

TRAVEL POLICY

This policy provides guidelines on the approval and conduct of travel for all employees. It also provides clarity for all employees by defining procedures for authorised business travel and expense reimbursement.

It is the responsibility of all employees to minimise costs whilst travelling. Researching and costing alternatives before travelling can assist in keeping expenses down, as well as making travelling easier and more convenient. Neither luxury nor substandard modes of transport or accommodation are permitted.

In order to maintain control over expenditure, any expense submitted which does not comply with the policy guidelines will not be reimbursed, unless supported by a valid explanation or manager approval. Cheap as Chips reserves the right to claim back from team members, in full or part thereof, any expenses which are deemed as excessive.

Travel diaries are required for all travel that is six (6) days or more and are to be completed and submitted to Finance on the appropriate form within seven (7) days of returning to work. These are used for Fringe Benefit Tax purposes.

Domestic travel

The following guidelines are to be complied with when you are required to travel within states or interstate.

Accommodation

Employees are encouraged to use the Cheap as Chips preferred travel agent but it is not a requirement if a better price can be sourced direct from accommodation providers.

The following hotel accommodation expenses will not be reimbursed:

- In-room movies
- Mini-bar charges
- Telephone calls
- Laundry/ dry cleaning
- Gym entry fees

People of the same gender travelling together are required to share accommodation where possible, or take advantage of units/ apartments that incorporate 2 or 3 bedrooms.

Food and expense claims

Employees travelling on business related activities overnight or for longer periods will be entitled to breakfast and dinner only. This does not include breakfast or dinner prior to departure or upon return from travel. Employees will not be able to claim lunch as an expense, unless previously directed or approved by their manager.

Cheap as Chips will pay for the cost of two standard drinks, at dinner time, while travelling for business.

If additional employees, such as Store Managers, or clients are required to be taken out for meals or employee meetings, these will require prior approval.

All tax invoices for any expense paid for while travelling within states and interstate must be kept by the individual whose card the expense was paid on for reconciliation. Please see the Credit Card Policy and Procedure in relation to reconciliation of credit cards.

Air Travel

Employees are encouraged to use the Cheap as Chips preferred travel agent but it is not a requirement if a better price can be sourced direct from an airline.

All employees are encouraged to book flights as soon as possible before all designated trips to ensure that the most cost effective airfare is obtained.

For Buyers travelling interstate, flights should be booked to leave on the first available flight out on the day and booked to return on the first available flight back after 5pm. This is to get the most out of the time spent interstate with suppliers or at fairs.

Hire Car

Employees are only authorised to use a hire car if they have a valid and current driver's licence. Employees are encouraged to use Cheap as Chips preferred travel agent but it is not a requirement if a better price can be sourced direct from a hire company.

Employees are not required to select the extra daily insurance option to lower the cost of the excess in case of an accident. Employees are already covered under the company's travel insurance.

Cheap as Chips has a GPS unit available should employees wish to utilise when driving. Employees are encouraged to use this unit instead of hiring a GPS unit through the car hire agency.

Cheap as Chips will cover all expenses relating to tolls while travelling.

You must ensure hire cars are filled with fuel prior to their return to avoid additional costs. Hire cars should also be used in place of a taxi for greater distances.

If a taxi is required, try to share where possible, especially to and from the airport.

It is consistent with all established policy that the business does not support illegal acts. Therefore parking, traffic fines and other infringements incurred during periods of travel will be paid by the employee and not by Cheap as Chips.

Mileage

When an employee is required to use his/ her personal car for approved company purposes (for example training), Cheap as Chips will pay 0.66c per kilometre. Employees will need to complete a Travel Claim Form and submit it to payroll for reimbursement. If you have been reimbursed by Cheap as Chips you cannot claim the same mileage when doing your tax return.

Employees wishing to use their own vehicle for work purposes must have approval from their manager prior to claiming reimbursement for mileage. Employees are not to use their company credit card to pay for fuel in a private vehicle, please refer to the Company Credit Card Policy and Procedure for more information relating to the use of company credit cards.

Annual Leave

Employees; at their manager's discretion and with approval prior to departure, can add annual leave days to intra and interstate travel. All expenses incurred during this annual leave, including variances in the cost of travel due to different travel dates from original, is to be fully paid for by the employee.

Travel Insurance for the period of the Annual Leave is not covered by Cheap as Chips travel insurance.

International travel

The following guidelines are to be adhered to when you are required to travel internationally. All bookings must be signed off by your manager prior to final bookings.

Accommodation

All international accommodation is to be booked by the Cheap as Chips preferred travel agent.

The following hotel accommodation expenses will not be reimbursed:

- In-room movies
- Mini-bar charges
- Telephone calls
- Laundry/ dry cleaning
- Gym entry fees

People of the same gender travelling together are required to share accommodation where possible, or take advantage of units/ apartments that incorporate 2 or 3 bedrooms.

Air Travel

All international airfares are to be booked by the Cheap as Chips preferred travel agent.

Hours of Work

When travelling internationally for Cheap as Chips the travel day is considered a work day. Overtime does not apply whilst engaged in overseas travel, this includes all time required for departure, arrival or transiting within Australia.

If an employee is away or in transit for a full weekend (Saturday and Sunday) only one TOIL day is permitted in return. For example if you travel on a Saturday and then return on the following Wednesday you are only permitted to have one TOIL day. If an employee is in transit on a Sunday and returns the following Wednesday you are not permitted to have a TOIL day.

If there is a public holiday on the day you travel or if you work on a public holiday while away no toil day is permitted.

Employees covered by the Retail Enterprise Agreement Broken Hill/SA or Retail Enterprise Agreement VIC and the Warehouse Enterprise Agreement will still be entitled to any penalty rates/ overtime under their agreements.

Company Mobile Phones

Please see the Cheap as Chips Mobile Phone Policy for information relating to company mobile phone use while travelling internationally.

Food and expense claims

All tax invoices for any expense paid for while travelling overseas must be kept by the individual whose card the expense was paid on for reconciliation. Please see the Credit Card Policy and Procedure in relation to reconciliation of credit cards.

While travelling overseas on business all travel, accommodation, meals, travel insurance and expenses incurred for the specific business trip (ie Country Entry Visas) will be paid for by Cheap as Chips. All these expenses must have prior approval by a manager.

When dining out, employees are permitted to two (2) alcoholic beverages per meal paid for by Cheap as Chips.

Annual Leave

Employees, at their manager's discretion and with approval prior to departure, can add annual leave days to overseas travel. All expenses incurred, including variances in the cost of travel due to different travel dates from original, during this annual leave is to be fully paid for by the employee. Travel Insurance for the period of the Annual Leave is not covered by Cheap as Chips travel insurance.

Foreign Currency

Foreign currency advances are available from the Finance department with seven (7) days' notice. All receipts must be kept for cash purchases and reconciliations are to be back to Finance on the appropriate form within seven (7) days of returning to work. At the managers discretion expenses with no receipts may be accepted. However Cheap as Chips reserves the right to claim back in full or part thereof any expenses with no receipts.

When returning foreign currency coins are to be kept to a minimum. Where possible all coins are to be converted to notes prior to leaving the relevant country.

Failure to adhere to this policy may result in disciplinary action, including dismissal.