

St Florian de la Riviere Travel Reimbursement Policy

Policy Compliance

Crowns travelling on Lochac or St Florian business to the Barony of St Florian de la Riviere are required to make themselves aware of, and comply with, all aspects of the Travel Policy before seeking reimbursements for costs incurred.

St Florian populace should make themselves aware of and comply with the policy when stewarding events on a Royal Progress.

Visiting educators or peers who are invited to teach arts and sciences classes are also subject to this policy.

Travel Policy for Reimbursement.

The Barony of St Florian de la Riviere will offer to pay for 50% of travel costs for royalty once per reign, up to a maximum of \$1000 for both Crowns, or \$500 individually per King or Queen. This amount is subject to change dependent on funds available to the Barony at the time.

Travel is approved for business taking place in St Florian only (Royal must be attending an event in St Florian). Ongoing travel costs will not be approved. For example, flights to and from Brisbane/Toowoomba/Gold Coast airport and to home location are approved, however a flight to Brisbane and then onward to Christchurch for another event is not approved and should be negotiated with that applicable Barony. IE;. All trips must be round trip to/from St Florian or subsidised accordingly by Kingdom fund or another Barony.

If the Crown is visiting St Florian *after* another event or on a continuous pilgrimage, St Florian will pay the costs associated with the one way travel. For example, Mordenvale to St Florian will be covered, but onward to Burnfield will not be.

Receipts must be produced for reporting purposes.

Visiting populace for the purpose of teaching at arts and sciences, fighter practice, archery or rapier events where the benefit is for the populace to learn a new skill (and cannot be taught by an existing member of the populace of St Florian) are approved to be reimbursed up to \$500.

Travel reimbursements exceeding the approved \$500 limit will require Seneschal/Baronial Council approval. For example, a new technique of armouring is developed that provides additional safety measures for fighters. The Knight who developed the process lives in Aneala and flights exceed \$500 due to the additional luggage costs of bringing tools to make the armour. These costs would be subject to additional approvals by Seneschal and Baronial Council.

COVID19 Overview

Where applicable, it is incumbent on travelling populace to make themselves aware of, and adhere to, all COVID-19 travel requirements or restrictions by the relevant government authorities at all locations of their journey, including any changes made from time to time. This includes, but is not limited to vaccination requirements, testing requirements (before, during and post travel), wearing of masks, visas, as well as airline, airport and accommodation requirements.

Domestic Bookings

All bookings must be made a minimum of 14 days in advance to ensure the cheapest flights available. Populace must become familiar with the airlines COVID19 requirements to prepare for what to expect on arrival at the airport and whilst in-flight, i.e., PPE requirements.

We have no preferred airline or associations, however, advise that fares should be chosen at the lowest logical fare. For example, we understand that early morning or late night flights are not suitable for all travellers however, logic should be applied if there is a significant cost difference.

Airline loyalty and lounge entry are at the discretion of the traveller. St Florian will not reimburse costs associated with memberships or lounges.

All Domestic air travel is to be booked in economy class utilising the cheapest refundable, flexible fare available where possible.

Flight upgrades to Premium Economy or Business class are covered at personal expense and will not be covered by the Barony.

St Florian de la Riviere acknowledges that sometimes there are not direct flights from regional locations. Where possible, travellers should choose the most direct route.

International

All bookings must be made at least 30 days (about 1 month) in advance to secure the lowest possible fare.

Travellers must accept the most cost-effective option in Economy class.

Flights should be booked for the day of required travel so that additional accommodation costs are not incurred. Exceptions can be made at times which will not allow the traveller to arrive at their location in time for their event. I.e.: if an event is run on Saturday and Sunday, international travellers can fly the day prior, and the day post event if required. Additional accommodation costs exceeding this will not be approved unless in exceptional circumstances.

Travelling by Vehicle

Where travel to an event is required for non-local Crown and flights are not available., St Florian will approve fuel costs up to the values stated above.

St Florian does not reimburse any costs associated with maintaining the vehicle and all vehicles used should be in good order and maintained to provide a safe travel environment for the Crown.

In the event where hiring a car for Crown to drive is cheaper than a flight, and Crown does not have a suitable safe vehicle, the cost of hiring the car and fuel can be reimbursed up to the above stated values.

Hotels

Travellers should choose the lowest, logical hotel closest to the St Florian event site (variable dependent on event location).

Reimbursement for costs of hotels is included in the above travel costings. (\$1000 for pair, or \$500 for individual for Royals, \$500 for visiting educators).

In the event where accommodation is required, all due diligence must occur from the Event Steward or Hospitaller to offer billeting or accommodation with a member of the populace.

It is the individual's responsibility to cancel hotel reservations within the hotel cancellation policy timeframe. The Barony of St Florian will not reimburse hotel "no show" fees, unless approved by the seneschal in exceptional circumstances (for example, Covid 19 lockdowns).

Approved additional expenses

All expenses must be actual and accompanied by detailed tax invoices (not credit card dockets).

Additional expenses outside of travel and accommodation will be assessed on a case by case basis and can be approved accordingly. An example would be materials for a class that cannot be transported.

Claims for travelling costs must be lodged to the Reeve prior to the next logical baronial meeting for approval and prior to the event. The traveller must submit receipts as soon as reasonably practical after incurring the expenses (if booking ahead of event), or after the event, whichever is sooner.

Airport Parking

St Florian will not reimburse airport parking costs. These are the responsibility of the traveller.

Mini Bar, Room Service and In House movies

St Florian will not pay for inhouse movies or videos, or for items purchased from a min bar.

Monitoring and Review

Travel costs for Crown are approved once per reign unless there are exceptional circumstances (for example, Crown has to continue reigning due to Crown Tournaments unable to be held). Subsequent trips are only to be approved by Baronial Council motions being passed.

This policy will be reviewed each financial year, and upon change of Seneschal or Reeve.

Identified breaches of this Travel Policy are subject to reimbursement costs being refused.

Compliance with the provisions of this policy may be subjected to periodical review and testing to determine: a) the level of adherence to the limits provided, b) the level of understanding; and c) opportunities for improvement.

In exceptional circumstances, the Seneschal and baronial council can approve additional reimbursements to the Crown. The circumstances should be outlined and discussed during the next relevant baronial meeting or in an interim baronial meeting in emergencies.

Policy Approval Date: July Baronial Meeting

Next Review Date: 30th June 2024

Author: Baroness Lovet Dangerus