



POLICIES, PROCEDURES AND PROTOCOLS

DOCUMENT NUMBER	TV001
TYPE	Procedure
SUBJECT	Business Travel for Diocese Officers
AUTHORISED BY	Mary Martin, Office Manager
DATE AUTHORISED	31 st May 2022

Preamble & Purpose

This document outlines the processes to be followed by Diocese Office staff who are undertaking/arranging Diocese related bus or air travel on either scheduled bus or air routes or charters.

The objective of this procedure is to maximise efficiencies in resources use and to maintain consistent approach and accurate recording of all Diocese funded travel.

In order to gain the benefit of insurance cover a Diocesan Business Travel Declaration is required each time Diocese related travel of more than 50km from home or normal place of work.

Processes

Diocese Office staff undertake or authorise a variety of travel, by air and bus, which are all Diocese business related. Examples include:

- Travel by Diocese staff to regional/remote parishes for ministry related work.
- Arranging travel for church leaders/ministers from regional/remote parishes to attend conferences or other church related activities e.g. Clericon, Diocesan Synod.
- Property maintenance or repair or administrative related travel.

Use of a travel agent to book travel not only gains resource efficiencies but also has the potential to reduce costs and increase flexibility. For instance, when making airline bookings for people travelling from remote areas while number of travellers are required but the final names are not required until the tickets are issued.


HelloWorld Darwin is a local travel agency with experience in working with travellers from remote communities as well as interstate travel. HelloWorld Darwin will issue an invoice to the Diocese for all the travel booked through that agency.

Contact details are:

Rachel Turner, Manager (Rachel is the primary point of contact)

Helloworld Darwin, Shop 2, 63 Smith Street, PO Box 487, Darwin, NT 0800

 +61 (08) 8981 6777  +61 (04) 1889 5129

 rachel.darwin@helloworld.com.au



Air Travel

The following information will be required for each traveller being booked for regular air travel routes along with the usual dates and times are:

- Name of traveller as per photo ID
- Mobile and email contact
- For air travel Post & Suburb in which the traveller resides (this is a new process to do with COVID tracing for the airlines)
- Frequent Flyer details if any

Travel information required for booking charter flights and buses is as follows:

- Travel origin and destination
- Whether the charter is return or one way
- Date/s and time/s of travel
- Number and names of travellers

For travel by bus on standard routes, the information required is:

- Names of travellers and dates of travel

Process

- Step 1. Traveller or person responsible for organising the travel for a group completes Diocesan Business Travel form with all the details, relevant to the specific travel, above.
- Step 2. Form is submitted to the Office Manager who will liaise with HelloWorld to obtain quotes, where required, and to book travel.
- Step 3. Helloworld is advised of any changes to travel are communicated as and when travellers' names change or any other change is made that will impact the existing arrangements.
- Step 4. Names of travellers are confirmed with Helloworld prior to flight tickets being issued
- Step 5. Feedback is provided to the Office Manager about the efficacy of the travel arrangements, suggestions for improvement etc

For completion when document supersedes and existing policy, procedure or protocol.

VERSION NUMBER OF THIS DOCUMENT	DATE OF PREVIOUS DOCUMENT	SUMMARY OF CHANGE	REASON FOR CHANGE