

<b>POL-15</b>	<b>WIDE BAY GROUP TRAINING SCHEME LTD</b>	
<b>Reviewed: 24/06/08</b>	<b>MEALS, ACCOMODATION &amp; DRINKS POLICY</b>	<b>Issued: 12/03/07</b>
<b>Scheduled Review Date: 06/09</b>	<b>Policy Area: HRM</b>	<b>Approved: 12/03/07 By: General Manager</b>

### **1. Purpose of the Policy:**

To provide guidance to WBGT employees and managers as to the acceptable practices and expenses for meals accommodation and drinks.

### **2. Scope:**

All permanent WBGT employees who access accommodation and meals paid for by WBGT. It does not apply to apprentices and trainees who are covered by relevant industrial arrangements.

### **3. Principles:**

- Alcoholic drinks will not normally be funded by WBGT.
- WBGT will not normally pay for non-employees except in circumstances listed in this policy.
- WBGT will reimburse reasonable expenses in light of the circumstances and at management's discretion.
- The expenditure should relate to furthering the business of WBGT.
- WBGT will comply with the Group Training Association Award which provides for 'reasonable expenses'. The word 'reasonable' covers both quality and quantity and not just total cost and takes into account location.

### **4. Training:**

WBGT will pay for the cost of meals provided by WBGT for in-house training which involves staff having traveled from other centres. At management discretion, resident staff may also be provided with in-house meals. However the standard of food will be of that expected by normal business standards – finger food, wraps, and sandwiches.

Where meals are provided as part of the training package then WBGT will not refund the cost of an alternate meal should the attending employee choose to eat elsewhere.

### **Overnight Work Trips:**

Overnight work trips, other than routine sales and maintenance visits by Field staff, are to be approved in advance by the relevant manager.

WBGT will pay reasonable expenses for accommodation and meals. Reasonable expenses will be judged according to the location and accommodation standards and generally will include a standard two course meal plus non-alcoholic drinks. In other words it would generally be the average cost item not the most expensive item on the motel menu. An la

carte restaurant meal would not be generally considered 'reasonable expenses' except where entertaining business associates, clients or prospective clients

Where a meal is paid for as part of a package deal and the employee chooses to dine elsewhere, such additional costs will not be reimbursable.

Where an employee chooses to eat or to reside with relatives or friends, no costs will be reimbursable.

The choice of accommodation will be of a reasonable standard fitting the not-for-profit nature of the company – again average standard accommodation but not 5 star unless it is part of an overall conference package.

All accommodation is to be booked through head office which will source prices, select a venue in consultation with the staff member and make the bookings.

All accommodation is deemed no-smoking and any violation by WBGT staff which incurs any additional cost for cleaning etc is the responsibility of the staff member not WBGT.

### **Functions:**

If attending a major non-WBGT function as a WBGT representative approved by the Manager Client Services or General Manager, then all costs associated with the function will be met for employees and pre-approved partners with the exception of alcohol where it is not included in the ticket price.

If attending a WBGT work function such as the annual awards night then the travel, ticket, meals and accommodation costs will be met by WBGT for the employee but not for non-employees or partners.

A WBGT social club function is not a work function and all expenses and legal liabilities, including travel, are the personal responsibility of the attendee not WBGT even if WBGT is a financial contributor to the function.

### **Alcohol:**

As an employer can be held legally liable for the adverse consequences of purchasing alcohol for staff whether in or out-of-hours, WBGT will not provide or pay for alcohol for staff.

The exceptions are where it is part of a 'packaged' arrangement or when it is appropriate to entertain a client or industry related organization or an approved WBGT function or dinner involving business associates, clients or prospective clients. All such cases require the prior approval of the Manager Client Services or General Manager with expenditure and quantities limited to the amount deemed acceptable by the Manager Client Services or General Manager.

### **Other:**

WBGT will not pay the additional cost of room service.

WBGT will not pay for drinks or snacks from within a motel room.

The General Manager may grant exceptions according to particular circumstances but these should not be taken as a precedent.

**“TERMS OF USE” AGREEMENT**

I, \_\_\_\_\_, employee of the Wide Bay Group Training Scheme Ltd, have read and understand the terms and conditions outlined in the above “Meals, Accommodation & Drinks” policy.

Signed: \_\_\_\_\_

Date \_\_\_\_\_