# TRAVEL AND COLLEGE EXPENDITURE

## Contents

1. **Purpose and scope** ................................................................................................................................. 2  
2. **Airfares** .................................................................................................................................................. 2  
   2.1 **How to book flights** ......................................................................................................................... 2  
   2.2 **Class of travel** ................................................................................................................................... 3  
   2.3 ** Overseas airfares** ............................................................................................................................ 3  
   2.4 **Airline lounge membership** ............................................................................................................. 3  
3. **Accommodation** ....................................................................................................................................... 3  
   3.1 **Accommodation in Melbourne** ........................................................................................................ 3  
   3.2 ** Interstate accommodation** .............................................................................................................. 4  
   3.3 **Group accommodation bookings** .................................................................................................... 4  
   3.4 **Exam accommodation bookings** .................................................................................................... 4  
4. **Travel allowances** ..................................................................................................................................... 4  
   4.1 **Australia and New Zealand** ............................................................................................................ 4  
   4.2 **Overseas** ......................................................................................................................................... 4  
5. **Use of vehicles** ........................................................................................................................................ 4  
   5.1 **Car rental** ......................................................................................................................................... 4  
   5.2 **Private vehicle use** ........................................................................................................................... 4  
6. **Parking** ................................................................................................................................................... 5  
   6.1 **Parking at the College** .................................................................................................................... 5  
   6.2 **Airport parking** .................................................................................................................................. 5  
7. **Taxis** ....................................................................................................................................................... 5  
   7.1 ** ETickets** ........................................................................................................................................... 5  
   7.2 **Cards** ............................................................................................................................................... 5  
8. **Travel to the Annual Scientific Meeting and college symposia** ............................................................ 5  
9. **Non-reimbursable expenses** .................................................................................................................... 6  
10. **Staff travel approval** .............................................................................................................................. 6  
11. **Travel insurance** ..................................................................................................................................... 6  
12. **Reimbursement of expenses** ................................................................................................................ 7  
   12.1 **How a reimbursement will be made** ............................................................................................. 7  
   12.2 **When a reimbursement will be made** .......................................................................................... 7  
13. **Associated documents** .......................................................................................................................... 7  
14. **Document review** .................................................................................................................................. 7  
   14.1 **Responsibilities** ............................................................................................................................... 7  
   14.2 **Revision history** ............................................................................................................................... 7
1. PURPOSE AND SCOPE

The purpose of these guidelines is to ensure that Fellows, trainees, committee members, 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 associated with duties undertaken away from the normal work location
- expenses incurred in using private vehicles
- expenses incurred to travel to attend a meeting, exam, hospital inspection, workshop, interview or other necessary College function
- other out-of-pocket expenses that are considered necessary and reasonable.

2. 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.

Where possible, Corporate Traveller will book the best economy class fare of the day. Where meeting commencement and completion times are fixed, the cheapest available fare must be booked. Where accommodation has been provided after a meeting, the cheapest available fare must be booked for the return flight. If completion times are uncertain, a flexible return fare may be booked.

Those travelling on College business should book as far in advance as possible, in order to obtain the cheapest fare.

When making your booking, please provide the travel consultant with the purpose of your travel (ideally a meeting name, committee name, or 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.

2.1 How to book flights

All air travel may be arranged through either Lisa O’Malley or Irene Turk at Corporate Traveller:

- lisa.irene@corporatetraveller.com.au
- Direct: +61 3 8535 1540
- After Hours assistance: +61 7 3170 7844

Frequent travellers may also book online using Corporate Traveller’s online travel booking tool, Serko. If you have been sent a User ID, travel can be booked via the below link:


If you are a frequent traveller and you have not been set up with a Serko ID, please complete the online self-registration form https://serko.corporatetraveller.com.au/so-self-registration.aspx. You will be notified once your profile is active and ready for use.
2.2 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, and the CEO may book business class for trips in which individual legs have a flight time exceeding four hours and for Trans-Tasman flights.

2.3 Overseas airfares

Booking of airfares for overseas travel (other than New Zealand) must have approval from the CEO.

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

2.4 Airline lounge membership

ACEM Board members, the CEO and Executive Directors are eligible for reimbursement of the cost of one airline lounge membership (e.g. Qantas Club, Virgin Velocity) for the duration of their term in these roles. Lifetime memberships will not be reimbursed.

3. ACCOMMODATION

Where possible, meeting times are arranged to allow travellers to travel to their scheduled meeting and return home on the same day. However, under some circumstances travellers may require accommodation either the night before or the night of a meeting.

Where a traveller is required to depart their place of residence before 6am, accommodation may be booked for the night before a meeting.

Where a traveller will not return to their place of residence until after 8pm, accommodation may be booked for the night of a meeting.

All times quoted above are considered to be the time local to the resident.

Flexibility around accommodation needs may be granted. If you wish to request accommodation outside of these guidelines, please speak to an ACEM staff member for approval.

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

3.1 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 may be booked by a staff member of the College, through Corporate Traveller by telephone or online using Serko. You will be notified by your committee administrator if there is a need to book travel in a particular manner.
If an additional night of accommodation is unexpectedly required, please speak to the CEO of the College to gain approval.

3.2 Interstate accommodation

All interstate accommodation (other than Melbourne) may be booked through Corporate Traveller.

3.3 Group accommodation bookings

If the College has arranged a group booking, it is expected that travellers will use that facility. When a group booking has been arranged, all appropriate expenses may be charged to the College account (see Travel Allowances).

Those who choose to stay at alternative accommodation will only be reimbursed for expenditure to the equivalent of the group booking rate.

3.4 Exam accommodation bookings

Please book your accommodation using the instructions sent to you by the assessment team.

4. TRAVEL ALLOWANCES

4.1 Australia and New Zealand

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation:</td>
<td>$250.00 per day</td>
</tr>
<tr>
<td>Breakfast*:</td>
<td>$ 35.00 per day</td>
</tr>
<tr>
<td>Lunch (including alcohol)**:</td>
<td>$ 35.00 per day</td>
</tr>
<tr>
<td>Dinner (including alcohol)**:</td>
<td>$ 70.00 per day</td>
</tr>
<tr>
<td>Minibar (including alcohol):</td>
<td>$ 10.00 per day</td>
</tr>
<tr>
<td>Telephone and Internet usage:</td>
<td>$ 50.00 per day</td>
</tr>
</tbody>
</table>

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

** if lunch or dinner is included as part of a workshop, exam or meeting, a reimbursement will not apply.

4.2 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.

5. USE OF VEHICLES

5.1 Car rental

If required, car rental may be booked through Corporate Traveller. Car upgrades are to be paid by personal credit card at the time of booking.

5.2 Private vehicle use

Reimbursement for personal vehicle use incurred while traveling on College business will be made at the rate of $0.66 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.

6. PARKING

The College will reimburse car parking costs incurred whilst on College business. The use of valet parking will only be reimbursed to the value of equivalent standard parking expenses.

6.1 Parking 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

6.2 Airport parking

Those driving a private vehicle to an airport will be reimbursed for parking expenses.

7. TAXIS

If a taxi voucher (ETicket) has not been provided, the College will reimburse taxi travel as required. The use of corporate limousines for College business will only be reimbursed to the value of an equivalent taxi trip. The use of Uber for College business is discouraged.

7.1 ETickets

Where meetings/workshops/exams have been organised in advance, the College will provide taxi ETickets. ETickets should only to be used by the person that they have been issued to and are to be used for College business only, for travel ‘From’ and ‘To’ the agreed destinations. Lost, stolen or damaged ETickets should be reported to the College for immediate cancellation. Any unused taxi vouchers are to be returned to the College.

ETickets may not be used for personal travel.

7.2 Cards

ACEM Board members, Executive Directors of the College and other nominated chairs may be issued with a Taxi Card.

Cards are only to be used by the person that they have been issued to and are to be used for College business only. Lost, stolen or damaged Cards should be reported to the College for immediate cancellation.

8. TRAVEL TO THE ANNUAL SCIENTIFIC MEETING AND COLLEGE SYMPOSIA

Fellows and trainees who are required to attend Board, CAPP or COE meetings associated with the Annual Scientific Meeting or a College symposium and who are staying for the conference are entitled to have their return airfare paid by the College. The College will pay for the accommodation costs for the period of attendance at the required meeting/s only. Accommodation costs for the period of the ASM or symposium not associated with the required meeting(s) is the responsibility of the Fellow/trainee 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 who is not a FACEM or College trainee.

9. **NON-REIMBURSABLE EXPENSES**

The following expenses will not be reimbursed by the College:

- flight upgrades
- 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
- 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.

10. **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 in ConnX and have it authorised by the appropriate General Manager, Executive Director or CEO.

11. **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 or SMS +61 416 307 493 quoting policy number 0035794.

A copy of ACEM’s travel insurance policy is available upon request.
12. 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 making 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/exam) is to be detailed on the form.

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

12.1 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 or upon request, a cheque will be issued. Cheques will be issued in Australian dollars.

12.2 When a reimbursement will be made

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

13. ASSOCIATED DOCUMENTS

Form CF242 – Request for reimbursement

14. DOCUMENT REVIEW

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

14.1 Responsibilities

Document authorisation: CEO
Document implementation: Executive Director of Operations
Document maintenance: Finance Manager

14.2 Revision history

<table>
<thead>
<tr>
<th>Version</th>
<th>Date of Version</th>
<th>Pages revised / Brief Explanation of Revision</th>
</tr>
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<tbody>
<tr>
<td>v7</td>
<td>Feb-2013</td>
<td>Change of Corporate Traveller contacts information. Change to car park rates.</td>
</tr>
<tr>
<td>v8</td>
<td>Sep-2013</td>
<td>Amendments made throughout to most sections of the policy.</td>
</tr>
<tr>
<td>v9</td>
<td>Feb-2014</td>
<td>Amendment to car parking.</td>
</tr>
<tr>
<td>V10</td>
<td>Nov-2014</td>
<td>Changes to accommodation, airfares, daily allowances, inclusion of staff travel, inclusion of overseas travel, inclusion of travel insurance and various other minor changes.</td>
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| 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.  
<p>|         |                | 11 - update Travel Insurance with new insurer details. |</p>
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<tr>
<td>V16</td>
<td>Jun-2016</td>
<td>6.1 Parking updated</td>
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<tr>
<td></td>
<td></td>
<td>2.2 Change to class of travel</td>
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<tr>
<td></td>
<td></td>
<td>2 Airfares amended</td>
</tr>
<tr>
<td>V17</td>
<td>Nov-2016</td>
<td>2.4 Qantas Club membership added</td>
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<tr>
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<td></td>
<td>5.2 private vehicle use – reimbursement rate changed.</td>
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<tr>
<td></td>
<td></td>
<td>7. provision regarding Uber added</td>
</tr>
<tr>
<td>V18</td>
<td>Jan-2017</td>
<td>2.4 Airline Lounge membership replaces Qantas Club membership.</td>
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<td></td>
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<td>10 Minor changes to Staff Travel Approval</td>
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<tr>
<td>V19</td>
<td>Mar-2017</td>
<td>Minor changes to Accommodation in Melbourne</td>
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<tr>
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<td></td>
<td>11. Updated travel insurance contact information.</td>
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<tr>
<td>V21</td>
<td>Sep-2017</td>
<td>2.1 Change to contact information</td>
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