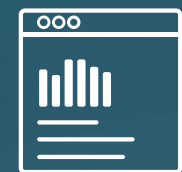


Five essentials of a travel policy that sticks



Simple one page graphical document, meaning every employee can read and understand key travel policy components, quickly and easily.



Promotes policy compliance ensuring all program KPIs are achieved, and approval adhered.



Displays important traveller safety details ensuring duty of care objectives are met.



Consolidation of company booking preferences - meaning reducing out of policy spend



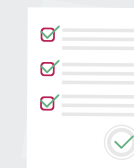
Highlights cost control measures such as spend caps and airline tolerance, to aid in travel budget management.

BOOKING INFORMATION



ALL BOOKINGS THROUGH CT OR USING YOUR ONLINE BOOKING TOOL

TRAVEL EXPENSE SUBMISSIONS ARE DUE



YOUR TRAVEL ALLOWANCES ARE \$100 PER DAY

WITHIN 45 DAYS BOOKING INFORMATION MUST INCLUDE COST CENTRE

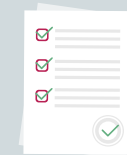


TRAVELLER SAFETY



IN AN EMERGENCY CONTACT CORPORATE TRAVELLER

COVERMORE



DL 343552

0800 838 010



DOMESTIC FLIGHTS



SELECT BEST FARE OF THE DAY

AIRFARE TOLERANCE OF \$25



BOOKING POLICY IS MOST LOGICAL FARE

PAYMENT BY COMPANY'S CREDIT CARD



ACCOMMODATION



PREFERRED HOTELS TO BE BOOKED ACCOR GROUP

HOTEL RATE CAP IS \$220 MEL, \$250 SYD



BOOKED VIA CORPORATE TRAVELLER

PAYMENT BY INDIVIDUAL CREDIT CARD



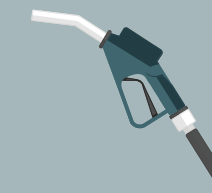
SELF-CONTAINED ACCOMMODATION CONSIDERED

CAR HIRE/ TRANSPORT



SELECT COMPACT CAR TYPE

DO NOT TAKE OUT EXCESS COVER



REFILL CAR PRIOR TO RETURN

PREFERRED TAXI SUPPLIER IS EITHER STANDARD TAXI OR RIDESHARE



CSR & SUSTAINABILITY



SELECT CARBON OFFSETTING WHEN PROMPTED

TRAVELLERS SHOULD SHARE GROUND TRANSPORT WITH COLLEAGUES CAP



TRAVELLERS SHOULD ONLY PREFERENCE ELECTRIC/HYBRID VEHICLES ONLY IF COST ARE COMPARABLE TO OTHER MAKES

ON CARBON FOOTPRINT OF AIRTRAVEL IS: XXXX

