



AAMT Domestic Travel Policy

Effective March 2011 until further notice

The Australian Association of Mathematics Teachers appreciates the contributions of those who contribute to our work, and operates on the principle that all reasonable costs for this involvement will be met by AAMT.

As a national organisation with a wide range of commitments, AAMT requires people to travel from time to time. This policy provides the guidelines that will be used when AAMT personnel travel within Australia to undertake AAMT business. Travel bookings are normally made through an arrangement with Corporate Traveller that uses an online booking system.

1. AAMT will only pay for flights and accommodation that is booked through the AAMT office using this policy and associated procedures.
2. AAMT will book the best fare indicated by the booking system, matched as best possible to preferred flight times indicated by the traveller.
3. Unless otherwise agreed, flight times will be arranged to ensure that the traveller can be present for the full engagement (meeting, conference, visit etc.). Bookings will generally be made as close as possible to the optimal departure time.
4. If it is possible for travel to and from home base to occur on the same day, flights will be booked accordingly.
5. Overnight flights to/from Darwin and Perth will normally NOT be booked, except with the express permission of the traveller.
6. AAMT will book travel on a fare in line with the traveller's preferences if that fare (including GST) is less than \$20 or 15% more than the cheapest fare identified by the booking system.
7. If a traveller insists that AAMT book flights that do not meet the requirements in #4 (eg in order to link with their airline reward program) they will normally be expected to pay for the full difference between the flight booked and the cheapest available flight, plus any costs for changing the itinerary.
8. If a traveller asks for changes to a booked itinerary, they will normally be liable for the costs incurred.
9. If accommodation is required, AAMT will book this as part of the itinerary.
10. Travellers may request to travel at times that allows them to be away from home for more time than is needed for AAMT business (eg someone traveling for a meeting on a Friday may request to not return until after the weekend). If the condition in #4 above is satisfied AAMT will book travel accordingly. In this case the traveller will be responsible for all additional accommodation and meal costs.
11. Breakfast will normally be included with the accommodation wherever possible.
12. Cab charge vouchers will be provided for necessary taxi travel. Unused vouchers should be returned to the AAMT office. Travellers are encouraged to share taxis whenever feasible.
13. Transfers to/from the airport by bus or train may be arranged and paid for by AAMT.
14. Meal and other costs incurred whilst travelling for AAMT business will be met by AAMT, either directly (by an AAMT officer paying for the meal) or by reimbursement on presentation of a claim.
15. The AAMT Expenses Request Form is available from the AAMT website. Receipts should be provided wherever possible. Payment by eft to a traveller's bank account is preferred.

The provisions of the policy will guide any bookings for international travel, although the details of these bookings will be dealt with on a case by case basis.

Process for travel bookings

In general, an officer of AAMT will negotiate your involvement in an activity that requires travel. Once you have indicated your willingness to be involved, that person, or an admin support person in the AAMT office or representative of Corporate Traveller (AAMT's travel agent) will:

- Contact you with details of the time and place of the activity (meeting, workshop, conference etc.)
- Invite you to provide information to be used in booking your travel
- Make all bookings, in line with the above Policy
- Forward an electronic copy of your itinerary and other relevant information to you
- Post cab charge vouchers, a copy of the AAMT Claim Form and any other information to your nominated address, subject to timing (if cab charge vouchers cannot be sent in advance, please keep receipts and claim for reimbursement in the normal way)

Apart from hard mailing of cab charge vouchers, the preferred means of communication re travel bookings is electronic.

AAMT office staff will maintain profile information about those who travel frequently on AAMT business. This will expedite the booking process and result in you not needing to provide the same information each time you travel. This information is securely stored in the Corporate Traveller booking system and will not be used for any other purpose.