



Team Australia

Travel Policy



This policy has been developed to cover all air travel by Australian team members participating in the 19th Maccabiah Games in Israel, July 2013.

When booking air travel for the 19th Maccabiah Games, the procedures and conditions outlined in this policy must be adhered to.

Team members will travel to and from Israel on the designated flights. As with previous teams, Team Executive may allow for flexibility in travel plans en route to and from the 19th Maccabiah Games if a written application is made.

Reservations for all travel related to participation in the 19th Maccabiah Games must be made through Maccabi Australia's travel manager, Goldman Travel Corporation Pty Limited or it's appointed agents.

Travel is economy class. Baggage is limited to 20 kgs, including playing strips where applicable.

Excess allowance for sporting goods/equipment will be arranged on group flights only. The Executive Administrator will liaise with Section Managers in this regard.

Individual requests relating to use of Frequent Flyer points for bookings, bookings through agents who are relatives and/or changes in class of travel will be considered by Team Executive. Such requests must be made in writing to the Executive Administrator by the end of January 2013, or within 7 days of selection to the Team if selection is after this date.

If permission is granted, a credit of the full airfare less \$250 will be applied to the individual's account.

Booking Process

1. A travel form will be provided to you by November 30, 2012 or upon selection to the Team if selected after this date.
2. Completed forms will be returned to your Section Manager, who will forward to the Executive Administrator.
3. If a request is made (and approved) to change from a group flight, the Executive Administrator will inform you, at which point it becomes your responsibility to ensure you are in Israel by the agreed to date. The appropriate travel consultant will also be informed (where applicable).
4. Any person who has not requested changed travel plans by 31 January 2013, or within 7 days of selection, will be allocated to a group flight and must travel on this designated flight, or be prepared to pay a penalty.

Excess Baggage

It is the responsibility of the team member to pay any excess baggage costs incurred which have not been authorised prior to departure.