



TRAVEL POLICY

Date of Approval:	February 2nd 2023
Version:	2
Review Date:	February 2nd 2023
Policy Type:	Board Policy

Review History Table

A Liquid Future's Travel Policy will be reviewed annually. Some circumstances may trigger an early review, this includes but is not limited to legislative changes, organisational changes, incident outcomes and other matters deemed appropriate by the Board and/or Chief Executive Officer. A Liquid Future retains records to document each review undertaken. Records may include minutes of meetings and documentation of changes to policies and procedures that result from a review.

Revised on	Version	Date of Approval	Approved by	Content reviewed/ Purpose
28/01/2023	1	14/12/2020	ALF Board	Policy Revised
	2	02/02/2023	ALF Board	Policy Revised

Purpose

A Liquid Future's Travel policy has been developed to guide the use of travel and accommodation to ensure that resources are managed with integrity and diligence. This policy aims to outline and ensure travel and accommodation is safe, timely and fit for purpose in supporting A Liquid Future's operations.

Scope

This Policy applies to everyone who travels on behalf of A Liquid Future on pre-approved A Liquid Future work.

A Liquid Future travellers are expected to exercise prudent business judgement at all times when booking, authorising and undertaking travel.

All private expenses must be paid for by the traveller.

Policy Statement

A Liquid Future is committed to its mission to foster healthy lifestyles and sustainable futures in remote coastal communities of low to middle income countries bringing maximum assistance.

Part of that commitment is the wise use of resources for travel and accommodation associated with all aspects of mobilising that help, including preparation and administration of personnel.

The philosophy is to seek to provide reasonable and comfortable travel arrangements, allowing that these terms are subjective.

Road travel considerations may include the preferred use of hire vehicles, or possibly a private vehicle when associated specified costs of delivering an A Liquid Future service will be met by A Liquid Future, or a scooter when access deems it necessary.

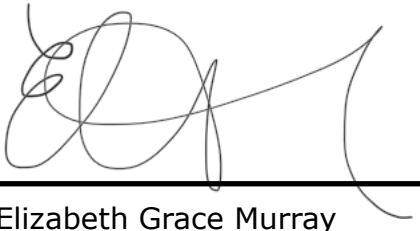
Use of various types of locals boats, speed boats and ferries.

Air travel is economy class and aims to have the Traveller complete a safe and timely journey to enable him or her to be effective in the undertaking of the particular task.

Accommodation arrangements are aimed to reflect principles of security, hygiene, access to reasonable public transport, and generally acceptable communication capability.

Within Australia, using the favoured star system of grading, A Liquid Future would normally seek to engage 3-star accommodation facilities. With exceptions, this objective applies internationally also.

In certain locations and regions where A Liquid Future operates, the opportunity to be selective with accommodation may be compromised, but the principles behind bookings or arrangement should try to reflect the principles shown above.



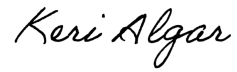
Elizabeth Grace Murray
(CEO)



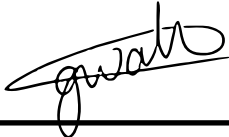
Rory Gollow
(Director)



Blaise Hodgson
(Director)



Keri Algar Cocks
(Director)



Janiece Walker
(Director)



Callum Vincent
(Director)