



**Scout Association of Australia
WA Branch**

Branch Travel Procedures

Version: 0C

Date TBC

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No:TBC

1. PURPOSE AND SCOPE

This procedure outlines the approvals and reporting process required when volunteers travel on business for Scouts WA. All Branch-funded travel is to be discussed at the Chief Commissioner's management meeting (Swan Patrol) prior to travel with the aim of:

1. informing the Chief Commissioner's management team of those travelling and the purpose of the trip;
2. better coordinating the travel planning process;
3. assisting to reduce the incidences of trip duplication;
4. controlling costs; and
5. ensuring each trip achieves its maximum outcome for the WA Branch.

2. REQUEST FOR TRAVEL APPROVAL

Branch Team and Branch Commissioners

Requests for travel must normally be submitted in writing for approval to the respective Deputy Chief Commissioner four weeks prior to travel.

Deputy Chief Commissioners

Requests for travel must normally be submitted in writing for approval to the Chief Commissioner two weeks prior to travel.

The request for travel approval is to contain:

- Travel dates
- purpose for travel;
- name and number of people travelling;
- budget;
- a plan of other portfolios to be consulted and advised about the travel; and
- if more than one Leader is travelling, evidence to show why more than one Leader is needed to attend the event.

Prior to lodging the application form for travel, funds must be available within the appropriate budget cost centre. If there are insufficient travel funds, then the Executive Manager should be contacted to discuss the travel requirements and alternative funding sources.

3. TRAVEL BOOKINGS

Once the Travel Application Form has been approved it should be forwarded to the Executive Manager to arrange the bookings. Each Travel Application Form must be accompanied by a Scout Purchase Order detailing the cost centre for the expenditure.

Information required by the office to make the necessary bookings are:

- airfares, train fares: ETA, and flight numbers;
- accommodation: hotel, motel, email address and telephone number;
- vehicle hire bookings: dates required and the nominated driver(s);
- travel insurance: if required, the dates and region of the trip.

Scouts WA reserve the right to change the accommodation, carrier and other booking details in order to take advantage of corporate discounts, special rates and seasonal packages.

4. CASH ADVANCES FOR TRAVEL

Cash advances are not normally given although under special circumstances advances can be made by submitting a Purchase Order to the Executive Manager for approval. This must be lodged no later than two days before travelling and ideally the funds will be deposited directly into a nominated bank account. The cash advance, if granted, must form part of the original travel request.

On returning, a full reconciliation of the cash advance is to be submitted to the Branch Financial Controller within 14 days after the trip together with a copy of all receipts and any remaining cash.

5. REIMBURSEMENT OF OTHER TRAVEL COSTS

If other out of pocket expenses for the trip are to be claimed, a detailed summary of the costs together with the appropriate receipts should be forwarded to the Financial Controller within 14 days after the trip. Ideally the reimbursement will be deposited directly into a nominated bank account.

Please note that expenses of a personal nature will not normally be reimbursed.

6. REPORTING

To better inform the Branch of the outcomes of Branch-funded travel, Branch Commissioners are required to present a summary of their trip at the next appropriate Chief Commissioner’s Council meeting after their return. Deputy Chief Commissioners will provide a report at the next appropriate Swan Patrol meeting.

7. RESPONSIBILITIES

The Chief Commissioner is responsible for reviewing this procedure on an ongoing basis and subject to operation requirements.

8. APPROVALS

Proc No.	Document Process	Person Responsible	Date Approved	Signature
1	Draft Preparation	Marty Thomas – Executive Manager		MHT
2	Review	PJ Axford - BC Policy, Planning and Review	4/5/11	PJA
3	Review	Swan Patrol		
4	Approval	Chief Commissioner		

This Procedure has complied with all necessary approvals and is the Branch Travel Procedure for Scouts WA.

Signature: Date:/...../.....

Chief Commissioner