



# How to use the Qantas Business Rewards Program



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# Getting started

## What is Qantas Business Rewards?

Whether you're a sole trader or a growing enterprise, travel a little or travel a lot, with Qantas Business Rewards you can turn everyday business expenses into Qantas Points and savings for your business.

### 01 Join

- Go to [qantasbusinessrewards.com/join](https://qantasbusinessrewards.com/join)
- or call 13 74 78.
- You'll need your business' active ABN and a few basic details about yourself and your business.
- There is a one-off join fee of \$89.50, with no annual fees.

### 02 Activate your account

We'll send you an email so that you can activate your Business Account with one simple click. You will then be able to access your Business Account, see and use the points your business earns and manage travel for your business more easily. If you haven't seen your activation email, go to [qantasbusinessrewards.com/activate](https://qantasbusinessrewards.com/activate) and request for a new one to be sent.

### 03 Set-up additional users

Log into your Qantas Business Rewards Account, at [qantasbusinessrewards.com](https://qantasbusinessrewards.com) and go to "manage people" in the company name drop down located in the top right hand corner of your Business Account and add:

- **Help manage the Business Account**  
You can set permissions for the team to suit different users, such as whether they can manage company bookings to access your flight savings<sup>#</sup> and whether they can see and transfer points. Anyone that flies for the business Add anyone that flies for the business as Travellers with self booking enabled and include their Qantas Frequent Flyer number. This allows them to access flight savings, earn points for the business and book via [qantas.com](https://qantas.com) or the Qantas app when flying for business. People added as Travellers won't have access to any other important information in your Business Account.

- **Anyone that flies for the business**  
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### 04 Connect your Qantas Frequent Flyer account

Log into your Frequent Flyer Account and go to your profile page to connect your [Qantas Business Rewards Account](#) so that you can easily navigate between your accounts without multiple log-ins and easily access your flight savings when you're flying for work.

### 05 Start using the program

For a list of all the products and services that you can use to earn Qantas Points for your business go to: [qantasbusinessrewards.com/earn](https://qantasbusinessrewards.com/earn)

If your ABN is already registered, we'll let you know and you'll need to check with the business owner or a senior manager to ascertain who the Account Holder is for your business.

#### **Your ABN is your Qantas Business Rewards membership number.**

You'll need this to earn Qantas Points\* on over 50 business expenses like fuel, credit cards and laptops with our Qantas Business Rewards program partners.



## Earn Qantas Points when flying for work

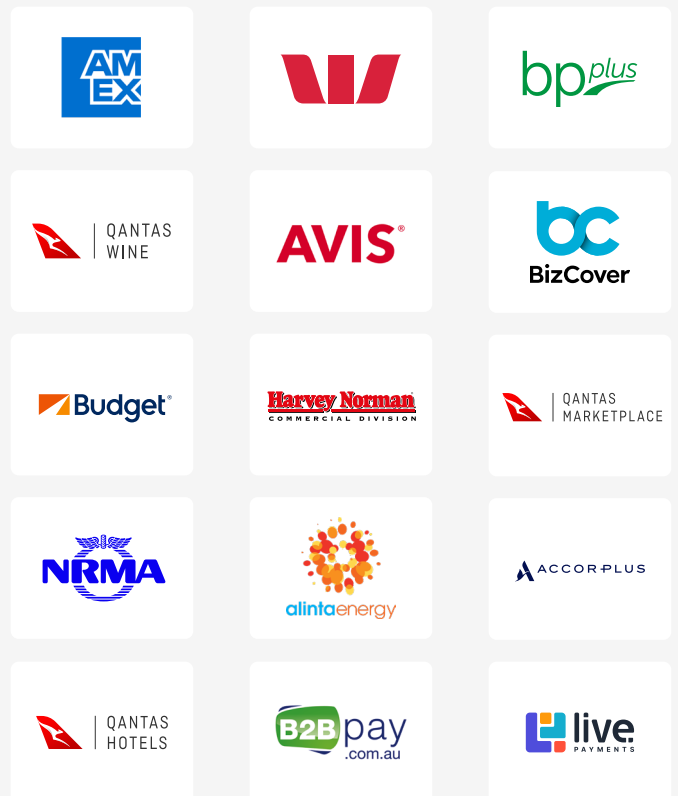
- Your business **earns Qantas Points**<sup>\*</sup> into its Qantas Business Rewards account for **eligible Qantas flights** taken by you and your employees as long as the business is GST-registered or an incorporated entity.
- Simply ensure that anyone who travels for your business is added as a Traveller in your account at [qantasbusinessrewards.com/manage-travellers](https://qantasbusinessrewards.com/manage-travellers) to access flight savings<sup>#</sup> and points for your business.
- Your travellers can earn a **Flyer Bonus**<sup>i</sup> of 250 Qantas Points per booking when they fly for work. That's on top of the Qantas Points and Status Credits they already earn with their Frequent Flyer membership<sup>^</sup>.
- You can book via:
  - your Qantas Business Rewards Account, just log in to book flights, hotels or car hire
  - the Qantas App
  - [qantas.com](https://qantas.com)
  - your travel agent.

The points earned from flights purchased and spend made by your business go into your Qantas Business Rewards Account.



## Earn Qantas Points on business expenses

- Your business can also earn Qantas Points<sup>\*</sup> on a range of expenses with over 50 Qantas Business Rewards program partners. These expenses include:
  - **everyday business expenses:** fuel, laptops, car hire, hotels, phones and credit card spend.
  - **business services:** roadside assistance, accounting services, car leasing, office fit outs, HR support, equipment hire, logistics and marketing services.



For a quick list of all the Qantas Business Rewards program partners and how to earn points with each of these, go to [qantasbusinessrewards.com/earn](https://qantasbusinessrewards.com/earn)



## Save on flights

As a Qantas Business Rewards Member, your business can access savings\* of up to 10% off selected Qantas flights and Qantas flights operated by a range of partner airlines, as long as your business is GST-registered or an incorporated entity.

### How to access flight savings:

- **Option 1: [qantasbusinessrewards.com](https://qantasbusinessrewards.com)**  
Log in to your Qantas Business Rewards Account and book an eligible flight via the booking tool. This can be done by anyone in your business who's been given access by the Account Holder for your business or by their delegate. The Account Holder is the person who set up the Business Account initially and will normally be the business owner or a senior manager (often the person in charge of travel or procurement).
- **Option 2: [Qantas.com](https://qantas.com) and the [Qantas App](#)**  
Any employee of your business who has been added as a 'Traveller' with the enable Frequent Flyer selfbooking feature activated can log in to the Qantas App and make their own bookings.  
  
To set up your employees as travellers, log in to your Qantas Business Rewards Account, go to the company name drop down and select "manage people". Then add the name and Qantas Frequent Flyer number of the traveller and enable Frequent Flyer self-booking.
- **Option 3: Your travel agent**  
Ensure your travel agent adds your business' ABN and traveller's Qantas Frequent Flyer number to all bookings. Also ensure your business' level in the program is provided to the agent to apply the applicable discount.



## Membership levels

### What are the benefits of my business' Membership Level?

The more your business flies, the greater the benefits. Greater savings on flights\* and additional Qantas Points are offered at each of the three levels.

- **Level 1**  
Access savings of 6% off the base fare of selected flights and earn 20 Qantas Points for the business for every 100\*\* Qantas Points your travellers earn from flying.
- **Level 2**  
Access savings of up to 8% off the base fare of selected flights and 3% off Red e-Deals, as well as earning 30 Qantas Points for the business for every 100\*\* Qantas Points your travellers earn from flying.
- **Level 3**  
Access savings of up to 10% off the base fare of selected flights and 5% off Red e-Deals as well as earning 40 Qantas Points per 100\*\* Qantas Points your travellers earn from flying. Nominate 1 Frequent Flyer to fast track their status to Gold, per year.<sup>s</sup>

**Check the benefits in detail on**  
[qantasbusinessrewards.com/qantas](https://qantasbusinessrewards.com/qantas)

**Just a reminder: The points you earn for your business are in addition to what you earn as an individual.**

**Save up to 30% on**  
**Qantas Club memberships**

For yourself and any of your employees. Any Frequent Flyer within a business is eligible\*\*. To join, just call the Qantas Business Rewards Service Centre on 13 74 78



## Checking your Qantas Points

### 01 Log into your account

Log into your [Business account](#).

Log into your Qantas Business Rewards Account. Don't forget your business' ABN is your membership number. If you've connected your Frequent Flyer and Qantas Business Rewards Account you can log in there as well.

### 02 Check your points activity

Check your points activity Each time your business earns Qantas Points\*, they will appear in your points activity statement which you can see when you log into your account. You can also export a copy of the statement at any time.

### 03 Missing something?

#### → Missing points from flying

If the traveller's Qantas Frequent Flyer number and/or business' ABN are missing from the booking, Qantas Points won't be credited to your Business Account, so please send us the details via the "claim missing points" form. Where flights are eligible and these details match our records, Qantas Points will be credited once the flight has been taken. Claims need to be lodged within 90 days for the flight.

#### → Missing points from business expenses

Qantas Points from Partners may take up to 90 days to be credited. If you need to contact a Partner about missing points, you can find a full list of contact details [here](#).

### 04 Expiry of Qantas Points

Qantas Points in your Qantas Business Rewards account won't expire provided your business has earned or transferred points at least once in the previous 18 months.



## Using your Qantas Points

You can use the Qantas Points in your Qantas Business Rewards Account to save on business costs or on a range of rewards.

### 01 Log into your Qantas Business Rewards Account

Log into your Qantas Business Rewards Account to either redeem points directly for flights, additional baggage and seat selection or transfer your points instantly to any Qantas Frequent Flyer Account.

### 02 Redeem points for flights

You can use your business' Qantas Points for you or your team to search and book Classic Flight Rewards and Points Plus Pay – Flights directly from your Business Account.

### OR Transfer points to any Qantas Frequent Flyer account to redeem for more rewards

Just specify the name and Qantas Frequent Flyer number of the recipient and transfer a minimum of 3,000 Qantas Points to their Frequent Flyer Account.

The Frequent Flyer can then use the points for flights, upgrades, accommodation, car hire or something special from Qantas Marketplace or Qantas Wine.



#### Still have a few questions?

For more details, check out our full

[Terms and Conditions](#), [online FAQs](#), ask your travel agent or call our friendly team at the Qantas Business Rewards Contact Centre on 13 74 78 Mon to Fri 7am to 7pm AEST.