



## TRAVEL AND COLLEGE EXPENDITURE

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## 1. PURPOSE AND SCOPE

The purpose of these guidelines is to ensure that College members, trainees, staff and other persons undertaking duties on behalf of the College understand the circumstances, processes and limitations under which travel must be booked and expenses reimbursed.

Those undertaking duties on behalf of the College are eligible for reimbursement of any necessary out-of-pocket expenses incurred. Such expenses may include, but are not limited to:

- expenses incurred in traveling to attend a college meeting, examination, hospital inspection, workshop, interview or other necessary College function;
- expenses incurred in using private vehicles;
- expenses associated with duties undertaken away from the normal work location;
- other out-of-pocket expenses that are considered necessary and reasonable.

## 2. KEY CONSIDERATIONS

As ACEM is a not-for-profit organisation, consideration should be given to the resources and costs, both direct and indirect, that are associated with undertaking travel for College activities. Accordingly, the considerations listed below are those that have guided the policies and procedures outlined in this document

- **Recognition of contributions:** The College recognises the significant contributions made by members on a pro-bono basis to progress its work. The contributions of College staff and others, such as community representatives, are also acknowledged. Accordingly, the College understands that policies and processes associated with arranging and undertaking travel should acknowledge the desire for individuals to not be directly out of pocket when travelling, or subject to arrangements that act as a disincentive to participate in College activities. That said, the College has a responsibility to ensure that its limited resources are used responsibly, including in relation to travel and accommodation.
- **Value for money:** Value for money is the overarching consideration when booking travel. Value for money requires the use of College resources in an efficient, effective, economical and ethical manner.
- **Necessity of travel:** Travelling for College business should only be undertaken where other communication tools, such as teleconferencing and videoconferencing, are not available and/or are considered to be ineffective relative to face-to-face attendance. It is recognised that this may sometimes involve judgements that may be subject to debate; however, in requesting travel, the applicant must be able to demonstrate that there is a genuine business need for the travel, to the satisfaction of the approver.
- **Best fare of the day:** The lowest available fare on the day of booking that offers the traveller the most convenient and cost-effective fare to effectively complete their business requirements should be utilised for College travel.

## 3. AIRFARES

*Corporate Traveller* has been engaged to manage all domestic and international travel on behalf of the College. If you are required to book a flight on College business you must book your flight through Corporate Traveller, charging the College-related travel to the College. Except for personal travel (including fare upgrades, etc. as outlined in this policy), or genuine emergency situations, College travel should not be booked through any provider other than Corporate Traveller, nor paid for with personal (including hospital or other business) credit cards.

Corporate Traveller have been instructed to book the best economy class fare of the day. Where meeting commencement and completion times are fixed (i.e., known and likely to be adhered to), the cheapest available fare must be booked.

If completion times are uncertain, Corporate Traveller may book the cheapest outbound fare with a flexible return fare; however, this is a departure from standard arrangements and may require approval before the booking can be made and/or confirmed.

Where accommodation has been provided by the College for the night after a meeting, the best available fare must be booked for the return flight.

Those travelling on College business should book as far in advance as possible, in order to obtain the cheapest fare. Where an individual is travelling and the day of travel is flexible, consideration should be given to selecting the day of travel that results in the “best fare of the day”.

When making your booking, you will be asked to provide the travel consultant with the purpose of your travel (ideally a meeting name, committee name, or ACEM cost centre).

Private travel made in conjunction with College travel should be paid at the time of booking by personal credit card. Likewise, flight upgrades are to be paid at the time of booking by personal credit card or by using personal frequent flyer points. Any travel or accommodation costs associated with an accompanying spouse, partner or family member must be paid for and administered privately by the member concerned.

### 3.1 How to book flights

All air travel should be arranged through Stephen Smith at Corporate Traveller:

Email:	<a href="mailto:stephen.smith@corporatetraveller.com.au">stephen.smith@corporatetraveller.com.au</a>
Direct:	+61 3 8535 1580
After Hours assistance:	+61 7 3170 7844

Frequent travellers who have been issued with the requisite *User ID* may also book online using Corporate Traveller’s online travel booking tool, *Your CT*: <https://yourct.com.au/Account/Login>

If you are a frequent traveller and you have not been set up with a User ID, please complete the online self-registration form. You will be notified once your profile is active and ready for use.

### 3.2 Class of travel

Airfares are to be booked in economy class when travelling domestically. For the purpose of this policy, travel between and within Australia and New Zealand is considered domestic travel.

Members of the Board, COE and CAPP travelling for College business as a result of their membership of those entities, and the CEO, may book business class for trips in which individual legs have a flight time exceeding four hours or where the total flight time exceeds six hours and no reasonable shorter total flight time is available, and for Trans-Tasman flights.

### 3.3 Overseas airfares

Booking of airfares for overseas travel (other than New Zealand) must have prior approval from the CEO (or their delegate where the CEO is unavailable) and will not be made and confirmed by Corporate Traveller without this approval.

Overseas travel (other than New Zealand) to destinations that exceed six (6) hours in flight time (one way) may be booked in Premium Economy (or equivalent) or Business Class, with approval from the CEO.

### 3.4 Airline lounge membership

ACEM Board members, the CEO and College Executive Directors are eligible for reimbursement of the cost of one (1) airline lounge membership (e.g. Qantas Club, Virgin Velocity, Air New Zealand) for the duration of their term in these roles. Memberships will not be provided or renewed where an individual’s airline status provides eligibility for lounge access as a result of airline membership ‘status’. Lifetime memberships will not be reimbursed.

At the discretion of the CEO and following recommendation from the relevant Executive Director, ACEM may provide one airline lounge membership (e.g. Qantas Club, Virgin Velocity) to other College staff who are likely to travel more than 12 return trips in a year. This will be at the discretion of the CEO and will require prior written approval.

## 4. ACCOMMODATION

Where possible, meeting times are arranged to allow travellers to travel to their scheduled meeting and return home on the same day. However, it is recognised that, under some circumstances, travellers may require accommodation either the night before or the night following a meeting or other College activity. For instance, where a traveller is required to depart their place of residence before 6:00 am in order to ensure they arrive in time for the commencement of a College commitment (including meetings of College entities in Melbourne or elsewhere), accommodation may be booked for the night before the commitment.

Similarly, where arrangements are such that a traveller is not able to return to their place of residence until after 8:00 pm through reasonable arrangements, accommodation may be booked for the night following a College commitment.

All times quoted above are considered to be the time local at the place of residence of the traveller.

Accommodation will generally be 4 stars and should conform with the reasonable accommodation expenses described in the Australian Taxation Office (ATO), Taxation Determination 2019/11. Unless otherwise specified, a standard room is to be booked and should, where possible, include breakfast in the room rate.

Flexibility around accommodation needs may be granted. If you wish to request accommodation outside of these guidelines, please speak to an ACEM staff member, who will seek approval from the relevant General Manager and/or Executive Director, or CEO.

As with air fares and car hire, it is the expectation that accommodation for College activities is booked solely through Corporate Traveller and charged to the College, within the cost limits outlined in this policy. Except for personal travel (including charges, outside the limits as outlined in this policy), or genuine emergency situations, College travel should not be booked through any provider other than Corporate Traveller, nor paid for with personal (including hospital or other business) credit cards.

Personal expenses and expenses in excess of the maximum daily allowances should to be paid directly to the hotel upon check out. If any personal expenses or items exceeding the maximum limit are charged to the College account, these will be referred to the relevant person for payment.

No allowance or benefit of any kind is payable for individuals travelling on College business who choose to make alternative private accommodation arrangements, such as staying with relatives, friends or colleagues.

### 4.1 Accommodation in Melbourne

The College has an agreement with The Radisson on Flagstaff Gardens for accommodation in Melbourne. When rooms are not available at The Radisson, or upon request, The Oaks on William may be used.

The Radisson on Flagstaff Gardens  
380 William Street  
Melbourne VIC 3000

The Oaks on William  
350 William Street  
Melbourne VIC 3000

Accommodation in Melbourne for attendance at College meetings will generally be booked by a staff member of the College, through Corporate Traveller by telephone or online using Your CT. You will be notified by your committee administrator if there is a need to book travel in an alternative manner.

Where accommodation in Melbourne is for purposes other than meetings of College bodies, individuals should make bookings through Corporate Traveller as described in Section 4 of this policy.

### 4.2 Interstate accommodation

All interstate accommodation (other than Melbourne) is to be booked through Corporate Traveller, according to the guidelines described in this policy.

### 4.3 Group accommodation bookings

If the College has arranged a group booking for activities such as scientific meetings or symposia, etc., it is expected that travellers will use that facility. When a group booking has been arranged, all allowed expenses may be charged to the College account.

### 4.4 Accommodation bookings for College Examinations

Accommodation arrangements should be made using instructions sent to you by the assessment team and pursuant to relevant sections of this policy.

## 5. TRAVEL ALLOWANCES

### 5.1 Australia and New Zealand

The following limits apply to accommodation, meal and incidental expenses within Australia and New Zealand.

Accommodation:	\$300.00 per day
Breakfast*:	\$ 35.00 per day
Lunch**:	\$ 30.00 per day
Dinner**:	\$ 70.00 per day
Telephone and Internet usage:	\$ 20.00 per day

\* Where breakfast is included as part of the accommodation package, a reimbursement will not apply.

\*\* Where lunch or dinner is included as part of a workshop, examination or meeting, a reimbursement will not apply.

Allowances relating to breakfast, lunch and dinner may be combined to a total of \$135.00 per day.

### 5.2 Overseas

Reasonable accommodation and meal expenses incurred while travelling overseas on College business will be reimbursed with reference to the current [Australian Taxation Office \(ATO\) Taxation Determination](#).

Overseas expenses will be reimbursed in Australian dollars at the most current conversion rate.

## 6. USE OF VEHICLES

### 6.1 Car rental

If required, car rental should be booked through Corporate Traveller. Vehicle categories rented should reflect the requirements of the individual(s) travelling and the principles outlined in this policy.

### 6.2 Private vehicle use

Reimbursement for personal vehicle use incurred while traveling on College business will be made at the rate of \$0.72 per kilometre in line with the current [Australian Taxation Office \(ATO\) guidelines](#). The claimant must state the distance travelled in kilometres, provide the origin and destination of the trip, and details of the purpose of the journey.

The use of a private vehicle for College business will be reimbursed only if it is not reasonably practical to use another form of transportation.

## 7. PARKING

The College will reimburse reasonable car parking costs incurred whilst travelling for College activities. The use of valet parking will only be reimbursed to the value of equivalent standard parking expenses, or where the cost of personal car use (including parking) is less than the standard cost of other transport alternatives, such as taxis.

## 7.1 Parking for meetings held at the College

The following car parks are suggested by the College:

### Care Park

83-115 Batman St, West Melbourne  
Hours: 24 hours / seven days

### Secure Parking

383 La Trobe Street, Melbourne  
Hours: 24 hours / seven days

## 7.2 Airport parking

Private vehicles should only be used for travel to/from airport for short business trips (same day or overnight) and only if cost effective. For extended business trips (multiple nights) taxi or hire cars or airport shuttle services should be used for travel to/from an airport.

## 8. TAXIS

If a taxi voucher (ETicket; refer 8.1 below) has not been provided, the College will reimburse taxi travel as required. The use of 'corporate limousines' or similar services for College business will only be reimbursed to the value of an equivalent taxi trip. The use of Uber, airport shuttle services or equivalent for College business is permitted (to the value of an equivalent taxi trip) and applications for reimbursement should be made pursuant to Section 13 of this policy.

Taxis should not, without prior written approval from the College, be used for journeys anticipated to be greater than 90 minutes and where other reasonable alternatives (e.g. car hire, public transport, flights etc.) are available.

### 8.1 CabCharge – E-Tickets

The College utilises CabCharge+ as its provider of taxi vouchers for use at College events and activities by eligible College members, staff and others involved in college activities.. E-tickets may not be used for personal travel and reimbursement from the individual(s) concerned will be sought, should this occur.

### 8.2 Cards

There are two types of E-Ticketsthat available for use:

- Digital FastCard – an ongoing CabCharge card that can make unlimited trips.
- Digital Pass – an ad-hoc digital ticket that will be used for a set number of trips.

Entitlement to a Digital FastCard or Digital Pass will be determined by the relevant ED. In most cases a Digital Pass (single, or multiple depending on the need), will be sent to the relevant individual. If it is identified that the need to use taxi voucher is ongoing, a request to the CEO or their nominee to setup a Digital FastCard will be made.

### 8.3 Process

To receive a Digital Pass the requesting staff member will need to email reception with the dates and number of trips planned to be taken. Please ensure the approving ED is CC'd into the email, who will have given prior approval to the request. For each individual Digital Pass holder, a mobile number will need to be provided. Where a mobile number cannot be provided, for example when a recipient has an overseas number, an email address may be used.

Upon the required information being received by Reception, the digital pass account(s) will be setup and sent to the corresponding recipient(s). The digital passes will be set with an expiry corresponding to the dates given by the requester. A fare limit can also be specified; however,if no fare limit is specified one will not be set.

Once the Digital Pass is enabled the recipient will receive a SMS, or email if only email address was provided, with a link to store the Digital pass(es) in their mobile phone E-Wallet.

Expired Digital passes will automatically disappear from the recipient E-Wallet at the specified date.

### **8.3.1 Digital FastCard**

Reception may raise a request for frequent travellers to receive a permanent Digital FastCard. This will enable the recipient to take unlimited trips without the need to contact Reception each time. All requests will be made through and approved by the CEO or their nominee.

## **9. TRAVEL TO THE ANNUAL SCIENTIFIC MEETING AND COLLEGE SYMPOSIA**

Members of the ACEM Board, CAPP or COE who are required to attend meetings of these bodies associated with the Annual Scientific Meeting (ASM) or a College symposium are entitled to have their return airfare paid by the College. The College will pay for the accommodation costs to enable attendance at the required meeting/s only. Accommodation costs for the period of the ASM or symposium not associated with the required Board, CAPP or COE meeting(s) is the responsibility of the individual concerned, as is the cost of registration for the ASM or symposium.

College Board members and/or others may on occasion be required to attend ACEM meetings (e.g. Regional Symposia or meetings of other Colleges/Societies) by virtue of their office or on behalf of the College. In such circumstances, the College will pay the costs associated with such attendance, including travel, accommodation and meeting registration, as applicable.

Where a College Board member is unable to attend a meeting that is considered to require or benefit from such attendance by the College and another College member or individual who is attending that meeting is requested to undertake some representative functions on behalf of the College, the College may elect to make some contribution to the costs of the individual being requested to undertake those functions. The extent of the contribution will normally be determined by the President and President-Elect/Immediate Past-President and one of the two Board members appointed pursuant to clause 8.1.8 of the Constitution.

## **10. NON-REIMBURSABLE EXPENSES**

Except as indicated elsewhere in this document and to the extent stated, the following expenses will not be reimbursed by the College:

- flight upgrades
- seat selection
- additional luggage allowances
- flight/travel changes due to personal reasons
- in-house movies / movie hire
- laundry (for stays for less than 5 days)
- room upgrades
- valet parking
- car cleaning services
- limousine services
- rental car upgrades
- fines and penalties incurred by an individual (e.g., parking, traffic offences)
- customer loyalty program/award-based memberships (e.g. frequent flyer programs)
- expenses incurred for an accompanying family member or companion
- other personal expenses.

Note that this is not a definitive list. Requests for reimbursement outside of these guidelines will be at the discretion of the College, with consideration being given by the relevant ED, athen, where necessary, the CEO or their nominee.

## 11. STAFF TRAVEL APPROVAL

All staff of ACEM must seek approval for travel prior to any travel arrangements being made and prior to undertaking travel. Any staff member who is required to travel for work purposes must complete a Staff Travel Request Form and have it authorised by the appropriate General Manager, Executive Director or CEO.

## 12. TRAVEL INSURANCE

The College's travel insurance policy covers all of those travelling on College business, including spouses/partners and accompanying dependent children (under 19 years of age).

If you require emergency assistance anywhere in the world, please contact +61 2 9978 6666 (reverse charges will be accepted), email [o24.7@dynamiq.com.au](mailto:o24.7@dynamiq.com.au) or SMS +61 416 307 493 quoting policy number 0035794.

A copy of ACEM's travel insurance policy is available upon request.

## 13. REIMBURSEMENT OF EXPENSES

All requests for reimbursement are to be submitted to the College on the *Request for Reimbursement* form. Expenses incurred in foreign currency will be reimbursed in Australian dollars at the conversion rate current at the time of processing the reimbursement.

All hard copy claims must be accompanied by original receipts, tax invoices or other documents to substantiate the expenses incurred. If sending the form electronically, a legible scan of original receipts/invoices must be attached. A description of expenses and purpose of the travel (i.e. meeting/workshop/examination) is to be detailed on the form.

Once received by the College, reimbursement will be approved in accordance with these guidelines.

### 13.1 How a reimbursement will be made

Where bank account details have been given on the *Request for Reimbursement* form, a reimbursement will be made to the nominated bank account. In the absence of bank account details the College may make alternative payment arrangements.

### 13.2 When a reimbursement will be made

ACEM will attempt to reimburse approved expenses within two weeks of receipt of the *Request for Reimbursement*.

## 14. ASSOCIATED DOCUMENTS

Form CF242 – Request for reimbursement

## 15. DOCUMENT REVIEW

Timeframe for review: every two (2) years, or earlier if required.

### 15.1 Responsibilities

Document authorisation:	Chief Executive Officer
Document implementation:	Deputy Chief Executive Officer
Document maintenance:	Manager Finance



## 15.2 Revision history

Version	Date of Version	Pages revised / Brief Explanation of Revision
v7	Feb-2013	Change of Corporate Traveller contacts information. Change to car park rates.
v8	Sep-2013	Amendments made throughout to most sections of the policy.
v9	Feb-2014	Amendment to car parking.
v10	Nov-2014	Changes to accommodation, airfares, daily allowances, inclusion of staff travel, inclusion of overseas travel, inclusion of travel insurance and various other minor changes.
v12	Feb-2015	3.1 – provisions re overnight accommodation amended 4.2 – overseas expenses amended (reference to ATO tax determination introduced) 12, para 1 – reimbursement of expenses amended
v13	Mar-2015	Amendments to Accommodation in Melbourne
v14	Aug-2015	3 - provisions re overnight accommodation amended. 11 - update Travel Insurance with new insurer details.
v15	Oct-2015	2.1 How to book flights added.
v16	Jun-2016	6.1 Parking updated 2.2 Change to class of travel 2 Airfares amended
v17	Nov-2016	2.4 Qantas Club membership added 5.2 private vehicle use – reimbursement rate changed. 7. provision regarding Uber added
v18	Jan-2017	2.4 Airline Lounge membership replaces Qantas Club membership. 10 Minor changes to Staff Travel Approval
v19	Mar-2017	Minor changes to Accommodation in Melbourne
v20	Aug-2017	8. Provision regarding College symposia added. 11. Updated travel insurance contact information.
v21	Sep-2017	2.1 Change to contact information
v22	Sep-2019	General contemporaneous review
v23	Nov-2020	General contemporaneous review
v24	May-2022	Change of contact details for Corporate traveller and update to staff titles
v25	Jun-2022	Revisions to section 5.1 in relation to accommodation allowances and section 8 in relation to taxi voucher arrangements
v26	Jun-2022	Revision to section 5.1 in relation to the combination of food allowances.
v27	Jul-2022	Change of contact details for Corporate Traveller