

Travel Policy

1. Purpose

The RedR Travel policy has been developed to guide the use of travel and accommodation to ensure that RedR resources are managed with integrity and diligence. This policy aims to outline and ensure travel and accommodation is safe, timely and fit for purpose in supporting RedR operations.

2. Scope

This Policy applies to everyone who travels on behalf of RedR on pre-approved RedR business.

RedR travellers and Authorising Officers are expected to exercise prudent business judgement at all times when booking, authorising and undertaking travel.

All private expenses must be paid for by the traveller.

3. Policy Statement

RedR Australia is committed to its mission to bring maximum assistance to people in humanitarian need arising from disasters and emergencies.

Part of that commitment is the wise use of resources for travel and accommodation associated with all aspects of mobilising that help, including preparation and administration of personnel.

The philosophy is to seek to provide reasonable and comfortable travel arrangements, allowing that these terms are subjective.

Road travel considerations may include the preferred use of hire vehicles, or possibly a private vehicle when associated specified costs of delivering a RedR service will be met by RedR.

Train travel is considered and used when a viable option.

Air travel is economy class and aims to have the Traveller complete a safe and timely journey to enable him or her to be effective in the undertaking of the particular task.

Accommodation arrangements are aimed to reflect principles of security, hygiene, access to reasonable public transport, and generally acceptable communication capability.

Within Australia, using the favoured star system of grading, RedR would normally seek to engage 3-star accommodation facilities. With exceptions, this objective applies internationally also.

In regions or cities hit by disaster or emergencies, the opportunity to be selective with accommodation may be compromised, but the principles behind bookings should try to reflect the principles shown above.

4. Related documents

RedR Travel Procedures (to be updated)

5. Document control

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