



Travel and Accommodation Policy and Guidelines

Purpose and Scope

The Travel and Accommodation Policy for the Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG) covers all requirements relating to travel and associated accommodation undertaken by its members, College staff and other representatives on College business.

The purpose of this policy is to ensure:

- compliance with all legal obligations, including Duty of Care;
- maximisation of travel funds and effective management of the College's travel budget;
- equity of travel standards across the College; and
- streamlined travel processes.

The policy is applicable to all members, College staff and other representatives on College business and covers domestic and international travel incorporating: air; road; rail; vehicle hire; and accommodation. It is the policy of the College to provide reasonable and economical travel management services, for members, College staff and other representatives travelling intrastate, interstate or overseas on College business.

The purpose of these guidelines is to ensure that College staff 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; and
- other out-of-pocket expenses that are considered necessary and reasonable.

1. Definitions

Airport Lounge	Facility offering premium services at airport for which a fee is payable
Cabin Class, Business	The class of fare after premium economy, but before first class
Cabin Class, Economy	The class of travel lower than premium economy

Cabin Class, First	The highest class of fare found on international airlines
Cabin Class, Premium Economy	The class of travel higher than economy class, but before business class
College Business	An action or requirement which facilitates the achievement of the College's objectives
Contractor/Consultant	A person or entity, who or which, provides services either personally, or through its employees, to achieve prescribed objectives or ends, and for a sum of money agreed prior to the work being undertaken
Domestic Travel	Travel to any destination within Australia (and its territories) and within New Zealand by any carrier
Duty of Care	The College's legislative requirement to safeguard members, staff and other representatives who are required to travel on College business
Expense Reimbursement	Payment the College makes to travellers to cover accommodation, meals and incidentals
Frequent Flyer Schemes	Complimentary points rewarded to the traveller
International Travel	Travel to any destination outside of Australia (and its Territories) and outside of New Zealand by any carrier
Travel Insurance	Insurance cover for travellers for all travel on approved College business
Travel Facilitator	Person who books travel on behalf of travellers

2. Airfares

Corporate Traveller has been engaged to manage all domestic and international travel on behalf of the College.

Where possible, the best economy class fare of the day must be booked. If meetings times are uncertain, a flexible return fare may be booked.

Those travelling on College business should book in advance, preferably 21 to 42 days prior to departure, in order to obtain the cheapest fare with the least likelihood for changes.

When making your booking, please provide the travel consultant with the purpose of your travel (ideally a meeting name, committee name). A cost centre will be required at the time of the booking.

Private travel made in conjunction with College travel must 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.

Air travel using Frequent Flyer points will not be reimbursed.

2.1 How to book flights

When arranging travel and/or accommodation for College business, all individuals covered under this Policy are recommended to use the Corporate Traveller online booking system,

Serko. Staff will need to contact Corporate Traveller to set up Serko when they start employment. If there are issues with Serko or a more complex booking must be managed, contact Corporate Traveller directly by email or phone. Contacting Corporate Traveller will incur an additional fee. When contacting Corporate Traveller, email is the preferred method as this ensures that a record of requests submitted are retained to facilitate accurate record keeping for both the College and Corporate Traveller.

Contact details for Corporate Traveller are as follows:

Serko	https://serko.corporatetraveller.com.au
Corporate Traveller Travel Manager:	Aaron Cross
Email:	aaron.cross@corporatetraveller.com.au
Phone:	(03) 8535 1620
From overseas:	1300 189 693 or +61 7 3170 3844
Hours of operation:	8.00am – 6.00pm Monday to Friday

(Between business hours the team will answer the phone; after hours, this line connects to the 24 hour Emergency After Hours team)

All travel requests require the following details in order to complete the reservation:

- Name of traveller (as per Photo ID)
- Brief outline of travel requirements – departure point / destination / preference for airline / preference for hotel (if any apply)
- Applicable College reference – this includes cost centre code and name of event/activity for the purpose of travel.

Please contact Corporate Traveller to obtain your Serko login details for the first time.

3. Personal Travel Arrangements

Personal flights and/or accommodation can be made via Corporate Traveller. Personal flights and/or accommodation should be charged to personal credit cards rather than the College account.

Any personal travel arrangements that coincide with College related business must be arranged separately, with the cost and arrangements being the responsibility of the individual. Where this is not possible, full details must be provided to RANZCOG's Finance Team, together with the owed payment as soon as possible.

4. 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, Council and the CEO may book business class for trips in which individual legs have a flight time exceeding three hours.

4.1 President

The President shall be provided with business class air travel within Australia and overseas, but may elect to use the best available airfare for travel if desired.

The President shall represent the College at up to three international meetings per year, with additional meetings requiring the approval of the RANZCOG Board.

The President's spouse/partner shall be provided with business class air travel to accompany the President at up to two international meetings per year.

Where the President's spouse/partner accompanies the President to meetings within Australia, economy class air travel shall be provided for the President and their spouse/partner.

Refer to Allowances Payable to Members of Council and Committee Chairs Policy and Procedure for further information.

4.2 Board Members and Members of Council

Air travel shall be by the best available economy class fare that enables flexibility on the date of travel. Where total travel time on scheduled flights to RANZCOG Board and Council meetings exceeds three hours on either a forward or return leg, travel may be business class for the leg(s) involved.

Where a RANZCOG Board Member has been nominated by the RANZCOG Board to represent the College at an international meeting or event, such as an international society congress, and there is no associated funding or support forthcoming, such as from the host organisation, the Board Member may be permitted to travel business class to the international meeting or event. In such circumstances, prior approval is required by the RANZCOG Board before any travel arrangements may be made. Approval will be coordinated through the CEO's Office.

Refer to Allowances Payable to Members of Council and Committee Chairs Policy and Procedure for further information.

4.3 RANZCOG Board-nominated Members representing the College

Occasionally the RANZCOG Board will nominate a member to represent the College at an international meeting or event, such as an international society congress. Where there is no forthcoming funding or support, for example from the host organisation, the RANZCOG Board may permit the nominated member to travel business class to the international meeting or event. In such circumstances, prior approval is required by the RANZCOG Board before any travel arrangements may be made. Approval will be coordinated through the CEO's Office.

4.4 Committee Members/Council Representatives/Members, College Staff and other Representatives

Committee members, Council representatives, members, College staff and other representatives shall travel economy class (best available fare of the day) on all flights.

Flights should be booked well in advance to ensure that the cheapest fare types (i.e. Red e-deals) are available.

5. Flight Bookings

Flight bookings should always be made as far in advance as possible to ensure that the best available fare of the day is obtained. Flights should not be booked under seven days, unless in special circumstances.

First class travel is not permitted under any circumstances.

5.1 Overseas airfares

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

5.2 Airline lounge membership and rewards programs

The CEO and 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.

The College may reimburse the cost of a lounge membership annual fee where the staff member, as part of their role, is required to undertake significant travel on College business. Significant travel is defined as more than 12 trips per 12 months. Any reimbursement will be limited to the cost of a one year annual membership fee excluding joining fee, and will only be reimbursed after 1 year of employment in the role and after the amount of travel has been assessed as significant.

Lifetime memberships and membership of airline loyalty rewards programs will not be reimbursed.

6. 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 10pm, accommodation may be booked for the night of a meeting.

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

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.

6.1 Booking accommodation

It is recommended that accommodation is booked by staff of the College, through Corporate Traveller or online using Serko. You will be notified by your committee administrator if there is a need to book travel in a particular manner.

Online bookings through websites such as 'wotif.com', 'needitnow.com', 'lastminute.com', 'booking.com' etc. are, however, permitted for convenience and economy. For members and other representatives, personal credit cards will need to be used in these circumstances, as prepayment is required. For College staff members, an authorised College credit card should be used. Personal credit cards should not be used by College

staff members except in exceptional circumstances. Expenses incurred will need to be claimed on the *Expense Reimbursement Claim Form*. Refer to the Expense Reimbursement Policy and Procedure

Both staff and members should always apply the most economical rates to accommodation (see 8. Travel Allowances below).

The preferred accommodation providers in Melbourne are the Windsor Hotel, Spring Street, Melbourne; the Pullman on the Park, Wellington Parade, East Melbourne; or the Park Hyatt, Melbourne. Corporate Traveller will book travellers on College business into these hotels or other hotels upon request.

6.2 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 8. Travel Allowances).

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

7. Travel Allowances

7.1 Australia and New Zealand

The following limits are the maximum daily rates applicable. Both staff and members should always apply the most economical rates to accommodation, meal and incidental expenses within Australia and New Zealand.

Accommodation*	\$320.00 per day
Breakfast**	\$40.00 per day
Lunch	\$40.00 per day
Dinner	\$70.00 per day
Minibar	\$10.00 per day

* staff and members are eligible to claim up to \$50 per overnight stay when they chose to stay in private accommodation while undertaking College business in locations other than those in which they reside.

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

7.2 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.

8. Use of vehicles

8.1 Car rental

If required for College business purposes, booking car rental through Corporate Traveller is recommended. Car upgrades are to be paid by personal credit card at the time of booking.

Cars may be rented when driving is more convenient or cost-effective than rail or air travel or where multiple taxis may be necessary over the course of a trip. Rental vehicles are to be fit for the purpose of the travel and in accordance with the current type of driver's licence the registered driver has.

The College will not fund vehicle rental for private use.

8.2 Private vehicle use

Private vehicles are able to be used for College Business.

Reimbursement for personal vehicle use incurred while traveling on College business will be made at the rate of \$0.68 per kilometre in line with the current 2018-19 year [Australian Taxation Office \(ATO\) guidelines](#). For New Zealanders the mileage rate for motor vehicles is 76 cents per kilometre. The rates are reviewed each year by the Australian Taxation Office.

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 mileage allowance covers both proportionate costs related directly to the use of the vehicle (fuel, oil, tyres, etc.) and proportionate fixed costs (registration, insurance, etc.). The latter includes the loss of any 'no claim' bonus if an accident occurs while the vehicle is being used for College business.

When a private vehicle is used for longer trips and the mileage allowance exceeds the cost of the most economical airfare available as determined by the College Finance Department, the lesser amount will be paid.

Claims for reimbursement of expenses incurred for approved use of a personal vehicle on College business can be made using the *Expense Reimbursement Claim Form*.

8.3 Public transport

Public transport may be used for travel to and from a College business-related event and the costs incurred will be reimbursed upon the presentation of appropriate receipts.

9. Parking

The College will reimburse car parking costs incurred whilst on College business and the car is parked in locations other than the usual workplace.

9.1 Airport parking

Those driving a private vehicle to an airport will be reimbursed for parking expenses. Where appropriate, long-term parking should be used.

Valet parking at airports is not permitted except for the President

10. Taxis and Uber

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.

A taxi or Uber may be used in the following circumstances:

- For transport to and from official College business functions (e.g. meetings, conferences and seminars;

- For transport home by College staff after working pre-approved overtime and where personal safety is a consideration;
- For transport from and to home in relation to work-related air travel. This may include transport to airports, hotel/motel and official College business functions; and
- For transport home by College staff in the event of illness or emergency.

Taxi fares will be reimbursed upon the presentation of appropriate receipts.

Refer to Expense Reimbursement Policy and Procedure.

10.1 ETickets

Where meetings/workshops/exams have been organised in advance, the College will provide taxi ETickets. ETickets should only 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 at Reception.

ETickets may not be used for personal travel.

10.2 Taxi card / Cabcharge

Board members and the CEO of the College may be issued with a Taxi Card/ Cabcharge.

Taxi 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.

11. Staff Travel Approval

All staff of RANZCOG 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 Manager, Director or CEO.

12. Travel Insurance

The College has a travel insurance policy to cover all requirements for members, College Staff and other representatives while travelling on College business. It is not necessary for members, College Staff and other representatives to take out further insurance while undertaking College business. Incidental private travel taken either side of or during an authorised business trip will be covered, provided such private travel does not exceed 60 per cent of the trip in its entirety. Where coverage of the private portion of travel does not exist under this policy, members, College staff, and other representatives travelling on College business are advised to ensure that their own travel insurance arrangements are appropriate.

Insurance coverage includes: personal accident and sickness, kidnap and ransom/extortion cover, hijack and detention, medical and additional expenses and cancellation and curtailment, loss of deposits, loss of baggage and money/travel documents, personal liability, rental vehicle excess waiver, missed transport connection and political and natural disaster evacuation.

Accompanying persons or dependents travelling with members, community representatives, College Staff and other representatives on College business are covered under the College's travel insurance policy, but only when travelling together.

Please contact the College's Corporate Services Department for further information.

To access insurance information when travelling worldwide:

**Chubb Assistance Emergency Medical
and Travel helpline (reverse charge call):**

+61 2 8907 5995 (24/7)

Policy No:

O2PP012995

The Royal Australian and New Zealand
College of Obstetricians and Gynaecologists

12.1 Emergency

The College will assist, repatriate and/or evacuate travellers who are covered under the College's travel insurance policy, where necessary for medical and other emergencies the traveller may experience while travelling for work-related trips.

A copy of the *RANZCOG Travel Insurance Policy* is available upon request.

13. Destination Risk and Advice

The Commonwealth Department of Foreign Affairs and Trade (DFAT) maintains travel advisories for most destinations to help Australians travelling overseas. Information for specific countries can be obtained from the DFAT website (<http://www.smartraveller.gov.au>).

The New Zealand Ministry of Foreign Affairs and Trade (NZMFA) maintains travel advisories for most destinations to help New Zealanders travelling overseas. Information for specific countries can be obtained from the following website: (<https://safetravel.govt.nz/>).

All travellers on College business must take responsibility for monitoring the DFAT or the NZMFA website to ensure that travel is only undertaken according to these determinations.

Travel advisories fall into five levels as follows:

1. Be alert to your own security.
2. Exercise a high degree of caution.
3. Monitor developments that might affect your safety.
4. Reconsider your need to travel.
5. Advised not to travel.

The following will be used as a basis for determination:

- When exercising decisions about the booking of travel, no travel bookings should be made to countries subject to a travel advisory level 4 or 5.
- When travel has been booked, a review of the current travel advisory must be undertaken seven days prior to the commencement of travel, and where the advisory indicates level 4 or level 5, then all travel plans should be cancelled or postponed until the advisory is reduced to a level 1, 2 or 3.
- If during travel, a threat advisory is issued in the level 4 or 5, steps should be taken to make arrangements for the trip to be terminated.

The CEO will not, in any circumstance, approve any application to travel against the advice of DFAT or NZMFA.

All travellers on College business must take responsibility for monitoring international laws on border security, and travel security regarding electronic devices.

14. Reimbursement of Expenses

All requests for reimbursement are to be submitted to the College on the *Expense Reimbursement Claim* 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.

Refer to *Expense Reimbursement Policy and Procedure* for further information.

Once received by the College, the form will be approved by the relevant Manager, Director or CEO in accordance with these guidelines.

15. Related RANZCOG Documents

- RANZCOG Expense Reimbursement Claim Form
- RANZCOG Travel Allowance Claim Form – Staff only
- RANZCOG Allowances Payable for Board members, Councillors, and Committee Chairs Policy and Procedure
- RANZCOG Staff Travel Request Form
- RANZCOG Travel Insurance Policy

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