



ANC TRAVEL POLICY

Summary

- The Australian News Channel (“ANC”) Travel Policy, (hereafter referred to as the “**ANC Travel Policy**”) is an extension of the “**News Corp Australia Discretionary Expense Policy**”.
- This policy should be read in conjunction with *The News Corp Australia Discretionary Expense Policy*, and the additional policies listed below should be referred to for guidance outside of these policies.
- The ANC Travel Policy supersedes only the *Travel Guidance* referred to within *The News Corp Australia Discretionary Expense Policy*.
- It is your responsibility to comply with both policies, which will be regularly monitored.

Application of Policy

This policy applies to all employees, contractors, associates and guests of Australian News Channel (“ANC”) who travel, process travel or approve business travel for Sky News, Fox Sports News or any other owned / operated service of ANC.

Commencement and Changes to this Policy

This policy comes into effect on 1 April 2020 and replaces the former *ANC / Sky News Travel policy*. All sections apply immediately.

Any changes to this policy must be approved by the Chief Financial Officer (“CFO”)

Questions and Additional Information

If you have any questions or are in any doubt as to whether conduct would fall within scope of this policy, you should contact your Department Executive, the Business Operations Manager or CFO.

Links/Related Information

Below are links to additional policies referred to in this policy:

- News Corp Australia Discretionary Expense Policy
- Sky News Mobile Phone and Data Policy
- News Corp Australia Corporate Credit Card Policy
- News Corp Australia Misconduct Policy
- News Corp Standards of Business Conduct Policy
- News Corp Global Third-Party Gifts and Entertainment Policy
- News Corp Global Sanctions and Trade Policy

TERM	DEFINITION
News Corp Australia and Australian News Channel Companies	A <i>News Corp Australia company</i> means all controlled Australian publishing entities of News Corporation (NCA). <i>Australian News Channel (ANC)</i> means all owned/operated services of ANC. If you are in doubt you should contact the CFO.
Travel Booking System's	<p>The Travel Booking System's for ANC are the Serko Zeno online software packages being, both the Serko Zeno Desktop Booking Tool (Desktop) and the Serko Zeno Mobile Application (App). Both are to be used for the booking and approval of all ANC travel.</p> <p>The Serko Zeno Desktop Booking Tool should be used in first instance, with the Mobile App used when a desktop device is not available, or when a traveller is making a booking whilst out on the road.</p>
Concur	Refers to the Concur online software package for the reimbursement, reconciliation and financial allocation of expenses.
Travel Approvers	<p>Travel Approvers are Department Executives and Budget Managers. Each travellers Travel Profile within the Desktop Booking Tool and Mobile App has been set up with an appropriate Travel Approver as per Workday org structure.</p> <p>International Travel is required to be approved via email from the travellers Direct Line Manager, Department Executive and CFO / CEO (where applicable).</p>
GCCO	The News Corp Group Chief Compliance Officer-Asia Pacific Email address: gcco.compliance@news.com.au
Preferred Airlines	Qantas is the preferred airline for domestic and international travel.
Preferred Car Rental Company	Thrifty is the preferred supplier for car rental arrangements.
Preferred Hotels	ANC and News Corp have negotiated discounts and preferable terms with a selection of individual hotels plus discounts off all hotels within the Accor and Rydges hotel chains worldwide. All specific preferred hotels are indicated in the Travel Booking System's automatically.
Third Party	Includes clients, customers, vendors, distributors, agents, Government Officials, a Government Body, Government-Related Entity or State-Owned Enterprise and any other person not employed by the Company.
Travel Management Company	QBT is the sole preferred travel management company (travel agent) for any business-related travel
WHS	Work Health and Safety.

The Detail

1. Purpose

To provide guidance and instruction on what is considered required and appropriate Business Travel.

2. General Guidelines

2.1. Travel Pre-requisites

The following criteria **MUST** be met before undertaking any travel at the expense of ANC:

- The travel is for ANC business purposes only;
- All required approvals have been sought prior to travel being ticketed or committed to (refer to **Section 3.1** for details);
- The cost of travel is within acceptable limits;
- The correct payment method is used (refer to **Section 2.2** for details);
- ANC's preferred supplier and Travel Management Company (QBT) and Serko Travel Booking System's must be used to process, book and facilitate travel.

2.2. Accepted Payment Methods

The News Corp Australia Discretionary Expense Policy should be referred to in conjunction with this policy, though Travel Expense options have been highlighted within this policy also.

ANC Employees have the below options when paying for travel on behalf of ANC:

1. AMEX Business Travel Account ("BTA");
2. Corporate Credit Cards;
3. Personal Funds/Out of Pocket
4. Pre-payment of invoice by the Accounts Payable team.

2.2.1. AMEX Business Travel Account ("BTA")

ANC has an established BTA with American Express. The account may be used to expense travel on behalf of ANC within the authorised booking system's, where it has been made available.

2.2.2. Corporate Credit Card

Corporate Cards may be issued to Department Executives who have a legitimate business reasons for the use of a corporate card. Legitimate reasons include providing employees who travel frequently with additional payment methods.

2.2.3. Personal Funds/Out of Pocket

For infrequent travel and small value incidental items, employees may opt to pay cash out of their own pocket or personal credit card and reclaim the expense. Out of Pocket Expenses are to be claimed back via Concur. Cash expenses should be kept to a minimum and always adhere to the required receipt/tax invoice requirements.

2.2.4. Payment by the Accounts Payable ("AP") Team

Payment via the above stated options should be limited to travel and used only when payment cannot be made via the Online Booking System's or processed directly by the Travel Management Company, international travel is an example of travel that may need to be pre-purchased via the AP team, where in a hotel does not accept BTA or a Department Executives Corporate AMEX Credit Card. Pre-approval from CFO is required and is subject to the AP approval.

3. Business Travel

This policy and *The News Corp Australia Discretionary Expense Policy* should be referred to ahead of undertaking any travel. All employees who travel, approve travel and process on behalf of ANC, must familiarise themselves with the **Key Rules**, **Travel Guidelines** and **Other Guidelines** below:

3.1 Key Rules

- Travel should be avoided where possible and should only be used where alternative communication channels would not be effective;
- Travel bookings are the responsibility of the traveller and must be made by the traveller;
- The Travel Booking System's for ANC are the Serko Zeno Desktop Booking System and the Serko Zeno Mobile Application (Mobile App);
- Wherever available the Travel Booking System's must be used to book all travel;
- Where the Travel Booking System is not available, such as for international, remote or urgent travel bookings the travel request must be first directed to the Travel Management Company (QBT);
- Bookings should only be directed to a department travel booker when a traveller is unable to contact the Travel Management Company directly;
- Bookings that are unable to be made via the Travel Booking System's due to a technical error, must be directed to the Travel Management Company and technical errors must be troubleshooted and remedied with the Online Support Team. Where unable to be remedied booking must be processed by the Travel Management Company at an online rate, as per News Corp and QBT Service Level Agreement;
- All travel must be approved via the Travel Booking System, prior to the airline ticket being issued;
- If the booking was unable to be facilitated via one of the Travel Booking System's approvals are to be given via email from the travel approver;
- Preferred suppliers such as contracted airlines, hotels and car rental companies should be used, and the lowest practical cost options chosen;
- Travel should be booked as far in advance (at least 14 days) of the trip as possible;
- Fixed airfares must be chosen for domestic travel unless approved to deviate;
- For international airline travel, ANC's preferred airline fares typically offer flexible and cancellable terms, though if restricted fares are cheaper those should be chosen;
- Wherever possible, travel should be paid for using ANC'S BTA, or a Corporate American Express card and in accordance with the Corporate Credit Card policy. For hotels, car rental or other travel, if American Express cannot be used, you should seek use a corporate MasterCard (held by both the Travel Management Company and CFO) or use a personal card for reimbursement;
- This policy applies to business travel and not secondments, transfers or arrangements where the employee may be provided a living away from home allowance. In such cases the employee should consult with HR; and
- Travel bookings that do not adhere to the policy will be reported to the CFO.

3.2 Travel Guidelines

3.2.1 General

- Domestic travel should only be taken if a full day of meetings is scheduled, or if required for Editorial coverage.
- Part day meetings must be undertaken by alternative communication channels such as video and phone conferencing including Teams (or similar).
- Overnight accommodation cannot be booked for day trips involving only a single day of meetings. Meetings should be arranged to facilitate this requirement. If a request is made that doesn't facilitate this policy, it should be referred to your manager.
- If travel is deemed necessary, the travel booking must be requested and approved using the Travel Booking System's. The Travel Booking System's should be used to book travel for all domestic and trans-Tasman travel.

- Bookings made outside of the Travel Booking System's or the Travel Management Company, including bookings made directly with suppliers, are a breach of policy and represent a compliance and safety risk. Such bookings may not be reimbursed as legitimate expenses.
- Where possible, employees should travel on the day of the business travel requirement and return on the day that business is completed in order to control cost for the company.
- Any travel for six or more consecutive nights, regardless of destination, requires maintaining a Travel Diary. The Travel Diary is available in the Concur Expense Management system (Kate link to concur) and must be attached to the expense claim in addition to original tax receipts.
- Personal/leisure travel must not be booked through the Travel Booking System's or the Travel Management Company unless it meets the criteria specified in Section 3.3.1 below.
- Employees are not entitled to claim time off in lieu of travel on weekends or public holidays, unless Department Executive approved.
- Contractors do not have access to the Travel Booking System's for travel booking and approval. Contractors who are travelling on ANC business should ask the ANC contact to direct them to the Department Travel Booker or Department Executive to make the booking on their behalf by using the guest traveller profile feature in the Online Travel Booking System. Contractors and Guests and are subject to this policy.
- Employees are expected to assess the travel risks associated with their trip for all overseas travel. This is to be done via International SOS. Refer to Appendix 2 for details on how to access this service. Travel to war zones must be notified to News Corp insurers via the WHS team.
- Any proposed travel to countries identified in the News Corp Global Sanctions and Trade Policy must be notified in advance to ANC WHS team who will direct to News Corp Australia Chief General Counsel and the GCCO. At the date of this policy those countries include Cuba, Iran, North Korea, Syria, and the Crimea Region of Ukraine, Afghanistan, Balkans, Belarus, Bosnia & Herzegovina, Burundi, Central African Republic, Democratic Republic of Congo, Egypt, Eritrea, Guinea, Guinea-Bissau, Haiti, Iraq, Lebanon, Libya, Maldives, Mali, Moldova, Montenegro, Myanmar, Russia, Serbia, Somalia, South Sudan, Sudan, Tunisia, Ukraine, Venezuela, Yemen, and Zimbabwe.
- For international travel, the traveller is responsible for organising any necessary vaccinations (see Appendix 3) and a business visa if required, both of which are a reimbursable business expense. For support in obtaining a travel visa, contact the Travel Management Company.

3.2.2 Flights

3.2.2.1 Domestic & Trans-Tasman Airline Travel

- All domestic and trans-Tasman air travel must be booked online via one of the Online Travel Booking System's. Bookings for travel on the same day must be made by contacting the Travel Management Company directly, refer to Travel Cheat Sheet for contact information (Kate get link to http page).
- All domestic and trans-tasman travel should be booked in economy class using the lowest available preferred airline fixed fare on all flights, including "Red e-deal" tickets.
- The cheapest available preferred airline fare must be booked within a +/- 30 minute window of the desired departure time, though if cheaper flights available for travel at other times, these should be considered.
- A non-preferred airline should be used where their cheapest fare is more that 20% below the cheapest preferred airline fare, and where the non-preferred airline flies a similar duration flight time as the preferred airline.
- Outside of Breaking News airline bookings should be made as far in advance as possible, ideally more than 14 days before travel.

Any required hotel accommodation should be booked and approved at the same time as the airline ticket, using one of the Travel Booking System's.

3.2.2.2 International Airline Travel

- All travellers and Department Executives requesting employees undertake travel must consider the safety, security and medical risks associated with their travel. Refer to **Appendix 2, 3, and 4** for further detail.

- All international airline trips must be booked with the Travel Management Company directly.
- For all international travel, travellers must obtain three flight quotes, one must be with the preferred airline if they fly that route.
- All international travel will be in economy class. Premium economy and business class may be utilised at the discretion of the final travel approver, being the CFO or CEO.
- For a single or set of connecting flights that are in economy class and total over 12 hours flight duration from start to final airport, the employee is provided a day off in lieu on the day of arrival, if that is a working day. At the overseas destination, the employee may expense an additional night accommodation and meal expenses in accordance with the Discretionary Expense policy, if a day in lieu is due. When returning to home, the employee is entitled to claim a day off in lieu on the day they arrive if that is a working day, no accommodation or meal expenses are provided.
- The cheapest available airfare must be booked within a +/- 2 hour window of the desired departure or arrival time, though if cheaper flights are available for travel at other times, these should be considered.
- International bookings should be made as far in advance as possible, ideally more than 21 days before travel. The cheapest available preferred airline fare should be chosen, including restricted tickets. Many of the ANC / News Corp preferred airline discounted fares are flexible and refundable for international travel.
- Any required hotel accommodation should be approved at the same time as the airline ticket, via email.
- International travel bookings approval:

All international travel requires three levels of approval, with all three levels of approval being mandatory:

- Initial approval is required by the Direct Line Manager.
- Second approval is required by the responsible Department Executive.
- Final approval is required from CFO (in first instance) or CEO if Direct Line Manager is Department Executive.

All international travel approvals are to be facilitated through the Travel Management Company via email.

3.2.2.3 Air Travel – Other Information

- When booking flights, the traveller or travel booker should use the ANC BTA card.
- Staff may utilise their personal airline membership points to upgrade their flight class at their own discretion.
- Airline club, lounge membership or frequent flyer fees are a personal cost and will not be reimbursed by the company. Benefits accrued through frequent flyer will be considered the personal property of the traveller. Employees are not permitted to incur additional costs to gain personal benefits from frequent flyer programs.
- Employees will not be reimbursed for additional costs incurred by taking indirect routes or making stopovers for personal reasons.
- Employees are not permitted to substitute the value of a more expensive fare in order to purchase additional, less expensive ticket(s) for other non-employee parties (e.g. spouse or other family members).

3.2.2.4 Excess Baggage and Travelling with ANC Property

Traveling with ANC Equipment & Excess Baggage

- If your travel requires you to carry excess baggage, the traveller must ensure this is requested in the booking for both domestic and international flights. Please note excess baggage needs to be booked in advance and for any short notice bookings, for on the day of travel, employees

will need to arrange with the Travel Management Company directly or pay for the baggage and claim via expense reimbursement.

- When travelling, ANC equipment is covered by ANC / News Corp Travel Insurance. Any damaged or lost goods should be reported immediately.
- Australian Customs requires anyone travelling with commercial equipment to have the correct import / export documentation. There are various methods to obtain the right documentation. Most countries also have their own import / export regulations. Please discuss the required documentation with your manager.

Lithium Batteries

- Carrying lithium batteries on domestic and international flights requires special permission. Please discuss with your manager prior to your flight.

3.2.2.4 Air Charters

- An air charter is the rental of an entire aircraft to operate a private flight service. Air charters should only be used in exceptional situations and where scheduled passenger aircraft services do not operate. All use of charter aircraft should be approved prior to booking by the WHS advisory team and CFO. **Delete?**

3.2.3 Accommodation

3.2.3.1 Hotel Accommodation

- ANC and News Corp have negotiated a range of preferred hotel discounts. These arrangements provide heavily discounted rates, may offer flexible cancellation terms and normally include free in room Wi-Fi. These hotels are only available for booking in the Travel Booking System's or via the Travel Management Company. The preferred hotels are marked in the Travel Booking System's.
- Hotels should be booked via the Travel Booking System's where possible. Bookings may only be made via the Travel Management Company if the booking cannot be made in the Travel Booking System's, such as remote hotels. Bookings must not be made directly with the hotel or via public travel booking sites (e.g. Webjet, Expedia).
- Preferred hotels must be booked where they are available in the destination location.
- Where a choice of preferred hotels exists in a destination city, choose the cheapest one based on a total cost basis including any required taxi/ground transport transfer costs to the destination address.
- Standard rooms should be booked in all instances. If an upgraded room type is required due to business requirements, this should be made clear to the travel approver including a breakdown of the additional cost.
- Any required hotel accommodation should be approved and booked at the same time as the airline ticket, and using the Travel Booking System's.
- All hotel expenses above and beyond accommodation charges will be charged to the individual on check out and must be settled by the individual. The employee must submit the expense in Concur upon return if settled personally.
- Mini-bar costs should be kept to a minimum and included as part of the maximum daily meal allowance as stated in the Discretionary Expense Policy. Laundry costs can only be claimed when travel is 7 days or more in a single trip.
- For accommodation stays longer than 7 consecutive nights, consideration should be given to the use of a furnished apartment (or similar) if that cost is lower than a hotel. Such options can be offered by the Travel Management Company.

3.2.3.2 Airbnb

Airbnb may be booked as an alternative option to a preferred hotel under the following circumstances:

- Airbnb services may only be used in Australia.

- Airbnb should only be used when the total cost is cheaper than the cheapest available ANC/News Corp preferred hotel rate in the destination city, including the cost of any ground transportation required to the final destination work address.
- Travellers wishing to utilise Airbnb have a responsibility to review the Airbnb terms and conditions and ensure that the accommodation option is suitable for their business purposes.
- Airbnb bookings need to be approved via an approval email from Department Executive and CFO prior to booking.
- Travellers are responsible for managing any changes or cancellations and will manage these with Airbnb directly. The Travel Management Company cannot support booking and changes of Airbnb accommodation.
- Properties displayed on the Airbnb booking website are “business suitable” listings which are “entire homes” only (not shared accommodation) and must satisfy all of the following criteria:
 - Self-check-in facility;
 - Wi-Fi, iron, hair dryer, hangers, laptop friendly workspace, essentials such as soap, towels, linens and pillows;
 - Smoke and carbon monoxide detector;
 - The host will have at least a 4.8 of out 5 average satisfaction rating from guests over the prior year, with at least 5 reviews; and
 - Hosts must have responded to 90% of booking requests within 24 hours over the prior year.

Notes:

- Where travel advice from International SOS recommends that a specific hotel should be used due to the risk associated with the work being undertaken or the destination itself, Airbnb may not be used.
- All Airbnb booking information must be sent to ANC WHS team and the News Corp Australia account with International SOS which enables the WHS team to monitor traveller accommodation locations for purposes of your safety and security.

3.2.4 Ground Transport

Employees are required to use the lowest logical cost ground transportation option, including public transport, considering cost, safety and travel time. Transport should be shared with other employees where possible.

3.2.4.1 Car Rental

- Car rental is to be booked in one of the Travel Booking System’s. Bookings can also be made via the Travel Management Company though this should only be used if the Online Travel Booking System is not available or cannot facilitate the booking.
- Bookings should be made using the Preferred Car Rental Company (Thrifty) only. Alternative suppliers may be used where a Preferred Car Rental Company rental facility is not available or where an alternative supplier is more than 20% cheaper for the same size of car or larger.
- Cars that may be booked include economy, compact and intermediate sized vehicles. Bookings should not be made using standard, full size, sports cars and SUVs. If a larger vehicle type is required due to the nature of the trip then this should be made explicit to the approver, including the reason for using a larger car and the additional cost.
- Rental cars should be refuelled by the employee prior to returning the vehicle and that cost claimed via expenses. Avoid accepting refuelling packages offered by the car rental company as these are typically considerably more expensive.
- Rentals from the Preferred Car Rental Company will have the standard ANC/News Corp insurance package included, this should not be removed or changed by the renter. In the event of an accident, the ANC / News Corporation Insurance Policy will provide coverage for up to AUD \$5,000 of the insurance excess under the motor vehicle rental agreement.
- Employees may only use car rental vehicles in accordance with local laws and in adherence to the car rental agreement. This includes being licensed to drive and not driving under the influence of alcohol.
- Valet parking costs will not be reimbursed.

3.2.4.2 Taxis & Rideshare services

- Taxi travel is permitted when travelling, and this service may be used as follows:
 - Travel to and from business related events; or
 - Travel from an employee's workplace to home as an alternative to public transport outside regular working hours. Such travel must be pre-approved by the manager.
- Alternative low-cost methods of travel should always be considered, including but not limited to rail, bus, own vehicles and pool cars.
- Cabcharge e-tickets must be used to pay for all taxi travel within Australia. In other circumstances, personal credit cards or cash can be used but should be kept to a minimum.
- All expenses must be accompanied by a valid receipt or tax invoice and claimed via Concur Expense.
- Please note the use of any booking app linked into Concur will involve a transfer of all employees' trip information (professional and personal) from those providers to Concur to facilitate the linking of accounts and this information will be able to be viewed by ANC.
- Rideshare services may be used, but only in specific situations. Rideshare services are defined as a journey in a private vehicle driven by its owner, for free or for a fee, especially as arranged by means of a website or app. Examples of rideshare services include Uber X, Ola and the "economy" service provided by GoCatch. Any trip in a licensed taxi (such as Uber Taxi or Ingogo) is not a rideshare.
- The use of car transfers (including hire cars, limousine or 'black car' services) should only be used where the cost is the same or lower than the taxi equivalent, considering tolls, tips and service fees and has pre-approval of Department Executive.

3.2.4.3 Rail / Ferry

- All rail or ferry travel should be booked in economy class and booked via the Travel Management Company where possible.

3.3. Emergency Guidelines

In accordance with the ANC / News Corp Australia Corporate Travel Insurance Policy, in the event of an emergency while travelling overseas, use the SOS application or the following contact:

International SOS Sydney: +61 2 9372 2468
News Corp Membership: # 11BYCA084979

Contact ISOS if an injured traveller's life, health, personal safety and/or security are at immediate risk. Further information is contained in the Appendix C.

Emergency contact details will also be found on the travel itinerary.

3.3.1 Personal Travel while on Business

If an employee decides to include personal travel on a business trip, only business-related transportation, meals, and lodging costs are reimbursable. Additional, non-business-related travel, meal, and lodging expenses are not reimbursable. Management can elect to cover certain living expenses, if extending a trip results in reduced net travel expenses due to lower airline costs sometimes associated with longer stays. The below must be followed:

- The primary purpose of the trip is business and the duration of the business component of the trip must exceed the personal travel component.
- The employee pays for any extra expense.
- Personal travel does not interfere with the objective of the business trip.
- The employee must obtain prior management approval as would be necessary for leave or personal days off.

- Personal expenses will need to be paid for on a personal credit card and not a corporate credit card.
- The ANC / News Corp Business Travel insurance Policy does provide coverage for Employees during any personal travel component of a business trip, if the primary purpose of the trip is business travel and the total duration of the trip is less than 180 days. The ANC / News Corp insurance policy will not ordinarily cover the employee for any hazardous activities such as rock-climbing, hot air ballooning etc. For more details see **Section A2.1**.
- Failure to adhere to the above guidelines may result in compensatory income and other potential personal income tax consequences to the employee.

Due to contractual airline restrictions, personal travel cannot be arranged through the Travel Management Company or the Online Travel Booking System's. The only exception is when booked in conjunction with a business trip.

3.3.2 Spousal or Guest Travel

Travelling with family members or friends is permitted as long as it does not interfere with the business purpose of the trip and there is no added cost to the company (such as for airlines, hotel, car service, and meals). If travelling with a family member or friend, travel arrangements for the family member or friend are not to be made through the Travel Management Company or the Online Travel Booking System's.

The full cost of an employee's accompanying traveller/s is a personal expense not to be borne by the company. An exception to this policy is the payment for double occupancy of a hotel room by the company.

Accompanying travellers are not ordinarily covered by the ANC / News Corp insurance policy and separate personal cover should always be arranged.

On some occasions, a spouse may be expected to attend functions for a specific business purpose and the company will reimburse those expenses. Prior to making a reservation, your **Department Executive** must approve all spousal travel to be reimbursed by the company. When reimbursable, spousal travel expense guidelines are the same as guidelines for employees.

3.3.3 Employees travelling together

No more than four (4) Executive team members shall travel together in the same aircraft, rail car, personal vehicle, taxi or other mode of transportation. Further restrictions should also be considered where particular individuals may share critical knowledge and/or a skillset where the risk exposure of those individuals travelling together (even if less than 4 people) would be heightened.

3.3.4 Sponsored Travel

In some situations, employees of ANC may be invited to travel where that travel has been paid for by a third party. It is important to recognise that whilst this travel may be sponsored, employees are still representing ANC and the traveller must:

- Provide a copy of a proposed draft itinerary and travel plan to Direct Line Manager for pre-approval. Travel must not be committed to without obtaining this approval and approvals set out below.
- Comply with the requirements of this Policy, even if the employee chooses to take annual or other leave whilst travelling;
- Provide the Travel Management Company with a copy of the booked itinerary and ask them to add it to their reporting system. This will ensure the WHS team have access to the booking and can assist with management of any duty of care concerns.

All sponsored travel requires three levels of approval, with all three levels of approval being mandatory:

- Initial approval is required by employees Direct Line Manager.
- Second approval is required by the responsible Department Executive.
- Final approval is required from CFO (in first instance) or CEO if Direct Line Manager is Department Executive.

3.3.5 High Risk Travel

High risk travel is defined as either travel to a 'Hostile Environment' or travel to cover a 'high or extreme risk activity or event'.

A **Hostile Environment (HE)** is a country, region or specified area subject to war, insurrection, civil unrest, terrorism or extreme levels of crime or lawlessness. It also includes areas with extreme climate, terrain or adverse medical conditions. Any destination defined as high or extreme travel or medical risk on the International SOS website is considered a Hostile Environment for the purposes of this policy.

High Risk Activities include covert surveillance or filming and/or confrontation of terrorist, serious criminal, extremist or violent political groups, and assignments involving unusual modes of transport.

High Risk Events include riots, civil disturbances or extreme public disorder, terrorist or armed criminal incidents such as hijacking or sieges, any event involving chemical biological or radiological ("**CBRN**") substances, extreme climatic events and natural disasters, or outbreaks of disease or pandemics. Major international sporting or political events are also included.

ANC relies on the arrangements News Corp Australia has in place for high risk work and utilises the services of several specialist service providers. This includes International SOS and Control Risks Group ("**CRG**") and access to their online portal which provides medical, travel and security information. This web site is to be used in first categorising a location's medical or travel risk as part of assignment planning and trip approval.

Anyone undertaking or commissioning an assignment identified as **high or extreme travel or medical risk** as defined by the ratings on the International SOS website is required to:

1. Complete an Assignment Safety Plan ("**ASP**") and apply the necessary safety control measures and contingency plans in case of emergency.
2. Ensure those involved have the right training and/or experience for the assignment.
3. Identify and use appropriate safety equipment.
4. Ensure personal and emergency contact details are up to date and complete in Workday
5. Complete a Personal Data Profile if regular high-risk travel is taking place.
6. Be aware and accepting of the associated risks and support News Corp Australia provides.
7. Obtain approval for the trip, as per **Section 4.3.3**

Exceptions may include well controlled lower risk activities such as ADF embeds with Government officials, charity trips, or coverage of sports events in higher risk countries. In all cases, however, advice should be sought which is likely to result in provision of other types of travel briefs or bespoke training: e.g., Major sporting events.

Refer to [Travel Safe](#) and **Appendix 2, 3 and 4** for further detail.

3.3.6 Travel to Sanctioned Countries

If travelling to a country that is regulated by the News Corp Global Sanctions and Trade Policy refer to section 4.2.1 which requires pre-approval of any such travel. You will be required to confirm you have considered if the country is a sanctioned country when requesting any travel through the Travel Management Company.

3.3.7 Cancellation and credits

- It is the responsibility of the traveller to contact the Travel Management Company to cancel all bookings if travel is no longer required and to ensure ANC is issued with a refund or credit (where applicable) on any unused airline tickets.

- All changes or cancellations to existing bookings must be managed through the Travel Management Company and cannot be handled in the Travel Booking System's.
- If travellers are issued with a credit, they must use it when booking their next flight. Travellers who had tickets cancelled after departure (part way through a journey) due to changes or unscheduled flight cancellations must contact the Travel Management Company on their return to request a refund and should provide full details of the occurrence, including any alternative arrangements that were made for them.
- A stored credit must be used within 12 months of issue. If the credit has not been used within 60 days by the original traveller, it will automatically be applied to any booking being made across ANC for an equal or greater value with no reimbursement to the original traveller or credit the original cost centre.

3.4 How Do I purchase travel?

ANC & News Corp have negotiated travel arrangements with a number of travel providers, including airlines, hotels and car rentals.

All travel must be booked through one of the Travel Booking System's. Any travel for more than six consecutive nights, regardless of destination, requires maintaining a Travel Diary (completed in Concur).

3.5 What expenses can I claim for my Business Travel?

ANC will meet the cost of travel expenses incurred by employees directly associated with conducting business on behalf of the company. This includes:

- Meals (breakfast & dinner only) with the following daily limits:
 - Breakfast: a maximum of \$30 per day; where it is not included in the hotel rate;
 - Lunch: at the personal expense of the employee; and
 - Dinner: a maximum of \$60 per day;
- Laundry (only when travel is for greater than 7 days);
- Telephone calls for business purposes (**refer to News Corp Australia Discretionary Expense Policy**);
- Taxis (**refer to News Corp Australia Discretionary Expense Policy**);
- Passports and visas;
- Airport parking (where cheaper than taxi usage);
- Airfares, hotels, and rental cars; and
- Per Diem Allowances may be applicable to some ANC editorial Employees that are eligible. If per diems are claimed, meals per the above limits are not able to be claimed as well. Please refer to Finance Manager or CFO for further details.

3.6 Can I receive cash advances for Travel Costs?

- Cash Advance payments are only for ANC employees and will be strictly by exception only and will be paid via Electronic Funds Transfer ("**EFT**").
- Cash Advance Payment requests can be made to employees who are travelling, who do not have a corporate credit card and do not have the funds to incur travel expenses on behalf of the business. All cash advances must be pre-approved by the CFO. The request must be made by completing the [Advance Payment Request](#) form Kate insert link to form Advance Cash request form.
- The employee needs to be set up as a supplier in News Corp's National Finance System for payment to be made into their bank account. Kate insert link to employee bank details form.
- An Expense Report is to be submitted through Concur within 5 days of completion of the assignment.
- No further advances will be approved until the previous advance has been cleared and reconciled.
- Receipts should always be obtained and submitted with the expense claim via Concur.
- Any excess funds from the advance payment should be deposited into the following bank account:

Bank Account Name: News Pty Limited

BSB: 062 000
Account Number: 1444 5939

Failure to return the excess advance funds will result in a financial loss to the company and is a breach to this policy.

4. Other Business Travel Expenditure

4.1 Will I be reimbursed for Tolls and Parking when travelling?

- Whilst driving on company business travel, tolls and parking costs will be reimbursed.
- Driving and parking infringements will not be reimbursed.
- Tolls and parking costs incurred in commuting to and from work will not be reimbursed.

4.2 How do I claim Car Mileage when travelling?

- Mileage can be claimed when an employee uses their own vehicle for company business purposes (outside commuting to and from work).
- Mileage will be paid in accordance with the rates in the relevant award, or for those employees not paid under an award, at the appropriate rate. These rates are issued by ANC and are subject to change.
- Employees (on News Corp's or ANC's payroll) should use the following [Claim Form](#). Once approved, the form should be sent to the Payroll department for processing and will normally be paid with your next salary payment.
- Contractors may use the expense claim form to claim mileage for business related travel.