

Policy and Procedure

RANZCP travel and related expenses



Critical Points

1. RANZCP plans and budgets for member and staff expenses and travel.
2. Associated expenses relating to members and staff who travel and work for or on behalf of the RANZCP will be covered by the RANZCP.
3. Authorised bookings must seek an appropriate, cost-effective option that meets the travel requirements, as well as the safety, security and well-being of the traveller.
4. Expense claim forms are located and submitted via the online reimbursement process.

1. PURPOSE AND SCOPE

This policy provides all RANZCP members, staff and contractors with a clear understanding of the requirements and obligations for travel and general business-related expenses, and approval procedures.

The RANZCP will ensure that expense and travel standards are fair and equitable and that all members, staff and contractors are aware of reimbursement entitlements.

Authorised travel must be appropriate, cost-effective, and meet requirements outlined in this Policy and Procedure. The RANZCP recognises the duty of care underpinning this policy to members staff and contractors engaged with the College, as well as the safety, security, and well-being of the traveller.

All members, staff and contractors travelling for College business must comply with the RANZCP Code of Conduct and conduct themselves in a manner that reflects the standard of professional and ethical behaviour expected by the College.

2. DEFINITIONS

Term	Definition
Staff	Persons who work for RANZCP in a full-time, part-time, fixed term or casual capacity as determined by their employment agreement
Members	Members means any person for the time being admitted to Membership of the College, and community members appointed to committees.
Contractors	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, within Aotearoa New Zealand by any carrier, and Trans-Tasman travel
Expense Reimbursement	Payment the College makes to travellers for all reasonable out of pocket expenses incurred by them, in line with this policy, while conducting authorised company business
Frequent Flyer Schemes	Complimentary points rewarded to the traveller
International Travel	Travel to any destination outside of Australia (and its Territories) and outside of Aotearoa 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

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Term	Definition
Corporate Traveller	Corporate travel management services company engaged by the RANZCP to manage all domestic and international travel requirements.

3. TRAVEL AUTHORISATION

All RANZCP travel must be authorised prior to any travel arrangements being made and travel undertaken. This can include travel needing to be undertaken in line with an employment agreement and position responsibilities, committee meeting attendance, external representation, and any such other travel as authorised via email from the relevant Manager, Executive Manager or Chief Executive Officer.

4. FLIGHTS

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 exceptional circumstances.

Airfares are to be booked in economy class and must be the best fare of the day that includes meals and checked-in baggage. Travellers should consider the timing of flights on a given day, taking advantage of lower fares, where it is reasonable to do so.

The RANZCP's preferred carrier in Australia is QANTAS due to contractual obligations. However, the RANZCP acknowledges members have their own travel preferences and other carriers' best fares should also be considered.

Flexible economy class return fare may be booked upon approval by the Executive Manager. Flexible airfares for the President, Board Directors, and CEO may be purchased where it is anticipated last minute travel changes may be required due to meeting changes or cancellations.

Traveller initiated changes to non-flexible economy flights must be approved by the relevant Manager and may be accepted in exceptional/unforeseen circumstances. Changes due to personal reasons will be at travellers own expense.

Premium economy or business class fares can be requested when direct flights are greater than six (6) hours flying time and for connecting flights when direct for that route/date is unavailable. This does not apply to overnight stopovers. These requests require CEO approval on the recommendation of the relevant Manager and the impact to the cost-centre budget should be taken into consideration.

First class travel is not permitted under any circumstances.

4.1. Booking flights

Contact details for Corporate Traveller (Australia) and Corporate Traveller New Zealand are as follows:

Australia: Corporate Traveller Telephone: + 61 (0)3 8535 1590 Email: ranzcp@corporatetraveller.com.au After Hours Assist: + 61 (0)3 8535 1590 / after.hours@corporatetraveller.com.au	New Zealand: Corporate Traveller via the New Zealand National Office Telephone: +64 4499 5229 Email: nzoffice@ranzcp.org After Hours Assist: +64 9 301 9408 or 0800 83
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All travel requests require the following details to complete the reservation:

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

4.2. Personal Travel Flight Bookings

Personal 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.

Personal Frequent Flyer points may be accrued whilst travelling for the College however booking flights or upgrades using Frequent Flyer points will not be reimbursed.

4.3. Overseas airfares

Booking of airfares for international travel for RANZCP business must have prior approval from the Chief Executive Officer.

4.4. President travel

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

- The travel budget is approved as part of the annual RANZCP budget each year.
- The President may select four (4) international events to attend to represent the RANZCP; provided funding is available.
- These trips will be notified prior and subsequently reported to the RANZCP Board via the President's Report.
- Any further international travel will require submission by the President to the Board for its consideration and approval.
- Domestic travel for the President will be supported by the annual budget, phased over the 12-month calendar period.
- To ensure adequate funds are available for an incoming President in a year of transition, the outgoing President must be mindful of the annual budget prior to the Annual General Meeting.

5. ACCOMMODATION

Where possible, meeting times are generally arranged to accommodate for return travel on the same day. However, under some circumstances travellers may require accommodation.

Personal expenses and expenses more than 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.

Appropriate WiFi should be included in accommodation bookings and available in conference or

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meeting venues. Additional and large WiFi costs are classified as personal costs unless deemed necessary for RANZCP business purposes.

5.1. Booking accommodation

Accommodation will be booked through Corporate Traveller or RANZCP staff. You will be notified by your committee coordinator if there is a need to book travel in a particular manner.

Online bookings through websites such as 'wotif.com', 'booking.com', 'lastminute.com', etc are permitted for convenience and economy, with prior approval from Executive Managers. Personal credit cards will need to be used in these circumstances, as prepayment is required. Expenses incurred will need to be claimed via the expense reimbursement process (Refer to Section 11). For College staff members, an authorised College credit card may be used.

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

Where possible, negotiated rates with accommodation providers or Corporate Traveller's SmartSTAY rates should be utilised. The RANZCP may also, from time to time, arrange group (block) bookings and require that travellers use this option.

6. TRAVEL ALLOWANCES

6.1. Australia and New Zealand

The RANZCP encourages reduced spending and savings where possible. The maximum daily allowances for business related travel are as follows:

Accommodation – Domestic – Australia and New Zealand	AUD/NZD \$400.00 per night
Accommodation – International – excluding Aust/NZ	AUD/NZD \$450.00 per night
Breakfast	AUD/NZD \$45.00 per day
Lunch	AUD/NZD \$37.00 per day
Dinner	AUD/NZD \$80.00 per day

The meal allowances are for food and beverages (including alcohol) at the regular mealtimes of breakfast, lunch, and dinner. Such limits may be exceeded due to international costs. Appropriate receipts need to be kept and recorded for reimbursement.

Members and staff may average meal allowances over the duration of a day. In circumstances where a claim is not made for one or two of the allowed daily meals, the balance of the daily total meal allowance may be allocated to dinner if required. However, this is not applicable when the RANZCP provides meals at formal functions or meetings.

6.2. Non-reimbursable expenses

The following items are deemed personal expenses and are ineligible for expense reimbursement:

- Hotel 'mini bar' with the exception of bottled water
- Laundry services
- Hotel movie rentals
- Cinema, theatre or other entertainment tickets

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- Other gratuities and tips – these may be claimed in some countries where there is an expectation to provide a gratuity whilst travelling for services and meals – approval to be able to claim gratuities/tips must be received from CEO prior to travel.
- Expenses which do not have any supporting documentation unless they are less than \$75 or are supported by a statutory declaration.

7. USE OF VEHICLES

7.1. Car rental

If required for College business purposes, car rental may be booked through Corporate Traveller.

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 driver's licence of the registered driver.

The College will not fund car upgrades or vehicle rental for personal use.

7.2. Private vehicle use

Private vehicles can be used for College Business.

Reimbursement for personal vehicle use incurred while traveling on College business will be made at the rate per kilometre in line with the appropriate year as outlined on the [Australian Taxation Office \(ATO\)](#) website and for New Zealanders on the [Inland Revenue/Te Tari Taake](#) website. The rates are reviewed each year by the appropriate tax 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 Finance Team, the lesser amount will be paid. In circumstances where private vehicle use for longer trips is deemed the best and safest option for the traveller (for example, in rural and remote locations), approval should be sought from the relevant Manager or Executive Manager.

Claims for reimbursement of expenses incurred for approved use of a personal vehicle on College business can be made via the expense reimbursement process (Refer to Section 11).

7.3. 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.

8. 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.

8.1. 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 will not be reimbursed.

9. TAXIS AND RIDESHARE

The College will reimburse taxi and rideshare 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 registered rideshare company 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 and Rideshare fares will be reimbursed upon the presentation of appropriate receipts.

9.1. Cab charge

Individual cab charge e-vouchers will be issued digitally via SMS or email. This will require the traveller to have Apple Pay or Google Pay on their smart phone and are only to be used by the traveller for College business only.

Hard copy NZ taxi vouchers (chits) require >21 days' notice to allow for mailing. Lost, stolen or damaged vouchers should be reported to the College for immediate cancellation.

10. TRAVEL INSURANCE AND RESTRICTIONS

The RANZCP's travel insurance policy covers all requirements for members, staff and contractors while travelling on College business. It is not necessary to take out further insurance while undertaking College business. If particulars are required, please contact the RANZCP Legal team via your meeting coordinator.

Members and staff are **not** covered by insurance when travel has occurred against government advice or RANZCP approval prior to travelling. Members and staff are responsible for ensuring they are allowed to travel and must at all times follow government advice.

The New Zealand Traveller Declaration (NZTD) has been implemented for completion by Australian passport holders prior to arrival. The NZTD is an online form that collects information about guests' travel, and is digitally linked to passports for streamlined arrival in New Zealand. [The NZTD can be completed online or by using the NZTD app](#) and it has no cost. A paper version of the form will also be available on arrival for travellers who are unable to complete it online.

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The Commonwealth Department of Foreign Affairs and Trade (DFAT) and the New Zealand Ministry of Foreign Affairs and Trade (NZMFA) maintains travel advisories for most destinations. Information for specific countries can be obtained from the DFAT [smartraveller](#) and NZMFA [Safe Travel](#) websites.

It is important to be aware of the restrictions that may apply with some flights, particularly when travelling internationally. When travelling between Australia and New Zealand, advance research into restrictions that may apply to your flight (i.e., carry-on limits) or destination is recommended.

10.1. Health advice

To ensure the health and safety of members and staff, the RANZCP will adhere to the relevant government requirements and regulations as it relates to travel. Refer to the websites of local health departments on current restrictions and declarations: [Australian Government Department of Health and Aged Care](#) and [Health New Zealand](#).

10.2. 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 whilst travelling for work-related trips.

11. REIMBURSEMENT OF EXPENSES

Those undertaking duties on behalf of the College are eligible for reimbursement of any necessary out-of-pocket expenses incurred, as outlined in this Policy and Procedure. 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, accreditation visit, workshop, interview or other necessary College function; and
- other out-of-pocket expenses that are considered necessary and reasonable.

Original tax invoices and receipts are required for all expenses claimed. Expense Reimbursement Forms should be submitted as soon as possible after returning from travel via the [online Expense Reimbursement process](#). Expense reimbursements will be processed within 10 working days from receipt of reimbursement claim.

Amounts claimed in currency other than Australian or New Zealand dollars are converted based on the foreign currency exchange rate at the beginning of the day the claim is processed.

Once received by the College, the relevant Manager, Executive Manager or Chief Executive Officer will approve the expense reimbursement request form, in accordance with this policy and procedure.

12. RELATED DOCUMENTS

Delegations of Authority Policy
RANZCP Code of Conduct
Guidelines for RANZCP representatives on external organisations
Expense reimbursement form (online)

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Guidance: Face-to-face meetings at RANZCP Australian Branch and New Zealand National offices

13. REVISION RECORD

Contact: Executive Assistant to the Chief Executive Officer			
Date	Version	Approver	Description
25/02/2012	1.0	GC2012/1 R16	New document
27/10/2013	1.1	B2013/6 R15	Updated to reflect new governance structure and consolidates the Guideline Travel and Expenses for Board Directors and the CEO, and Guideline Travel and Expenses for Staff and RANZCP Members.
01/03/2016	1.2	EMG 1/3/16 Item 1.3	Updated to reflect improved processes, included motor vehicle expenses, and reallocated to OPCEO.
30 August 2018	1.3	CMG 30/8 Item 1.7	Updated Corporate Traveller details, and expense reimbursement and Cab charge card processes; included Uber, Airbnb, and car parking provisions.
July 2022	1.4	CEO	Included COVID travel related requirements and e-voucher processes. Updated hotel per diems and mileage costs per kilometre. Strengthened processes for requesting changes.
October 2022	1.5	CEO	Removed COVID vaccine certificate requirement.
July 2023	1.6	Board (B2023/5)	Include President travel policy, as approved by Board on 28 June 2023 (B2023/5).
May 2024	2.0	Board (2024/4)	Major revision
MAY 2026			NEXT REVIEW