

Airpoints

1. INTRODUCTION

The purpose of this policy is to establish how airpoints accrued by staff travelling on Employer business will be used.

2. POLICY

- 2.1 The Trust will not pay for any Employee, or Board Member's membership to a "frequent flyer" programme.
- 2.2 Where an Employee is a personal member of a "frequent flyer" programme that offers airpoints, that employee may keep those airpoints as a personal benefit.
- 2.3 All travel must have prior approval of the Manager in the case of staff, and approval by the Board in the case of the Manager or Board members.
- 2.4 To ensure travel bookings are not influenced by personal choice, airfare, accommodation and rental car bookings must be made by the Administration Officer with the best deal for the Employer being obtained. This applies to the Manager and any other Employee who would in the opinion of the Manager incur points on a frequent basis.

3. RESPONSIBILITY

- 3.1 Employees are responsible for the application of this policy..

4. PERFORMANCE MEASUREMENT

- 4.1 Any breach of this policy may constitute an act of misconduct and will be dealt with in accordance with the Employer's Policy on Discipline and Dismissal for Misconduct.

5. REFERENCES

- 5.1