



Travel and Training Course Policy

Purpose

The purpose of this document is to set policy and define responsibility for travel, training courses and expenses incurred by SP Hunters employees as part of their job requirements. All expenses must be ordinary, reasonable and necessary, and must have a valid business purpose

Policy Elements

1. Travel

SP Hunters employees may be required to travel as part of their role. In doing so, SP Hunters employees must always follow the following procedures when planning for any travel:

- All travel must be approved by the SP Hunters General Manager, prior to any bookings being made.
- SP Hunters employees must provide no less than four (4) weeks notice for travel approval.
- All travel must be booked at economy class and where possible, at the most economical fare.
- Staff where applicable must wear the SP Hunters uniform.

2. Training Courses

SP Hunters encourages all PNG Employees to attend relevant training courses pertaining to their roles. In the instance of wishing to attend a training course, SP Hunters employees must follow the following procedures:

- Any and all training courses must be applicable to the SP Hunter employees relevant job description.
- Application for course approval must be submitted to the SP Hunters General Manager in writing, no less than four weeks prior to the course start date.
- A written report following the course must be submitted by the employee to the SP Hunters General Manager. This report will be attached to the SP Hunters General Manager's update in the monthly Board report.
- SP Hunters employees attending training courses must wear the applicable SP Hunters uniform.
- It is essential that all SP Hunters staff act in a responsible way whilst representing the organisation in public.

3. Expenses

SP Hunters employees should be reimbursed for certain expenses incurred by employees in the course of conducting company business. The intent of this reimbursement is to cover those expenses incurred by the employee over the normal expenses the employee would incur if they were not travelling or entertaining for business purposes.

When travelling or entertaining for work, SP Hunters expects its employees to exercise sound judgement when incurring expenses.

- Any reasonable cash expenses pertaining to an SP Hunters employees training course will be reimbursed.
- Expenses include, but are not limited to, taxi's, meals, train tickets etc.
- To lodge an Expense claim, an SP Hunters expense claim form must be completed in full, with all relevant receipts attached. The expense form must be signed off by the SP Hunters General Manager.

Breaches

Breaches of SP Hunters Policies are treated seriously with outcomes including disciplinary action and termination of employment.

Scope

This Policy applies to all employees and contractors of SP Hunters. All employees will be required to read and accept this policy upon commencement at SP Hunters as well as acknowledge their ongoing acceptance.

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Chairman

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