

## Travel Policy

### Use of private vehicle

Under the Airline Operations – Ground Staff Award 2020, an employee who reaches an agreement with their employer to use their own motor vehicle on the employer’s business, must be paid an allowance of **\$0.94** per kilometre. Employees will also be paid for time spent travelling.

In lieu of paying a separate amount for time spent travelling, Star Aviation will incorporate this into an above award allowance of **\$1.25** per kilometre whenever an employee is asked and agrees to use their own motor vehicle for the purposes of carrying out specific tasks. Such tasks may include but are not limited to tasks where the employees’ vehicles are used to conduct baggage deliveries or travelling to work at another Star Aviation port.

Employees will need to submit this as an expense claim through Workzone.

Note: Employees will need to record the kilometres and time travelled in their expense claim and expense claims will need to be submitted for approval within 72 hours before the end of a pay period.

Employees will be better off overall under this arrangement as the \$1.25 per kilometre is greater than payment for time spent travelling.

#### Example:

A ramp officer travels from Emerald Airport to Moranbah Airport to assist in meeting operational demands.

The distance from Emerald Airport to Moranbah Airport is 208km and will typically take 2 hours and 30 minutes.

Under the Award an employee would receive:

- \$0.94 per kilometre – \$195.52
- Travel time – \$58.78
  - Total = \$254.3

Under Star Aviation Policy an employee would receive:

- \$1.25 per kilometre – \$260

Star Aviation will complete a fortnightly reconciliation of expense claims to ensure that all employees are better off overall.

This policy will apply to all employees engaged on an hourly rate at Star Aviation’s regional Airports.

This includes but is not limited to:

- Emerald
- Moranbah
- Albury
- Cooma

Star Aviation reserves the right to modify or remove this policy at any point in time.