

Division	Fellowship Engagement	Ref. No.	POL-3133
Department	Global Health		
Title	Per Diem		

1 PURPOSE

This policy governs the provision of Global Health Per Diems to RACS (Royal Australasian College of Surgeons) Global Health staff, volunteers and consultants working in Global Health Programs.

RACS will cover all reasonable costs associated with work-related travel, through payment of a Per Diem allowance and/or reimbursement of expenses upon return. Any expenditure reimbursements are capped to the Per Diem allowance.

Per Diem's allowances will be paid in AUD to Australian and international staff, consultants, and volunteers.

Per Diems are a contribution towards meal costs, gratuities, and other personal expenses incurred on work related travel. This allowance does not cover accommodation costs, airfares, taxis, and other reimbursable expenses (e.g., personal phone bills).

The composition of the Per Diem rate is as follows:

Item	Per Diem
Breakfast	25%
Lunch	25%
Dinner	25%
Incidentals (e.g laundry, sim card purchase)	25%

2 SCOPE

These Per Diem policy guidelines apply to ALL Global Health staff, volunteers and consultants working in Global Health Programs, irrespective of variations in employment contracts with Global Health. This policy does not apply to individuals funded under the Global Health Scholarship Program.

Global Health Programs are conducted with the assistance of pro-bono medical specialists, surgeons' anaesthetists and nurses who volunteer on the program, who often travel in Visiting Medical Teams and Training Teams to program locations across the Asia-Pacific region. Global Health staff are responsible for ensuring in-country risk management, monitoring, and reporting to donors and organisational executive that programs are implemented in an efficient, effective, and compliant manner.

This policy guides the work of the Global Health Team when coordinating staff, volunteers and consultants participating in Global Health programs¹.

¹ Per Diem allowances for in-country travel by country office staff (Timor Leste) is managed by the in-country office and Country Manager.

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3 DEFINITIONS

3.1 Staff

'Staff' are individuals employed by RACS as Global Health Team members and or staff as required for organisational requirements (e.g., CEO or Executive members who may be required to travel overseas to monitor or review Country Office or Global Health Programs).

3.2 Global Health Volunteers

'Global Health Volunteers' are individuals who have met all Global Health organisational compliance requirements and are deemed suitable for deployment to support Global Health programs.

3.3 Consultant

'Consultant' refers to an independent individual or organisation hired by Global Health to enable independent and specialist advice to support Global Health programs.

3.4 Per Diem

A 'Per Diem' is a set rate of money to be paid to meet meals and incidental expenses of RACS staff, volunteers and consultants who, for work or pro bono purposes, are travelling outside their country.

4 POLICY STATEMENT

Global Health's vision is that safe surgical and anaesthetic care is available and accessible to everyone.

In supporting this vision, the Global Health Department supports the provision of per diems to all reasonable costs associated with work-related travel, through payment of a Per Diem allowance and/or reimbursement of expenses upon return. Any expenditure reimbursements are capped to the Per Diem allowance.

4.1 Submission of Per Diem request

Per Diems should be claimed at least two weeks prior to travel and submitted to relevant Global Health line manager or Mobilisation Advisor for review and approval. The applicant is expected to consider provisions which may affect the total amount of Per Diem provided during the application process e.g., if breakfast is provided in your accommodation package the applicant will diminish the amount of Per Diem by 25%.

4.2 Return of Per Diem

Recipients are expected to return any unused Per Diems e.g., if any meals were provided during the trip or the Per Diem was not exhausted. Per Diems and/or any expenditure reimbursements should be returned within 2 weeks of staff/volunteer/consultant return.

4.3 External consultants' access to Global Health Per Diem rates

RACS utilises consultants for review, evaluation, and response to Global Health programs. External consultants shall be provided the Global Health Per Diem policy and rate for inclusion in their quotes and costings that are considered during the expression of interest process. Global Health consultant contracts will include reference to the Global Health Per Diem policy.

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4.4 Reporting and recording of Per Diems

All reporting and recording of Per Diem administration will be aligned to the standard operating procedures outlined in the Global Health Finance Manual, Volunteer Manual and Finance Manual. Approval of Per Diem for staff and consultants is required by the relevant line manager as related to organisational delegations of authority. Review and approval of GH Volunteers Per Diem is by GH Mobilisation Team and line manager GH Program and Operations Manager.

4.5 Per Diem Rate Table

Country	Per Diem Rate per day AUD
Australia	\$100
Cook Islands	\$100
Fiji	\$100
Kiribati	\$130
Marshall Islands	\$130
Micronesia	\$130
Myanmar	\$100
Nauru	\$130
Papua New Guinea	\$130
Timor Leste	\$100
Tonga	\$100
Tuvalu	\$140
Samoa	\$120
Solomon Islands	\$120
Thailand	\$100
Vanuatu	\$120

Per Diem rates are set in consultation with annual Australian Tax Office Per Diem rates and existing Volunteer Medical Team rates that reflect Australian Council for International Development agreed standards. These rates will be reviewed as required over the life of the policy.

5 ASSOCIATED DOCUMENTS

Global Health Program Manual

Global Health Volunteer Manual

Global Health Finance Manual

Approver International Engagement Committee
Authoriser Council