <i>Meals .....</i>	<i>6</i>
	4.1.7 <i>Other Reimbursable Expenses .....</i>	<i>6</i>
	4.1.8 <i>Combining Work Related and Private Travel .....</i>	<i>7</i>
	4.1.9 <i>International Travel .....</i>	<i>7</i>
	4.1.10 <i>Accompanying Persons/Non-Work-Related Travel.....</i>	<i>7</i>
	4.1.11 <i>Travel Insurance .....</i>	<i>7</i>
<b>5</b>	<b>ACTIONS .....</b>	<b>7</b>
	<b>5.1 Booking Travel .....</b>	<b>7</b>
	5.1.1 <i>Travel Management Company (TMC) .....</i>	<i>7</i>
	5.1.2 <i>CS Energy Owned Accommodation .....</i>	<i>7</i>
	5.1.3 <i>Approving Travel.....</i>	<i>8</i>
	<b>5.2 Emergency Booking .....</b>	<b>8</b>
	<b>5.3 Health and Safety .....</b>	<b>8</b>
<b>6</b>	<b>DEFINITIONS.....</b>	<b>9</b>
<b>7</b>	<b>REFERENCES .....</b>	<b>9</b>
<b>8</b>	<b>RECORDS MANAGEMENT .....</b>	<b>9</b>

## 1 PURPOSE

The purpose of this Procedure is to set out the expectations and requirements of the Chief Executive Officer (CEO) for work related travel by personnel and contractors in accordance with the Authorities and Delegations Policy (B/D/14/2004) and the CS-FIN-01 Authorities and Delegations Standard.

This Procedure also sets out the process for booking work-related travel.

## 2 SCOPE

This Procedure applies to all work-related travel arranged by CS Energy Limited and its controlled entities (collectively CS Energy). It does not apply to non-work-related travel entitlements under various Enterprise Agreements – refer to those Agreements and the relevant supporting procedures.

## 3 RESPONSIBILITIES AND ACCOUNTABILITIES

### 3.1 Executive Assistant to the CEO (or delegate)

The Executive Assistant to the CEO is responsible for:

- implementing this Procedure across the Group and monitoring compliance with this Procedure;
- identifying and approving preferred accommodation and other service providers;
- ensure approval of out-of-policy travel;
- appointing and training Travel Booking Coordinators;
- administering the contract with the Travel Management Company (TMC) as the CS Energy Principal's Representative; and
- regularly reviewing and improving this Procedure and supporting arrangements to ensure that they deliver a travel service for the Group that is cost-effective and fit-for-purpose.

### 3.2 Executive Managers

Executive Managers are responsible for:

- ensuring compliance with the Procedure;
- approving out-of-policy requests (considering recommendations from the Executive Assistant to the CEO);
- ensuring that their subordinates understand this Procedure; and
- exercising their authority in accordance with CS-FIN-01 Authorities and Delegations Standard.

### 3.3 Leaders

Leaders are responsible for:

- understanding and enforcing this Procedure;
- reviewing and approving (to the extent of their delegation) work related travel requests, expenses and reimbursements of their subordinates;
- ensuring that work-related travel is safe, necessary, creates value and is undertaken at the lowest cost which is reasonable under the circumstances;
- ensuring that their subordinates understand this Procedure; and
- exercising their authority in accordance with CS-FIN-01 Authorities and Delegations Standard.

### 3.4 Travel Bookers

Travel Bookers are responsible for booking properly approved travel requests in accordance with this Procedure, using preferred accommodation and other service providers wherever practical.

Travel Bookers are also responsible for reviewing the CS Energy traveller database held by the TMC on an annual basis.

### 3.5 Travellers

Travellers (anyone undertaking work related travel), CS Energy employees or contractors are responsible for:

- understanding and complying with this Procedure;
- to seek approval for their travel as soon as requirement is anticipated, with bookings to be made no later than 11 days prior to travel unless emergency;
- planning and requesting work-related travel which is safe, necessary, creates value and is undertaken at the lowest cost which is reasonable under the circumstances; and
- behaving professionally and in accordance with the Code of Conduct at all times when undertaking work-related travel.

## 4 REQUIREMENTS

CS Energy will provide transport, accommodation, meals and cover incidental expenses associated with work-related travel undertaken for CS Energy business purposes and in accordance with the below requirements.

Work-related travel must:

- be undertaken at the most advantageous price and service level (taking into consideration the timing and duration of the travel);
- be safe and hazards assessed and controlled (especially with regards to CS-OHS-12 Fatigue Management);
- advance the achievement of CS Energy's business objectives;
- be booked through CS Energy's TMC;
- benefit the business of CS Energy;
- be undertaken only after exploring the alternatives to travel (e.g. video conferencing); and
- be undertaken in accordance with any specific requirements outlined in clause 4.1.

### 4.1 Specific Requirements

Work related travel must be undertaken in accordance with the below specific requirements. It is acknowledged that on the rare occasion, these requirements may not be appropriate under the circumstances. In these cases, an Executive Manager may approve an exception before the event, unless a different rule for approving exceptions is set out below.

#### 4.1.1 Air Travel

##### 4.1.1.1 Class of Service

Travellers are required to travel with the CS Energy partner airline on the best available fare in economy class, other than in circumstances where:

- the leg of the flight is normally more than 4 hours, then Board members and/or the Chief Executive Officer may travel business class;
- Directors and/or Executive Managers are accompanying Ministers and/or executives from other companies/government; or
- travel in economy class may be harmful or painful to the traveller and prior approval from their Executive Manager has been obtained.

Any other exception to this requirement must be approved at the Director or CEO level.

#### **4.1.1.2 Airline Club Membership**

CS Energy will not pay for any airline memberships. Any other exception to this must be approved at the Director or CEO level.

#### **4.1.1.3 Use of Air Charters**

Where a suitable commercial flight is unavailable, and an air charter would be a more efficient and economical mode of transport for business travel, this method of travel can be used with prior approval from the Chief Executive Officer.

#### **4.1.1.4 Key Person Risk**

When travelling with colleagues, please consider the key person risk should an accident occur. No more than 3 Executive and/or 2 Directors, or 5 employees should travel together in a vehicle, scheduled flight or on charter flights at any one time.

#### **4.1.1.5 Fly Corporate**

Flights on the regional carrier Fly Corporate are allowed on the strict compliance to the ticket class being Web Deal or Discount only.

### **4.1.2 Car Transportation**

#### **4.1.2.1 Type of vehicle**

Travellers are expected to select a full-size category vehicle which is suitable for the journey being undertaken and the number of people travelling in the vehicle. Where most advantageous or required a people mover / minibus or mine spec vehicle can be booked.

CS Energy prefers the use of hire vehicles for the purposes of work-related travel, however where this is not possible or practicable the use of a private vehicle will be permitted subject to the approval of the responsible leader in accordance with the Journey Management Plan Procedure (CS-OHS-72).

#### **4.1.2.2 Other vehicles**

CS Energy owned or leased pool vehicles may be used in accordance with Site protocols. -

#### **4.1.2.3 Refuelling**

- Travellers must refuel the rental car before returning it to the depot as this will reduce the overall cost of hiring the vehicle. Fuel costs can either be paid on corporate credit card, or if the traveller has not been issued with a corporate credit card, the fuel costs will be reimbursed by CS Energy.

#### **4.1.2.4 Insurance**

Car rental deductible / excess gap insurance is not applicable to CS Energy and therefore travellers are not required to take up this option.

#### 4.1.3 Car Parking

CS Energy will cover the cost associated with parking for the approved travel.

Valet parking requires prior approval from the Chief Executive Officer.

#### 4.1.4 Accommodation

When available, CS Energy owned accommodation should be used before booking with the TMC. Travellers are required to book accommodation with the best available room rate.

#### 4.1.5 Taxi Travel and Ride Share

At travel destinations for CS Energy business, taxis or ride share services (Uber for Business is CS Energy's preferred ride share partner) may be used when this is the most economical and efficient mode of transport to enable the traveller to perform their duties.

On occasions, where it is clear that as a result of work related duties, the safety of an employee could be at risk, the use of taxis or ride share is authorised. The employee's supervisor must be made aware of the circumstances. Where relevant industrial instruments (i.e. EBAs) provide that employees may be conveyed to or from their home as a result of working overtime and travel, this can include the use of a taxi or ride share when authorised by the employee's supervisor.

Where possible, taxi fares are to be charged to a CS Energy Credit Card. Alternatively, electronic cab charge docketts can be used ([email request link](#)). Employees with corporate credit cards are not entitled to use cab charge docketts.

In relation to ride sharing:

- Uber for Business is the preferred ride sharing service and should be charged directly to CS Energy by using the employee's Uber for Business account, where the cost of the trip will be invoiced via CS Energy's Travel Management Company (FCM);
- Other ride sharing options are only allowed to be charged to a CS Energy Credit Card.

#### 4.1.6 Meals

Travellers are entitled to reasonable meals (food and beverages) whilst travelling on work related travel only. The cost of meals must be appropriate based on the circumstances but should rarely exceed \$75 per day.

For any meals consumed by anyone not undertaking work related travel, please refer to the [CS-FIN-01 Authorities and Delegations Standard](#).

Where Travellers consume alcoholic beverages as part of the meal cost charged to CS Energy, the amount needs to be reasonable. CS Energy reserves the right not to approve the cost of alcoholic beverages consumed as part of a meal. Travellers must ensure that they behave professionally, comply with the law and do not drive or attend a CS Energy site unless fit for duty.

Where this section 4.1.7 is inconsistent with another CS Energy Policy, Standard or Procedure, this Procedure prevails to the extent of that inconsistency.

#### 4.1.7 Other Reimbursable Expenses

The following items should not exceed 10% of the total accommodation bill:

- reasonable telephone calls to home (employees are encouraged to use CS Energy provided mobile phones to make calls to home to avoid attracting the hotel surcharge on phone calls);
- reasonable costs associated with connecting and using CS Energy electronic communication systems while travelling; or
- reasonable laundry (as a guide when time away exceeds three days).

CS Energy will not pay, or reimburse, any other expense not specifically addressed in this Procedure.

#### **4.1.8 Combining Work Related and Private Travel**

Prior approval must be obtained from the relevant Executive Manager / Site General Manager, if an employee wishes to combine work related travel with private travel. CS Energy will only cover the costs directly associated with the work-related travel.

#### **4.1.9 International Travel**

International travel must be approved by the Chair of the Board on endorsement of the CEO and the relevant Executive Manager. The Executive Assistant to the CEO will act as the Travel Booking Coordinator for all International Travel.

Planning for international travel includes consulting [www.smartraveller.gov.au](http://www.smartraveller.gov.au) to determine health and security risks and required vaccinations.

Should a Traveller not have a passport prior to travel, it is the Traveller's responsibility to obtain and pay for a passport. CS Energy will reimburse reasonable costs required for international travel (e.g. obtaining visas and vaccinations), but not costs associated with obtaining a passport.

The Executive Assistant to the CEO will submit relevant details to the next Quarterly Report to Shareholding Ministers.

#### **4.1.10 Accompanying Persons/Non-Work-Related Travel**

CS Energy does not pay for travel by accompanying persons or non-work-related travel. Board approval must be sought for any exemption.

#### **4.1.11 Travel Insurance**

A Corporate Travel insurance policy is in place to cover staff conducting business travel for CS Energy, including intrastate travel to sites, interstate and international travel. The policy has similar inclusions to a personal travel insurance policy, including personal accident and sickness, hijack and detention, medical expenses, emergency assistance, lost baggage, electronic equipment, money, personal liability, hire car excess expenses, loss of deposits, cancellation and curtailment charges.

Where you wish to make a claim, or have any questions regarding coverage of the policy, please contact the Head of Risk and Compliance.

## **5 ACTIONS**

### **5.1 Booking Travel**

#### **5.1.1 Travel Management Company (TMC)**

CS Energy uses a Travel Management Company (TMC) to provide a total travel service on behalf of CS Energy. The details of the TMC can be found on the "Working at CS Energy > Travel" intranet site (<http://csnet.csenergy.com.au/working-at-cs-energy/travel>)

Individuals intending to travel who don't have access to an online booking tool, must obtain the appropriate approvals before providing their travel details to an approved Travel Booker who will make the specified bookings via the TMC.

#### **5.1.2 CS Energy Owned Accommodation**

CS Energy owns a set of three-bedroom town houses in Chinchilla which are managed by the Facilities Management Team based at Kogan Creek Power Station.

CS Energy owns various accommodations around Biloela which are managed by the Personal Assistant to the General Manager based at Callide Power Station. These accommodations can be used for stays of 3 days or more.

### **5.1.3 Approving Travel**

Approvals may only be granted, or expenses incurred in accordance with section 4 REQUIREMENTS.

A delegate cannot approve their own work-related travel requests, expenses or reimbursements.

Work related travel (other than taxi and ride share) requests may only be approved by:

- a Manager to the extent of their authority delegated under CS-FIN-01 Authorities and Delegations Standard; or
- a Director in accordance with the Authorities and Delegations Policy (B/D/14/2014).

A corporate credit card holder may incur expenses for taxis or ride share services or in relation to work related travel subject to the usual review and approval by their supervisor.

Otherwise, the use of taxis or ride share services may be approved by the supervisor of the personnel using the taxi or ride share service.

### **5.2 Emergency Booking**

In emergency situations where urgent bookings are required out of normal business hours (e.g. where the Traveller must be on-site the next working day or a family emergency dictates an urgent return home), the Traveller is authorised to make and amend their booking through the TMC.

### **5.3 Health and Safety**

All travel must be in accordance with CS Energy Health and Safety policies and procedures.



## 6 DEFINITIONS

Term	Definition
Accompanying Person	A person travelling with a Director or employee of the Group (who is undertaking employee travel) for purposes other than Work-Related Travel, for example, a partner, spouse or relative of the officer or employee.
Executive Manager	Executive General Managers and the Chief Financial Officer and Executive General Counsel. Where context permits also includes the Chief Executive Officer or a Director approving travel in accordance with the <a href="#">Authorities and Delegations Policy (B/D/14/2004)</a> .
Meals	Food and beverages.
Work-Related Travel (Official Travel)	Travel approved by CS Energy for work purposes.
Partner Airline	The designated airline used by CS Energy following recommendation from the Procurement function.
Personnel	Employees, consultants or contractors engaged by CS Energy.
Travel Booker	A designated person who is approved by the Executive Assistant to the CEO to book travel on behalf of CS Energy and who shall act as a contact point between CS Energy and the travel employee's suppliers requiring travel.

## 7 REFERENCES

Reference No	Reference Title	Author
<a href="#">B/D/14/2004</a>	Policy - Authorities and Delegations	CS Energy
<a href="#">B/D/11/39713</a>	Standard - CS-FIN-01 - Authorities and Delegations	CS Energy
<a href="#">B/D/11/30940</a>	Procedure - CS-OHS-12 - Fatigue Management	CS Energy
<a href="#">B/D/19/13792</a>	Procedure - CS-OHS-72 - Journey Management	CS Energy
<a href="#">B/D/11/39710</a>	Code of Conduct	CS Energy
<a href="#">Email Template</a>	Journey Management Plan	CS Energy
<a href="#">Intranet Link</a>	Health and Safety CGR Insight	CS Energy

## 8 RECORDS MANAGEMENT

In order to maintain continual improvement, suitability, safety and effectiveness of the organisation, registered documents will be reviewed on a two-yearly basis or at intervals specified by legislative or regulatory requirements. Review of controlled documents should occur where it has been identified that there are changes in technology, legislation, standards, regulation or where experience identifies the need for alteration to the content. Registered documents should also be reviewed following an incident, change management process, modification or where directed as part of a risk assessment process. A 'review' can simply mean that it has been identified, confirmed and appropriately recorded that no changes are required and that the existing process remains the same.

Government Owned Corporations must ensure that records are retained according to accountability, legal, administrative, financial, commercial and operational requirements and expectations. In compliance with records retention and disposal, all documentation created in relation to business must be retained in line with minimum retention periods as detailed in legal retention and disposal schedules.