

OBJECTIVE

Southern Ports provides a clear direction on the criteria for business travel and acceptable business travel expenses. This Policy reflects Southern Ports responsibility to conduct business in an ethical and fiscally responsible manner.

SCOPE

This Policy applies to all Southern Ports Board members and employees.

POLICY STATEMENT

Southern Ports will:

- Make every effort to minimise the cost of business travel in accordance with the Southern Ports Business Travel Procedure;
- Maintain all records relevant to business travel, in accordance with the Southern Ports Recordkeeping Procedure;
- Ensure that all travel is approved by an authorised officer and booked through an authorised travel officer, in accordance with the Southern Ports Business Travel Procedure; and
- Ensure that this Policy is accessible to all employees.

EFFECTIVE DATE

This Policy is effective from 15 February 2018.

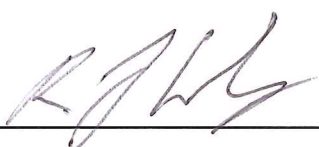
RESPONSIBILITIES

The Executive Leadership Team (ELT) and the Travel Coordinator(s) are responsible for ensuring compliance with this Policy. A review of the effectiveness and relevance of the Policy will be conducted biennial on the anniversary of the effective date of the Policy, unless there is a material change which affects the intent of the Policy.

RELATED LEGISLATION AND DOCUMENTS

The applying legislation and documents include, but are not limited to the following:

- Southern Ports Business Travel Procedure
- Southern Ports Code of Conduct
- Southern Ports Expense Management Procedure
- Southern Ports Recording Keeping Plan



Chair



Chief Executive Officer