

Division:	Resources	Ref. No.	RES-MGT-009
Department:	Resources Management		
Title:	Travel and Accommodation		

1. PURPOSE AND SCOPE

The Travel and Accommodation Policy for the Royal Australasian College of Surgeons (RACS) covers all requirements for the booking of all travel and associated accommodation conducted by Fellows, staff and others in relation to RACS activities. RACS recognises and values the generous services provided by its Fellows. In order to minimise the costs associated with travel wherever possible, the RACS seeks the assistance of Fellows to manage all travel costs as effectively and efficiently as possible.

2. KEYWORDS

Travel, Accommodation, Flights, Traveller, Hotels.

3. BODY OF POLICY

3.1. Travel Bookings

Australia

The RACS has entered into an agreement with Corporate Traveller to manage domestic and international travel services for all RACS related business from Australia.

Corporate Traveller will provide 'Best fare of Day' where ever possible at the time of booking based on the information provided by the traveller or within the travel policy guidelines provided by the RACS.

NB: Best fare of Day will be restrictive/non-refundable fares that cannot be changed on day of departure for forward and return flights.

- 24 hours' notice is required to change Best Fare of Day bookings.
- A service fee plus any fare difference is charged.
- The fare for the new booking may be higher than the original fare, depending on what fares are available.

Meetings often finish late or early. It is up to the Fellow or Councillor to determine whether they need to travel with an inflexible or flexible ticket.

For travellers that make their own bookings using the internet for RACS related travel need to refer to the Domestic Fare Comparison Ex Melbourne and the list of RACS preferred hotels on the RACS website. In some instances there may be a cost saving by booking travel through Corporate Traveller.

NB: Travel between Australia and New Zealand is considered to be Domestic for the purpose of this policy. Travel on RACS business outside Australia and New Zealand is considered overseas travel for the purpose of this policy.

New Zealand

Air New Zealand is the official provider of domestic and international services for RACS related business. If there are no suitable Air New Zealand flights other airlines are used.

The NZ Office will arrange bookings for New Zealand based travellers on RACS business, utilising the RACS' Travel Card. Travellers should contact the NZ Office via email (college.nz@surgeons.org) or by phone (+64 4 385 8247).

Please provide the NZ Office with your name (and for international travel this must be the name in your passport), city / town of departure and destination, date(s) and

Approved By:	Resources Committee	Original Issue:	February 2008
Document Owner:	Director, Resources	Version:	13
		Approval Date:	November 2017
		Review Date:	November 2020

Division:	Resources	Ref. No.	RES-MGT-009
Department:	Resources Management		
Title:	Travel and Accommodation		

preferred time(s) for travel and the RACS business you are travelling for. The traveller's Koru or other relevant airline number can be entered at time of booking if this has been provided by the traveller.

Unless otherwise allowed within the RACS Travel and Accommodation Policy, bookings will be at the "Flexitime" rate for domestic travel and "TheWorks" rate for international travel (or the equivalent if travelling on another airline).

Accommodation and rental car bookings can also be made by the NZ Office on the traveller's behalf. Accommodation room rates can be prepaid by RACS in some circumstances.

If not pre-paid, hotel and car rental charges are to be paid by the traveller at time of check out or upon signing the car rental agreement respectively and will be reimbursed by the RACS on submission of a reimbursement claim form with attached tax invoices / receipts.

3.2. First Time Travellers - Australia

When making a booking for the first time a traveller or their RACS contact will need to complete the required information on the Corporate Traveller Client Traveller Profile Form and forward to (travel@surgeons.org) for processing 48 hours prior to travelling for the first time. This information will then be forwarded to Corporate Traveller who will process the profile form within 24 hours.

Corporate Traveller will request the following details of anyone using the RACS account to book flights:

- Name of RACS contact
- Name of meeting
- Date of meeting

3.3. Redemption of Awards Based Points

Any goods and/or services purchased by way of a customer loyalty programme and/or similar award based membership scheme will not be deemed as a claimable transaction for expense reimbursement purposes. It is determined that redemption of award based points for goods and services are of a private nature and are not to be used when undertaking RACS related business activities and such will not be reimbursed.

3.4. Travel Authorisation

All travel is to be approved in advance of any travel, subject to the availability of funds in the relevant department budget and in accordance with the Delegations Manual Policy. In particular, overseas travel by Fellows or staff travelling on RACS business **must be approved in advance of the travel**. Applications for overseas travel must be accompanied by an overview of the purpose of the trip, the cost of the travel and sources of funding.

When a request for travel is made, the application should make clear what travel, accommodation, meal and other costs are being provided by other parties. Private travel made in conjunction with RACS travel should be paid for at the time of booking by the traveller's personal credit card.

RACS does not usually fund travel for partners of travellers, however this may be approved by the CEO in exceptional circumstances prior to a booking being made.

Division:	Resources	Ref. No.	RES-MGT-009
Department:	Resources Management		
Title:	Travel and Accommodation		

Approval to travel will be assumed if a Fellow is a member of a committee or group involved in approved or scheduled RACS meetings.

3.5. Travel - President's Office

The President will endeavour to utilise the travel budget of the President's Office to maximise achievement of the strategic goals of the RACS.

- The travel budget is approved as part of the annual RACS budget program in October each year.
- The President may select 3 international events to attend to represent the RACS; provided funding is available.
- These trips will be notified prior and subsequently reported to Council.
- Any further international travel will require submission by the President to Council for its consideration and approval.
- Domestic travel for the President's office will be limited to the annual budget, phased over the 12 month period.
- To ensure adequate funds are available for an incoming President in a year of transition, the outgoing President cannot spend more than one third (1/3rd) of the annual budget prior to the Annual General Meeting.

3.6. Travel - Airfares

Travel on RACS business by the President, Vice President, Censor in Chief, Treasurer, the Chairs of the Professional Development and Standards Board, and the Chief Executive Officer may be Business Class.

Councillors travelling on RACS business may travel Business Class for **all flights over 2 hours scheduled flying time.**

Fellows travelling on RACS business may travel Business Class **for flights longer than 3 hours scheduled flying time.**

Staff and Fellows employed as staff members, travelling on RACS business **will normally be funded for Economy Class only (Business Class and Premium Economy are excluded).** Exceptions to this can only be approved by the Chief Executive Officer.

3.6.1. Professional Development and Skills Training Courses

Travel relating to these training courses for Fellows, staff and other instructors will be funded for economy class travel only within Australia and New Zealand (including cross-Tasman flights and regardless of the duration of flights). If there is travel relating to these courses to locations outside of Australia or New Zealand, an upgrade to Premium Economy or Business Class is allowed with the cheapest selection of fares being encouraged and provided that the flights have been budgeted for.

3.6.2. International Projects

Due to project funding constraints travel for International Projects will be funded for Economy Class only.

3.6.3. Transfer of a Business Class fare to two Economy Class fares

In certain situations, travellers entitled to a Business Class fare may wish to travel with a partner at no additional cost to the RACS.

Approved By:	Resources Committee	Original Issue:	February 2008
Document Owner:	Director, Resources	Version:	13
		Approval Date:	November 2017
		Review Date:	November 2020

Division:	Resources	Ref. No.	RES-MGT-009
Department:	Resources Management		
Title:	Travel and Accommodation		

In these circumstances the cost of a business class fare may be applied to purchasing two economy class airfares. Any reimbursement is limited to the overall value of a business class fare and confirmation of its value must be included in the claim for the economy class travel.

If the travel is booked using the RACS travel agents then confirmation must be provided to the travel booker for the business class and economy class fare values.

3.7. Travel - Expenditure

3.7.1. Accommodation, Meals and Car Rental

For Australian travellers, Corporate Traveller may make reservations for hotel and car rental in relation to RACS business to guarantee hotel and car rental reservations. The traveller's private credit card details must be provided to Corporate Traveller at the time of booking. Accommodation expenses incurred including penalties for 'no shows' and cancellations are normally at the expense of the traveller and shouldn't be charged on the RACS account or reimbursed unless there are extenuating circumstances.

The Australian traveller or RACS contact for group bookings should as soon as possible contact the accommodation provider where the service is no longer needed. Group bookings for accommodation will be charged a \$15 service fee if booked through Corporate Traveller.

Hotel and car rental charges are to be paid by the traveller at time of check out or upon signing the car rental agreement respectively. Costs associated with RACS business will be reimbursed by the RACS on submission of an Expense Reimbursement Form accompanied by original tax invoices and receipts.

In situations where RACS staff are arranging all group accommodation for a meeting, the costs should be invoiced directly and paid by the RACS.

Accommodation may be reimbursed for the night before and/or night of any authorised function, meeting or conference where considerations of time, distance and available transport require it.

Reimbursement for accommodation for "the night before" will apply if travel must commence before 6.00am the next day.

Reimbursement for accommodation for "the night of" will apply where travel to the place of residence would mean arrival home (principal place of residence) after midnight or otherwise on the recommendation of the Councillor responsible for the meeting or function.

Accommodation costs are not reimbursed where attendees have a principal residence in the location of the authorised function, except where travellers have a travelling time of more than two hours or on the recommendation of the Divisional Director responsible for the meeting or function.

Daily Allowable Limits - Accommodation & Meals can be found on the RACS Website under Travel Management,

NB - Claims for amounts in excess of the daily limits will be capped at the daily limits as noted in this policy. Any over-expenditure on

Division:	Resources	Ref. No.	RES-MGT-009
Department:	Resources Management		
Title:	Travel and Accommodation		

RACS dinners will not be reimbursed or paid for by RACS and will be the responsibility of the Fellow hosting the event.

Incidental expenses, such as taxis, airport departure taxes, parking, public transport, etc., may also be claimed in addition to the above limits.

All original hotel tax invoices and receipts for train travel, taxis, car parking, accommodation, meals and incidentals should be attached to the expense reimbursement claim form and submitted promptly for reimbursement.

Staff can claim for relevant overtime/Leave in Lieu for travelling hours worked as per relevant policies/procedures with the approved timesheets sent to payroll for processing.

RACS will reimburse Airbnb accommodation costs provided the costs are within policy. RACS encourages anyone using these services to check the feedback on the host, prior to booking to ensure suitability of the accommodation, location convenience and transportation options. This will be treated as standard accommodation and will have to be paid for by the traveller and an expense reimbursement form accompanied by original tax invoices be submitted to Finance.

3.7.2. Taxis

RACS will reimburse taxi travel on RACS business as required.

The use of corporate limousines for all RACS business will only be reimbursed to the value of an equivalent taxi trip. It will be the responsibility of the claimant to ascertain the value of the equivalent taxi trip.

The taxi traveller must request and retain a tax invoice for all taxi trips undertaken on RACS business for reimbursement.

The Taxi e-Ticket Policy is to be referred to for further guidance on the obligations of taxi travellers when undertaking taxi trips transacted on RACS issued taxi e-tickets.

In cases where a taxi receipt cannot be issued the following information as a minimum must be recorded and preferably signed by the taxi driver to substantiate the travel details of the taxi trip.

- Date and time of travel
- Originating location of travel from and trip destination
- Total cost of trip including taxes and any applicable service fee
- Taxi vehicle number
- Taxi driver number
- Taxi driver name

3.7.3. Share ride providers/Uber

RACS will reimburse Uber, provided that the passenger confirms prior to travel that the service provider is suitably licensed for the transportation of fare paying passengers.

Division:	Resources	Ref. No.	RES-MGT-009
Department:	Resources Management		
Title:	Travel and Accommodation		

3.7.4. Car Parking

RACS will reimburse reasonable car parking costs incurred whilst on RACS business. Qantas Valet, Koru Valet or Executive parking services should only be used for short term parking (i.e. 2 days or less) where cost effective. Additional services associated with car parking such as car cleaning services are a non-allowable service.

3.7.5. Telephone and Internet Access Costs

Any costs incurred for telephone calls and internet access will be included in the set accommodation and meals daily allowable limits disclosed in section 3.7.1. Private telephone calls will be included within this daily allowance.

In situations where extensive non-local and/or overseas phone calls are necessary the use of phone cards is encouraged.

3.7.6. Travel - Advances

Staff may apply for a travel advance to cover expenses including accommodation, prior to travel taking place if required. Applications must be made on the Travel Advance Form at least 7 days prior to the funds being required.

Funds will be transferred to a staff member's nominated bank account via EFT. A full acquittal must be made at the completion of the travel.

All Travel - Advances must be completely acquitted with 10 working days of the completion of the related travel.

3.7.7. Travel Incidental Costs

Travel incidental expenses, such as taxis, airport departure taxes, parking, public transport, etc., may also be claimed in addition to the limits disclosed in section 3.7.1.

3.8. Tax Invoice - Definition

For GST purposes the claimant must submit a compliant tax invoice in accordance with taxation of goods and services legislative requirements in Australia and/or New Zealand. In order for a document to be deemed a tax invoice the following must be included as a minimum:

Australian and New Zealand based supply:

- Australian Business Number (ABN) and/or GST Number (applicable to New Zealand)
- The GST inclusive price of the supply
- Words "Tax Invoice" must be stated
- Date of issue
- Name of supplier
- Name of recipient (if practicable)
- Brief description of each thing supplied

Claims submitted with supporting documentary evidence based only on a credit card issued receipt are not deemed a tax invoice and in cases where RACS is unable to

Approved By:	Resources Committee	Original Issue:	February 2008
Document Owner:	Director, Resources	Version:	13
		Approval Date:	November 2017
		Review Date:	November 2020

Division:	Resources	Ref. No.	RES-MGT-009
Department:	Resources Management		
Title:	Travel and Accommodation		

claim a GST refund it is at the RACS discretion to only reimburse the claimant the value of the supply excluding GST.

Fellows may wish to issue a tax invoice from their practice company to RACS, if the original tax invoices or receipts are not available. In this situation the practice tax invoice will need to be supported by some proof of expenditure.

3.9. Reimbursement of Kilometres

For the reimbursement of kilometres travelled by motor vehicle the claimant must state the distance travelled in kilometres and should provide details of the originating location of travel from and trip destination. Reimbursement of kilometres travelled is considered to be a travel allowance and therefore no tax invoice or Statement by a Supplier is required.

The reimbursement of kilometres covers all motor vehicle expenses incurred whilst the vehicle is being used on RACS business at the current approved rate..

Fellows or staff who choose to drive to a destination normally flown to, may claim for kilometres limited to the value of an economy airline ticket ("Best fare of day" / "Flexitime") to the destination plus the cost of taxis to and from the airport to the venue. **Staff are to submit the appropriate approved Motor Vehicle Travel Claim form to payroll for reimbursement.**

3.10. Insurance

All Fellows and staff travelling on RACS business have basic travel insurance cover. This insurance also covers spouses/partners and any accompanying dependent children under the age of 18. Any private travel that does not exceed more than 60% of the trip is also covered.

"Private travel that is booked through Corporate Traveller that is not associated with funded RACS travel is not covered by the RACS Travel Insurance Policy".

The RACS policy covers personal accident and sickness, baggage and property, money and travel documents. The insurance manual details the scope of cover on the current RACS Corporate Travel Policy.

The use of private motor vehicles as transport for RACS business is not covered by the RACS insurance policies.

3.11. Travel and Accommodation costs to attend the Annual Scientific Congress

Travel and accommodation costs to attend meetings held at the time of the Annual Scientific Congress are not covered, except for the RACS President and RACS staff as approved by the CEO.

3.12. Booking Domestic and Overseas Travel on RACS Business ex Australia

To ensure bookings are made correctly and efficiently, the following information is required by your travel consultant at the time of booking:

- Traveller name (as per traveller passport)
- Purpose of travel - noting meeting/activity name and date (i.e. Meeting - Council - 25 February 2016)
- RACS Contact
- Date of travel

Division:	Resources	Ref. No.	RES-MGT-009
Department:	Resources Management		
Title:	Travel and Accommodation		

- Departure city and destination city
- Time of departure OR time traveller is required to be at the travel destination
- Accommodation and transportation requirements
- Auxiliary services required (visa, foreign exchange, travel insurance etc.)
- Payment details (if payment differs from normal requirements)

Note - If a booking includes private travel and/or an accompanying person please provide this information at the time of booking and ensure these costs are covered via a personal credit card.

3.13. Non Allowable Expenses

Items that are private in nature must not be charged to RACS.

Non allowable expenses deemed private in nature and not reimbursable by RACS include, but are not limited to, expenses relating to:

- Fines and penalties
- Scams, frauds and illegitimate schemes
- Customer loyalty programme/award based memberships; as noted below
- Interest on overdue amounts and late payment penalties
- Tipping above 10% of the GST inclusive value for Australia and New Zealand and above 20% of the value inclusive of any applicable taxes for overseas
- Child and pet minding expenses
- Personal subscriptions and memberships
- Private travel, including travel incurred for an accompanying family member
- Equipment for private use
- Accommodation charges for 'no shows' (except where there is a net reduction in expenses incurred by RACS).
- Car cleaning services

Exception:

RACS may provide membership to airline travel lounges that provide airport facilities for domestic and international travellers. However this will only be provided as part of employment of staff where there is a requirement of the role for significant travel on RACS related activities. The RACS will not provide reimbursement to claimants who are not a staff member of the RACS.

4. ASSOCIATED DOCUMENTS

Expense Reimbursement Policy

Taxi e-Tickets Policy

Overtime, Leave in Lieu and Related Allowance Policy

Motor Vehicle Travel Claim Form

Client Traveller Profile Form

Approved By: Resources Committee

Document Owner: Director, Resources

Original Issue: February 2008

Version: 13

Approval Date: November 2017

Review Date: November 2020

POLICY

ROYAL AUSTRALASIAN COLLEGE OF SURGEONS

Division:	Resources	Ref. No.	RES-MGT-009
Department:	Resources Management		
Title:	Travel and Accommodation		

Approved yearly travel expenditure/entitlements – on website

Approver Resources Committee
Authoriser Council

Approved By: Resources Committee
Document Owner: Director, Resources

Original Issue: February 2008
Version: 13
Approval Date: November 2017
Review Date: November 2020
