

DOCUMENT MANAGEMENT

Version	Date	Submitted By	Position	Signature
1.0	13 July 2014	Lesley Lewis	Chair, Governance Subcommittee	
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REVISION HISTORY

Version	Date	Additions/Amendments	Author	Reviewed By

1. PURPOSE

To outline policy and procedure for reporting travel, and other miscellaneous expenses incurred in the performance of ACIPC duties.

2. BACKGROUND

ACIPC has been established as a company that functions using a combination of remunerated positions (contractors, and some designated committee positions) as well as a voluntary service capacity.

3. SCOPE

3.1 This policy applies to, and is binding on, all members and people employed by or representing the college in any capacity; including volunteers, employees, contractors and consultants (hereafter called 'members and staff') who are employed by, or undertake activities on behalf of the College.

3.2 The exceptions are: Nil

4. OBJECTIVES

To provide guidelines for individual and administrative control. To define the types of expenses for which member and staff can claim reimbursement.

5. DEFINITIONS

EC: Executive Council.

Contractors: Any person contracted by the College as defined by their signed contract.

College; or the College: Australasian College for Infection Prevention and Control (ACIPC)

Nominated Travel Agent: The College will appoint a nominated travel agent for booking and purchasing airfares, rental cars and accommodation for members and staff while travelling on college related business.

Volunteer: Any member of the College who acts in a voluntary capacity – ie not Director or contractor as defined above. This includes any person appointed to a duly formed and established committee of the College – membership of which is ratified by the EC. Appointment as volunteer must be ratified by the EC.



6. LEGAL AND POLICY FRAMEWORK

6.1 Health and safety:

Members and staff are responsible for confirming that all necessary requirements are met before domestic or overseas travel commences including travel/health insurance, vaccinations, visas, etc. Members and staff should travel in a safe and secure manner; details of itinerary including flight information, hotel addresses and contact telephone numbers are to be given to an appropriate colleague/assistant should the need arise to contact the traveller in an emergency.

If there are any concerns in respect to a travel destination, please don't hesitate to contact the college's nominated travel agent for support and advice. In addition, the following web sites are very useful:

- Travel Advice: www.dfat.gov.au
- Health advice: www.who.int/en/

7. POLICY STATEMENT

The College will reimburse members and staff for reasonable expenses incurred necessarily and properly on the College's behalf while the person is engaged on authorised College business. As a general principle, members and staff should not lose or gain financially when reclaiming expenses. All members and staff are expected to conserve College funds by avoiding expenses that are unnecessary or extravagant. The current version of Taxation Determination Income tax: what are the reasonable travel and overtime meal allowance expense amount will be used by the College to determine fair and appropriate expenses for reimbursement.

7.1 Approved Travel Arrangements:

- 7.1.1 Nominated Travel Agent The College will contract a travel agent in order to take advantage of discounts for multiple bookings and preferential fares. The name, contact details and instructions for the current nominated travel agent will be posted on the College website. The member or employee/contractor is responsible for cancelling reservations to ensure that "no show" charges are not incurred.
- 7.1.2 All travel arrangements (including flights and hire cars) must be booked using the ACIPC nominated travel agent unless prior agreement has been granted to use an alternative arrangement. This also allows ACIPC to monitor that correct authorisations are being used, classes of fare, and that this policy is being followed. By having this information the College's agent can provide it with the best possible customer service at all times.
- 7.1.3 All travel must have the prior approval from the EC.
- 7.1.4 Travel Insurance: ACIPC will provide travel insurance for office bearers while travelling internationally on college related business. The college does not provide travel insurance for domestic travel.
- 7.1.5 Air Travel: All bookings must be the best value, (ie economy) airfare, booking as far in advance as possible provides the greatest number of options and range of prices.



Air Travel Booking Guidelines: The lowest logical economy fare should be used by all for flights. Members and staff are encouraged, wherever possible, to make use of early booking discounts.

Alliances with companies (ie earning frequent flyer points, airline preference) are not the determining factor when making a booking.

Business class fares require the prior approval by the EC.

7.1.6 Rail Travel: As a general principle, rail travel must be at the best value/lowest cost subject to the business purpose, security, safety and effectiveness of the member and staff. Rail fare claims should not exceed the economy class airfare for completing the same journey where air travel is also an option.

7.1.7 Car travel:

Personal car: The use of a personal vehicle (calculated using an all-inclusive allowance the rate quoted in the current version of the Australian government Public Service Commission, Enterprise agreement).

Rental Cars: Rental cars are to be booked through the nominated travel agent. Please note that reimbursement is limited to the value of a modest standard sized sedan (e.g. Holden commodore, Toyota Camry or similar). Luxury models or large vehicles are not included in this allowance.

Taxis: Reasonable use of taxis during business travel will be reimbursed.

Cheaper, alternative forms of transport should be used wherever practicable for longer journeys.

7.2 Accommodation, meals and hospitality:

Refer to the ACIPC Reimbursement of Expenses Policy for guidance on claimable expenses for accommodation, meals and hospitality.

7.3 Telephone and data communications: The cheapest form of telephone connection (including data) varies from location to location. Members and staff are requested to use the lowest cost method for all voice and data communications. Care should be taken when using phones in hotels or mobile phones from foreign countries to establish the most cost effective means of making the call.

7.4 Personal elements and other non business related expenses: Claims for expenses may only be made for College related business. Personal elements (vacation, spouse and loyalty programs) are permitted providing the criteria below are met.

7.4.1. **Payment:** The College is not responsible for any expenses related to personal elements and non business related activities. Any local fiscal or other liabilities arising from personal elements and non business related activities are exclusively the responsibility of the individual member/ or staff.

7.4.2 **Vacation activities:** Expenses for vacation activities or personal elements to business trips may only be added provided that the vacation is totally



incidental to the business trip, and that advance approval has been obtained from the EC.

- 7.4.3 Additional travellers: Expenses related to family and spouse/ partners are exclusively the responsibility of the individual member/ or staff and are not reimbursable.
- 7.4.4 Loyalty Programs: Membership of company loyalty programs is permitted; however this membership shall not be a consideration when choosing flights. Any local fiscal or other liabilities arising from such membership are exclusively the responsibility of the individual.

8. MAKING CLAIMS FOR REINMBURSEMENT

(Also refer to the ACIPC Reimbursement of Expenses Policy).

Members and staff claiming reimbursement for authorized expenditure must submit requests for reimbursement to ACIPC using the expense claim form, describing the nature and purpose of the expenses. The completed form must be signed by the applicant.

- 8.1 Supporting documentation: Except where daily payment payments have been authorized, staff incurring authorized expenditure must present all relevant original receipts, invoices, vouchers, tickets, or other evidence of such expenditure when seeking reimbursement. Where such evidence is for any reason not available statutory declarations may be sought.
- 8.2 Approval and FBT: The designated person is responsible for determining if the expenses being claimed are reasonable given the circumstances, and for ensuring they are charged against the appropriate account, and that any requirements under the Fringe Benefits Tax legislation have been met.
- 8.3 Incomplete claims: Claims that have not been properly prepared, authorized, or supported by adequate documentation will be returned to the claimant and the reasons will be given for not processing the claim.

9. RELEVANT DOCUMENTS AND REFERENCES

ACIPC Reimbursement of Expenses Policy.

Reference: Australian Government, Public Service Commission, Enterprise agreement 2011-2014.
<http://www.apsc.gov.au/about-the-apsc/the-commission/enterprise-agreement> accessed on 29 October 2013.