



Travel Policy

MACS Employees

1. Introduction

Melbourne Archdiocese Catholic Schools Ltd (**MACS**) is a company limited by guarantee established in 2021 by the Archbishop of the Catholic Archdiocese of Melbourne to assume the governance and operation of MACS schools across the Archdiocese of Melbourne. MACS subsequently established Melbourne Archdiocese Catholic Specialist Schools Ltd (**MACSS**) to provide educational services to children with diverse learning needs and Melbourne Archdiocese Catholic Schools Early Years Education (**MACSEYE**) to provide early years care and education services.

The [Statement of Mission](#) in the MACS Constitution, and the constitutions of its subsidiaries, MACSS and MACSEYE, sets out the Archbishop's expectations of Catholic schooling in the Archdiocese and provides an important context and grounding for the company and the direction which the MACS Board must always observe in the pursuit of the company's objects.

The Board must ensure that all policies and procedures concerning the operations of MACS, and its subsidiaries are consistent with the Statement of Mission and company objects, as well as any directions issued by the Archbishop from time to time.

2. Purpose

This policy outlines the principles that apply when a MACS Employee undertakes work-related travel for training, conferences, or other professional learning or work related activities and also defines the required approvals and arrangements for work-related travel.

3. Scope

This policy relates to all travel expenditure incurred by:

- Employees in MACS offices, including the MACS Board directors and Board Committee members
- Employees in MACS schools

The policy does not apply to:

- clergy members, contractors or volunteers engaged by MACS and MACS schools
- students enrolled in MACS schools
- secondary school principals when undertaking work-related travel as part of their entitlement to enrichment leave. Further information regarding enrichment leave can be found in the [Professional Enrichment Leave Guidelines](#)
- accommodation and travel paid for by an Employee or external party which is not claimed for reimbursement

4. Principles

When decisions are being made regarding work-related travel, travellers and approvers should consider the following general principles:

- travel must have a clear benefit and positive outcome for MACS
- travel must only be undertaken when there is no secondary 'best alternative'
- expenditure should be guided by the principles of integrity, equity and transparency.

5. Approval for travel

All MACS Employees must obtain approval from the relevant approver for any proposed work-related travel prior to making travel arrangements. Travel relating to professional learning is not to be booked until the professional learning application has been approved.

Employees must comply with all the relevant Travel Procedures when booking and undertaking work-related travel.

Applications for work-related travel must be made with reasonable notice prior to the intended travel date to ensure that all approvals can be made. The approver is required to provide a decision on whether the travel is approved within 10 working days of receiving the travel request.

The duration of international visits should be kept to the minimum required to adequately complete the aims of the visit.

Employees in MACS offices are required to use MACS approved travel management provider.

All travel arrangements made for MACS Employees are owned by MACS.

MACS is required by law to comply with fringe benefits tax (FBT) requirements that are administered by the Australian Taxation Office (ATO). Travel will be approved in accordance with the ATO travel guidelines.

If travel is partially funded, travel documentation must clearly identify all funding sources, and this is subject to approval. Official travel may only be approved where there is no conflict of interest or perception of improper influence. The approval process is to comply with this policy and the Conflict of Interest Policy.

Approval for travel arrangements are included in the MACS Instrument of Delegation of Authority. Please refer to the Delegations Register for more information.

The processes for the approval and booking of work-related travel arrangements are outlined in the Travel Procedures for MACS office and MACS school Employees.

Leave or an extension of private travel taken while undertaking work-related travel is not to incur or result in any additional costs to MACS.

Employees may travel with their partners/family if it does not incur any costs at the expense of MACS and does not interfere with the business requirements of the travel.

It is the responsibility of Employees to ensure the following:

- they have appropriate insurance coverage
- there are no Department of Foreign Affairs and Trade (DFAT) warnings against travelling internationally to the country(ies) the Employee will visit.
- appropriate visa/work permit requirements are in place for the country(ies) they will transit through or visit.
- they have a valid passport which is not due to expire within six months of the end of the travel, and the correct visa and/or work permit for the nature and length of their visit.

If there is a breach of this policy or any other applicable policy, enterprise agreement or letter of appointment, MACS will take appropriate action to address the breach.

6. Conduct while travelling

MACS Employees are reminded they are representing MACS when travelling domestically or internationally. They must conduct themselves with professionalism and comply with all MACS policies and procedures while travelling.

If there is a breach of this policy, the MACS Code of Conduct or any other applicable policy, enterprise agreement or letter of appointment, MACS and / or a MACS school will take appropriate action to address the breach.

The consumption of alcohol while undertaking work-related travel is a health and safety issue for MACS and MACS Employees. Alcohol consumption while undertaking work-related travel must be kept to a minimum. Employees must ensure that any alcohol consumption does not affect their ability to undertake work-related activities.

7. Roles and reporting responsibilities

Role	Responsibility	Reporting requirement
Approval of Travel	As per the MACS Instrument of Delegation of Authority	See relevant Procedures

8. Procedures

Procedures for policy implementation in MACS offices and MACS schools are published separately.

9. Definitions

Definitions of standard terms used in this Policy can be found in the Glossary of Terms.

Approver

Person with authority to approve travel in accordance with the MACS Instrument of Delegation of Authority.

Domestic travel

Travel undertaken within Australia.

Employee

An employee is an individual who is hired by MACS to perform specific tasks or services in exchange for compensation, typically in the form of wages or salary. The relationship is often defined by a contract or agreement outlining the terms of employment, including responsibilities, work hours, and conditions.

International travel

Travel outside Australia.

Interstate travel

Travel outside Victoria, but within Australia.

MACS board or board

The board of Melbourne Archdiocese Catholic Schools Ltd (MACS), being also the board of Melbourne Archdiocese Catholic Specialist Schools Ltd (MACSS) and the board of Melbourne Archdiocese Catholic Schools Early Years Education Ltd (MACSEYE) in an ex officio capacity (as the context requires).

MACS executive

A member of the executive leadership team (ELT) of MACS or the ELT as a group.

MACS office staff

Staff employed in MACS offices at James Goold House, Catholic Leadership Centre and MACS regional offices.

Work-related travel

Refers to travel undertaken for professional purposes, such as attending meetings, conferences, training or business operations, typically outside of a person's regular work location.

10. Related policies and documents

Supporting documents

Travel Procedures – MACS Office Employees

Travel Procedures – MACS School Employees

Related MACS policies and documents

Code of Conduct for MACS Staff

Conflict of Interest Policy and Procedures

Gifts and Entertainment Receipts and Expense Policy – Schools

Leave for Principals Policy: Primary and Secondary Schools

MACS Instrument of Delegation of Authority

Resources

Australian Taxation Office. Taxation Determination (current year)

Policy information

Responsible executive	Director, People and Culture
Policy owner	General Manager, Employee Relations
Approving authority	Executive Director
Assigned board committee	People and Culture
Approval date	26 June 2025
Risk rating	Moderate
Date of next review	May 2029
Publication	Gabriel, CEVN

POLICY DATABASE INFORMATION	
Assigned framework	Employment
Supporting documents	See list of supporting documents and related policies above
Superseded documents	Travel Policy – v1.0 – 2021