

OWIA Personnel Travel Policy

Version 2

POLICY OBJECTIVE

The Olympic Winter Institute of Australia (**OWIA**) may require staff to travel extensively for work purposes. The objective of the OWIA Personnel Travel Policy is to provide a framework for all travel activities (domestic and international) including but not limited to:

- Air and Ground Travel
- Insurance
- Accommodation
- Motor Vehicle Use
- Vaccination
- Allowances & Expenses

APPLICATION

All travelling personnel are bound by this Policy.

GENERAL GUIDELINES

TRAVEL ARRANGEMENTS

Personnel must contact the OWIA office for coordination of all travel arrangements, including air travel and ground transport. Personnel are not authorised to make any travel arrangements on behalf of the OWIA, without the prior written consent of the CEO or nominated delegate.

PERSONNEL FAMILY AND SIGNIFICANT OTHERS

The OWIA will not be responsible for including or making any travel arrangements for family members of personnel.

Personnel family members are not, without the prior written consent of the CEO or nominated delegate:

- a) Authorised to travel as part of OWIA activity.
- b) Permitted to stay in OWIA funded accommodation.
- c) Permitted to stay in the same accommodation as OWIA athletes and staff.
- d) Permitted to join in OWIA organised athlete, team or program activities, including but not limited to; meals, excursions, ground transport.

It must be noted that the OWIA Duty of Care extends to personnel only and not to any family member or significant others.

AIR AND GROUND TRAVEL

Where possible, lowest price fares will be sourced with the aim of maximising discounts available:

- a) All travel being paid by the OWIA will be managed and booked by the OWIA office. The OWIA administrator is responsible for this function.
- b) Where possible and suitable, best available price fares will be sourced with the aim of maximising all available value for the OWIA.



- c) Where possible the OWIA will assist those wishing to combine work related travel with self-funded personal travel. This may not always be possible for a variety of factors, including, but not limited to; rerouting & change fees, short notice, change of mind / indecision and airline fare rules.
- d) Airline frequent flyer membership points and status credits earned when travelling on OWIA-purchased tickets, may be retained for personal use, as a personal benefit to personnel.

Fare Classes eligible for upgrades

- a) Personnel are to notify the OWIA administrator in writing if they wish to travel in a higher fare class that is eligible for an upgrade.
- b) The OWIA administrator will provide personnel wanting to travel on an upgradeable fare class with two quotes:
 - o best available economy fare price
 - o higher economy fare class price required to be eligible to upgrade
- c) If choosing to travel on the higher economy fare class eligible for upgrades, personnel must advise the OWIA administrator in writing within 48 hours of receiving the two quotes, as well provide credit card details to pay the difference in cost to the OWIA. Due to dynamic pricing, the speed of the response is critical to secure the fare at the price quoted.
- d) After the eligible fare class for an upgrade has been paid for, personnel are responsible for their own upgrade using either miles/points or dollars or a combination of both. The OWIA administrator will have no involvement in this process.
- e) If written communication is not provided by the personnel member to the OWIA administrator within 48 hours, then the best available fare / class ticket will be purchased, as per the OWIA travel policy.

Personal Travel

- a) Personnel are to advise the OWIA administrator of any Personal Travel plans (holiday/break/personal commitments), a minimum of six-eight weeks in advance of the scheduled travel period.
- b) Where possible, Personal Travel should commence from the final destination of the OWIA travel prior to the commencement of the next activity. *[Example: December World Cup (WC) in China – Next event in January is in Canada, the airport is Montreal. The OWIA will fly the personnel member to Montreal post WC event in December. Personal Travel should then commence in December from Montreal and should end in Montreal on the day work resumes in January].*
- c) In certain (not all) circumstances, whereby the Personal Travel destination is in closer proximity to the current location of the personnel member before the break commences, the OWIA will, if practicable, consider routing Personal Travel that does not require the personnel member to backtrack, and therefore incur less cost and travel time. *[Example: December World Cup in China – Next event in January is in Canada, the airport is Montreal. Request Personal Travel Destination is Honolulu. Personnel member to request more convenient Personal Travel option for approval = OWIA will route the personnel member China to Honolulu in December (NOT VIA MONTREAL) then Honolulu to Montreal in January (NOT VIA CHINA)]*
- d) Should the above be approved, the OWIA administrator will provide the personnel wanting to undertake additional Personal Travel with two quotes: the required cost of the routing the OWIA is to pay *[Example: China to Montreal in December]*, and the cost of the proposed routing for Personal Travel.
- e) Personnel choosing to travel on the new routing *incorporating the Personal Travel [Example: China-Honolulu-Montreal]*, must advise the OWIA administrator in writing within 48 hours of receiving the two quotes, as well as provide credit card details to pay the difference in cost to the OWIA.



- f) Personal Travel not approved according to the above, will be at the sole discretion of each personnel to organise and arrange payment. The OWIA administrator will advise in writing if this is the case.

LUGGAGE ALLOWANCE

Personnel are expected to adhere to the luggage allowance outlined in the ticket rules. Further:

- a) The OWIA may cover / reimburse the cost of excess luggage fees when traveling with team equipment at the request of the OWIA.
- b) The OWIA will not cover the cost of excess luggage fees when traveling with additional personal effects.
- c) Any enquiries regarding luggage allowance must be made in writing to the OWIA administrator prior to travel.

INSURANCE

CORPORATE TRAVEL INSURANCE

Whilst travelling for work purposes personnel are covered under the OWIA Corporate Travel Insurance Policy.

PERSONAL TRAVEL INSURANCE

Personnel are not covered under the OWIA Corporate Travel Insurance Policy for periods of personal travel/annual leave. During these periods personnel are required to purchase their own individual comprehensive travel insurance policy for all personal international travel.

ACCOMMODATION

GENERALLY

The OWIA will source the most suitable accommodation. Room allocation will be the responsibility of the Team Manager or Coach. Standard OWIA-funded accommodation (OWIA accommodation) during training and competition is twin share by gender, and on occasion single, triple or quad share rooms will be necessary.

On occasion, availability and / or style of accommodation may be restricted and as such, it may not be practicably possible for same gender share arrangements. In such circumstances, the OWIA may request personnel to stay in mixed gender (male and female shared) apartment or house style accommodation. Mixed genders will not be allocated and are not allowed to share a bedroom.

Athletes and personnel will not be required to share bedrooms. On occasion, availability and / or style of accommodation may be restricted and as such, athletes and personnel may be requested to share same-gender apartment or house style accommodation. Athletes and personnel will be required to complete an "[Accommodation Consent Form](#)". If consent has not be granted, other suitable accommodation arrangements will be made.

Should a personnel member have any concerns regarding the suitability of their accommodation, they must notify the OWIA, immediately. Furthermore, personnel who wish to make any change to their accommodation arrangements, must seek approval from the OWIA, prior to changes being made.

Personnel family and friends are required to obtain prior written consent from the OWIA CEO or nominated delegate if wishing to stay in OWIA funded accommodation or the same accommodation as OWIA athletes and staff. This can be done by completing and submitting the "[Accommodation Guest Request Form](#)" one month in advance of intended stay.



EXPECTATIONS AND RULES

In all OWIA accommodation:

- a) No tobacco or illegal substances are permitted to be consumed under any circumstances.
- b) No alcohol is permitted to be consumed by athletes or personnel under the age of 18 (or extended to 21 in countries or states where under applicable law), under any circumstances.
- c) Only athletes and OWIA personnel are permitted. Visitors are not permitted at any time except with the permission of the Team Manager / Coach.
- d) Overnight visitors are not permitted, unless prior written consent has been provided by the CEO or nominated delegate.
- e) No parties, functions or social gathering are permitted, without the prior written consent of the CEO or nominated delegate.
- f) No mixed gender sharing of bedrooms and no sharing of beds.
- g) All persons must respect each other's privacy, personal belongings and space.
- h) All persons must respect each other's work, training / competition schedules, keeping noise to an appropriate level.
- i) Quiet time must be in effect from 10:00pm – 7:00am.
- j) Personnel are required to undertake shared cleaning duties with all parties contributing to ensure that the property is clean and hygienic at all times. The accommodation / property is deemed clean and hygienic once all residents are 100% satisfied.
- k) Any hotel room charges, not pre-approved in writing by the OWIA, are the responsibility of the occupants of that room and must be paid for by the responsible personnel member.
- l) Should any of the abovementioned conditions be breached, disciplinary measures may be enforced.

PROPERTY DAMAGE

Personnel must respect the actual physical venue including, but not limited to, all furniture and fittings:

- a) Personnel must use best efforts to ensure the venue is not damaged in any way.
- b) Upon check-in, personnel should inspect their accommodation, furniture and fittings for any existing damage and immediately report any damage to the Team Manager / Coach.
- c) Any property damaged must be reported to the Team Manager / Coach immediately. The Team Manager / Coach must advise accommodation management and the OWIA office, immediately, in writing. All damage costs will be payable by the responsible personnel.
- d) Property / fixture and fittings in OWIA accommodation are not to be removed under any circumstances. All replacement costs will be payable by the responsible personnel.
- e) Equipment tuning, sharpening and waxing may only be conducted in designated rooms or outside areas such as balconies and garages. At the completion of each tuning, sharpening or waxing session, the area must be fully cleaned with all waste removed.
- f) Under no circumstances will personnel be allowed to tune, sharpen or wax equipment inside accommodation living areas.

SEARCH AND SEIZURE

Personnel members are reminded that authorised representatives may, at any time and without prior notice, enter any OWIA accommodation and conduct a search. The search may result in the removal of any items believed to be in breach of the Australian National Anti-Doping Policy or any applicable Anti-Doping Policy of another organisation or any applicable law. The Australian National Anti-Doping Policy is available [here](#).



MOTOR VEHICLE USE

- a) All drivers are responsible for ensuring they hold a current driver's license recognised in the country of vehicle usage (may require an International Driver's Licence).
- b) All vehicles must be used in accordance with the road rules as applicable in the state or country of use.
- c) All passengers (including the driver) must wear a seatbelt at all times. The number of passengers must never exceed the number of seatbelts in the vehicle.
- d) All traffic infringement fines are the sole responsibility of and must be paid by the driver assigned to the vehicle at the time the infringement was recorded. Any demerit points will be allocated to the responsible driver.

Please see the [OWIA Motor Vehicle Policy](#) for further information regarding the use of motor vehicles.

VACCINATIONS

For further information regarding vaccinations please refer to the [OWIA Vaccination Policy](#).

ALLOWANCES

When travelling for longer periods of time an allowance will be payable to cover your reasonable food costs whilst away from home. This amount is paid regardless of actual expenditure and for this reason receipts are not required.

Allowance rates are set out below and are claimable via Expensify.

- An allowance in the sum of \$16 AUD will be paid for each day during events, when two meals per day are provided
- An allowance in the sum of \$47 AUD will be paid for each day during events, when the organising committee does not provide meals
- No allowance for food will be paid when three meals per day are provided by the organising committee or the program as part of a team meal plan
- An allowance in the sum of \$47 AUD will be paid for each day of agreed program activity, excluding event period

Where the personnel member decides to extend the travel time for personal reasons such as taking annual leave, OWIA will not be responsible for allowances for that additional period of time.

When travelling for short periods of time staying in hotel style accommodation, personnel may claim meal costs as expenses as per a pre-approved travel budget. These expenses can be claimed as set out in the 'Expenses' section below, noting that if meal costs are claimed as 'Expenses', 'Allowances' for food costs for the same period will not apply.

EXPENSES

Any incidental travel costs or other reasonable or pre-approved costs associated with travel are claimable via Expensify. An example of a claimable cost would be taxi costs to and from your home to the airport. It should be noted that an expense claim may be denied where appropriate prior authorisation or a receipt has not been obtained.

For clarification, reasonable out of pocket expenses does not include expenditure of a personal nature.

CHANGES TO THIS POLICY

The OWIA reserves the right to change this Policy at any time, please periodically check the policy for any relevant updates.



DOCUMENT HISTORY

Version	Adopted by OWIA	Content reviewed / purpose
One	22/09/2021	
Two	Minor updates made 13/11/2025	Removal of information regarding requirement to be fully vaccinated against COVID-19, inline with the OWIA Vaccination Policy_V3. Hyperlinks were also updated.