

<b>Authorising Committee/Department:</b>	RANZCP Board
<b>Responsible Committee/Department:</b>	Office of the President and Chief Executive Officer (OPCEO)
<b>Document Code:</b>	<b>GDL OPCEO – RANZCP travel and related expenses</b>

## Background

The invaluable pro bono work contributed by members of the Royal Australian and New Zealand College of Psychiatrists (RANZCP) is acknowledged and greatly appreciated. Associated expenses relating to members and staff who travel and work for or on behalf of the RANZCP will be covered by the RANZCP.

## Purpose

This Guideline provides all RANZCP members and staff with information on travel and related expenses including meetings, per diem limits, and approval processes. It also outlines the obligations of the RANZCP, its members, and staff when undertaking travel or attending meetings.

### Travel and COVID-19

To ensure the safety of members and staff, the RANZCP will adhere to the relevant government requirements and regulations as it relates to travel, meetings, and office use.

Members and staff are required to familiarise themselves in advance of any travel or meeting attendance of the travel requirements and permits, including COVID-19 testing and declarations, and are responsible for ensuring they are allowed to travel. Government advice must be followed at all times.

Should there be restrictions imposed whilst travel is underway, members and staff are asked to contact Corporate Traveller, the RANZCP's travel service provider in Australia, or the New Zealand National Office immediately. Corporate Traveller and the RANZCP will, to the best of its ability, accommodate the reasonable needs of the member or staff and any relevant government restrictions.

Corporate Travellers Time to Fly resource provides the latest travel restrictions, quarantine, and testing requirements for domestic and international travel routes – [COVID Travel Hub | Corporate Traveller](#).

Further information on restrictions in Australia and New Zealand can be found at the [COVID-19 Restriction Checker](#) and [Alert Levels and updates | Unite against COVID-19 \(covid19.govt.nz\)](#) websites.

Appropriate COVID-related costs that a member or staff may incur when travelling for a College meeting will be reimbursed by the College and allocated to the relevant meeting or event budget. These include, for example, the purchasing of a Rapid Antigen Test (RAT) or polymerase chain reaction (PCR) test, and any reasonable isolation costs.

## Policy and processes

### 1. Budget and expense approval

All RANZCP meetings are to be budgeted for in the annual budget planning process. Unbudgeted expenditure is to be submitted to the Chief Executive Officer (CEO) for approval.

All limits stated in this Guideline are maximum reimbursement levels for expenditure incurred and are not allowances. Within reason, any efforts to economise would be appreciated.

## 2. Travel support service

The RANZCP has agreements with Corporate Traveller in Australia and New Zealand to manage all domestic and international travel requirements for RANZCP related business. Particularly during the current environment, members and staff are strongly encouraged to use these services.

<b>Australia:</b> Corporate Traveller Telephone: + 61 (0)3 8535 1590 Email: <a href="mailto:ranzcp@corporatetraveller.com.au">ranzcp@corporatetraveller.com.au</a>	<b>New Zealand: Corporate Traveller</b> via the New Zealand National Office Telephone: + 64 4472 7247 Email: <a href="mailto:nzoffice@ranzcp.org">nzoffice@ranzcp.org</a>
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Most meetings will be coordinated by a RANZCP staff member. Convenient meeting times will be scheduled to facilitate committee members travelling without the need for overnight accommodation, where appropriate.

If booking travel for the first time, Corporate Traveller will create a new travel profile and require relevant personal details including email, phone number and postcode, along with any travel preferences and frequent flyer details.

## 3. Airfares

The class of airfare approved by the Board for travel in Australia and New Zealand is economy class. These include the following base fares that include meals and checked-in baggage: Qantas 'Red e-deal', Virgin 'Elevate', JetStar 'Starter Plus', and Air New Zealand 'Works' fares.

Requests for flexible economy (flexi) fares for members and staff will be referred to the CEO or delegated representative for approval. In most instances a flexi airfare will not be necessary as an economy fare can be cancelled the day prior to travel and the fare will be held in credit for future use. Flexi airfares for the President, Board Directors, and CEO may be purchased where it is anticipated last minute travel changes may be required due to changes or cancellations to meetings.

Changes to non-flexible economy flights will incur additional costs (e.g., \$99 Qantas change fee and fare difference) or no refund if cancelled on the day of travel. Changes to travel arrangements are to be approved by an appropriate Manager via your travel coordinator and consideration will be given where this occurs due to exceptional or unforeseen circumstances. Members and staff can request travel changes due to personal reasons at their own expense.

Premium economy or business class travel can be requested for the CEO's approval when direct flights are greater than 6 hours flying time. This is also applicable for connecting flights when direct flights on the required date or route are unavailable. This is not applicable for flights where an overnight stopover is required.

For flights that do not meet the above criteria, members and staff can personally upgrade their flights at their own expense and are responsible for covering the gap (either monetary or air points) between the approved fare and the upgraded fare. Costs for flight add-ons (i.e., extra leg-room seats, additional baggage) are not covered by the RANZCP except for medical reasons and exceptional circumstances. Personal air points can be accrued while travelling.

## 4. Accommodation

Accommodation associated with RANZCP related travel will be booked either via Corporate Traveller or RANZCP staff. If the RANZCP has arranged a large group booking directly with the hotel, it is preferred for members and staff to utilise this accommodation option.

Accommodation per diem limits are:

<b>Domestic</b>	Australia and New Zealand	up to AUD/NZD\$400 per night
<b>International</b>	Excluding Australia and New Zealand	up to AUD/NZD\$450 per night

These per diems cater for normal circumstances but may be reviewed in specific situations (i.e., currency exchange rate or when hotel accommodation is at a premium due to local major events). Factors such as proximity to meeting location, availability and cost will be considered. Requests for increasing the per diems must be submitted in advance for approval by the relevant Manager in line with budget allocated for the relevant travel.

When checking into most hotels, personal credit card details will be required to cover additional expenses outside of this policy. (See items 5 and 9 of this Guideline.)

Changes to or cancelling accommodation can usually incur significant penalties from hotels (e.g., non-refundable room nights). Changes to travel arrangements are to be approved by an appropriate Manager via your travel coordinator and consideration will be given where this occurs due to exceptional or unforeseen circumstances. In most cases, accommodation can be cancelled at no cost prior to 2pm the day before the check-in date. Members and staff can request accommodation changes after this time due to personal reasons at their own expense.

Online accommodation bookings may be considered for convenience and economy. If you wish to request accommodation outside of these guidelines, please speak to your meeting coordinator, who will seek the relevant approvals. Online bookings must receive pre-approval and be within the per-diem allowance. Personal payment will be required and will be reimbursed after the expense has occurred via submission of an online expense reimbursement form with receipt.

## 5. Food and beverage

The RANZCP reimburses food and beverage costs to the per diem limits approved by the Board. The per diem limits 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.

<b>Meal</b>	<b>Australia and New Zealand</b>
Breakfast	up to AUD/NZD\$35
Lunch	up to AUD/NZD \$37
Dinner	up to AUD/NZD \$88
<b>Daily Total</b>	<b>up to AUD/NZD \$160</b>

Members and staff may average per diem limits over the duration of a day or trip. I.e., when a claim is not made for one or two of the allowed meals in a day, 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.

Hotel 'mini-bar' expenses are viewed as personal expenses. Consideration will be given to reimbursing such expenses when they replace normal meals due to travel or meetings.

## 6. Travel by car

Members and staff may travel by car for RANZCP business. This may occur when a meeting or event is in a regional or remote setting and travelling by air is not an option, or if the member or staff lives locally to the meeting or event location.

The RANZCP reimburses costs incurred when using a personal car, as identified by the Australian Taxation Office (ATO) and New Zealand Inland Revenue Office/Te Tari Taake. The maximum cost claimable is equivalent to a relevant airfare, should one be available.

<b>Mileage claimable</b>	<b>Kilometre rates</b>	<b>Financial year</b>
Australian Taxation Office	AUD\$0.78	2021/22
New Zealand Inland Revenue Office	NZD\$0.83	2020/21

The RANZCP's [Member Extras](#) program offers car hire services. Costs for hire services can be paid directly by the meeting coordinator or reimbursed to the member or staff via submission of an online expense reimbursement form with receipt. Appropriate insurance should be arranged when hiring a car.

## **7. Car transfers and taxis**

Members and staff may request Cabcharge vouchers. Digital Cabcharge vouchers (Australia only) can be issued via SMS or email, for which the member and staff will require Apple pay or google pay on their phone. Details of the journey, mobile phone number, and budget allocation are to be recorded against each voucher. Requests for hard copy Cabcharge vouchers should be made 10-14 days prior to the meeting to allow for mailing vouchers via Australia Post and New Zealand Post. Where taxis are used without a Cabcharge voucher, after the journey members and staff can submit an online expense reimbursement form with receipt.

Uber can be utilised for RANZCP business and travel purposes. Travel costs will be reimbursed after the journey via submission of an online expense reimbursement form with receipt.

## **8. Car parking**

Members and staff may drive to their local airport and leave their car in airport parking, where the cost to do so is less than a return taxi fare between home/work and airport.

Similarly, when cars are being used in place of travel by air (see item 6 of this Guideline), the meeting venue or hotels valet parking, or nearest secure parking should be utilised. Where possible, car parking should be arranged in advance. Costs for parking can be paid directly by the meeting coordinator or by Corporate Traveller when using hotel parking attached to an accommodation booking. Otherwise, costs will be reimbursed via submission of an online expense reimbursement form with receipt.

## **9. Board and Executive travel**

### **President's travel**

The President will endeavour to utilise 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.

## **10. Other expenses**

The following expenses are not covered by this Guideline and will not be reimbursed:

- Room upgrades where the final cost is above the per diem for accommodation.
- Hotel expenses including laundry services, mini-bar (see item 5 of this Guideline), and movie rentals.
- Appropriate WiFi should be included in accommodation bookings and available in conference or meeting venues. Additional and large WiFi costs, and landline phone usage, are classified as personal costs unless deemed necessary for RANZCP business purposes.
- Personal entertainment expenses such as cinema, theatre, or other entertainment tickets.
- Other gratuities and tips. These may only be claimed in some countries where there is an expectation to provide a gratuity while travelling for services and meals.

## **11. Business related meetings and extraordinary event expenses**

It is acknowledged that on occasion, the current per diem amounts may not fully cover the expenses for the President, Board Directors, and CEO particularly overseas, when meetings are arranged at short notice, or other extenuating circumstances. In these cases, extra costs outside of this Guideline will be covered by the Executive Support Budget. This budget is managed through the Office of the President and CEO (OPCEO).

## **12. Business related Meetings and extraordinary event expenses for external persons and visitors**

Where there is a requirement for external persons, visitors, and officials to be hosted by the President, Board Directors, or CEO at a function, then appropriate meals or beverages are not subject to per diem allowances and will be appropriately authorised by the CEO, as required.

The RANZCP will not normally reimburse the cost of accompanying partners unless approved by the President or CEO.

## **13. Travel expenses reimbursement**

Members and staff will be reimbursed for appropriate and approved travel expenses incurred on behalf of the RANZCP. Original tax invoices and receipts are required for all expenses claimed.

It is acknowledged that when travelling overseas it may be difficult to obtain a receipt for small expenditure. In these cases, reimbursement is at the discretion of the appropriate Manager (where the claimant is a staff member) and otherwise by the CEO. Upon request by either the CEO or the Executive Manager, Financial Services, a statutory declaration may need to be submitted depending on the amount involved (for taxation and audit requirements).

Expense Reimbursement Forms should be submitted as soon as possible after returning from travel via the online reimbursement process. Expense reimbursements will be processed within 10 working days from receipt of reimbursement claim. See online form here: [Expense reimbursement form | RANZCP](#)

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.

## **14. Travel insurance and restrictions**

All members and staff are covered by the RANZCP's Travel Insurance Policy during any travel incurred on behalf of the RANZCP. If particulars are required, please contact the RANZCP Legal Team via your meeting coordinator.

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.

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

Refer to the first page of this Guideline for restrictions, processes, and links to further information related to travel and COVID-19.

## **15. Planning for meeting procedures**

### **15.1 Meeting/travel coordinator (RANZCP staff member)**

- Schedule meeting or event and inform member/s.
- Email Committee/members with a notice of meeting and include relevant meeting information (refer to template), link to this Guideline, and invitation for members to make travel arrangements directly with Corporate Traveller or via the New Zealand National Office.

- Copy in Corporate Traveller ([ranzcp@corporatetraveller.com.au](mailto:ranzcp@corporatetraveller.com.au)) to notice of meeting email. Otherwise forward relevant meeting details to Corporate Traveller (Australia) or the New Zealand National Office.

## 15.2 RANZCP Members and staff

- When travel has been identified, contact Corporate Traveller (Australia) or the New Zealand National Office to arrange your travel booking.
- Once travel is completed, submit an online Expense Reimbursement Form for any out-of-pocket business related expenses.

## 16. Related documents

- [Delegations of Authority Guideline](#)
- [Guidelines for RANZCP representatives on external organisations](#)
- [Expense reimbursement form \(online\)](#)
- Guidance: Face-to-face meetings at RANZCP Australian Branch and New Zealand National offices

## REVISION RECORD

<b>Contact: Executive Assistant to the Chief Executive Officer</b>			
<b>Date</b>	<b>Version</b>	<b>Approver</b>	<b>Description</b>
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 Cabcharge 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).
October 2023			<b>NEXT REVIEW (unless needed sooner pending COVID-19 requirements)</b>