



**College of Intensive Care Medicine
of Australia and New Zealand**
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TRAVEL GUIDELINES FOR FELLOWS AND TRAINEES

These Guidelines apply to Fellows and Trainees of the College who travel on approved College business. Travel by Fellows and Trainees is a significant expense for the College, but is vital to its core functions. This document sets out Guidelines with respect to reasonable booking and reimbursement, whilst recognising the significant contributions that Fellows and Trainees make to College activities on a *pro-bono* basis.

A. TRAVEL DETAILS

1. Flights

- 1.1 Travel should be booked through the CICM-approved travel agent.
- 1.2 The best fare of the day must be sought for all outbound flights, taking into account the schedule of the meeting and the other commitments of the Fellow or Trainee. Flexible return flights (Flexi saver) can be booked but if flexibility is not required best fare of the day should be booked.
- 1.3 Tickets should be booked as far in advance as possible, in order to obtain the cheapest fare.
- 1.4 The College reserves the right to book fares that are not upgradable with Frequent Flyer points and which do not accrue Frequent Flyer points for the Fellow or Trainee.
- 1.5 Economy flights should be booked for all domestic flights (except Western Australia). Flights may be ticketed in Business Class if the flight is greater to or equal to 4 hours in duration.
- 1.6 Non-stop flights between the following destinations may also be ticketed in Business Class:¹
 - 1.6.1 New Zealand and Melbourne²
 - 1.6.2 Perth and Melbourne³
- 1.7 In multi-flight itineraries, only flights of longer than 4 hours or the flights listed in 1.6 may be ticketed in Business Class. Shorter flights must be ticketed in Economy.
- 1.9 Business Class flights may be ticketed for all international flights (including New Zealand).

2. Travel Insurance

- 2.1 All Fellows travelling on College business are automatically covered under the College's insurance policy.

3. Ground Transportation

- 3.1 Fellows and Trainees should use regular taxis and make arrangements to share transportation where possible.

- 3.2 The use of cheaper forms of ground transportation (such as trains or trams) is encouraged, when convenient and practical.
- 3.3 Claims for reimbursement for travel in private vehicles will be guided by the relevant Australian Taxation Office (ATO) or New Zealand Internal Revenue Department (IRD) ruling.

4. Parking

- 4.1 Fellows and Trainees should choose the parking location most appropriate for the length of their trip (i.e., day car park for day trip, long-term car park for multi-day trips).

5. Accommodation

- 5.1 Accommodation should be booked through the College-approved travel agent or in College-approved accommodation whenever possible.⁴
- 5.2 Fellows or Trainees who chose to stay in different accommodation when College-approved accommodation is available will only be reimbursed up to the value of College-approved accommodation if their own accommodation is more expensive.
- 5.3 Where Fellows or Trainees are delegated responsibility for booking accommodation, they should use the most recent ATO guideline for maximum reimbursable amounts.⁵
- 5.4 Hotel services required *for College business*, such as phone, internet, business centre use can be billed directly to the College or reimbursed by the College.
- 5.5 Hotel bed and breakfast and meal components of an accommodation account may be billed directly to the College.

6. Meals

- 6.1 Meals (outside of the hotel) will be reimbursed according the most recent ATO guideline.
- 6.2 Where reasonable, Fellows or Trainees may be reimbursed for entertaining relevant individuals whilst on College business.

7. Registration Fees

- 7.1 The College will reimburse registration fees for meetings held by other organisations, if the Fellow or Trainee was requested to attend the meeting by the College, or prior approval was obtained from the CEO.
- 7.2 This provision does not apply to meetings held by the College, including the Annual Scientific Meeting.

B. PROCESS FOR REIMBURSEMENT OF EXPENSES

1. Fellows considering travel arrangements that are at odds with these Guidelines should seek the prospective approval of the CEO.
2. Staff who are requested by Fellows or Trainees to make travel arrangements that are at odds with these Guidelines should seek the prospective approval of the CEO.
3. The College's travel agents and approved hotels will be made aware of the College Guidelines and will be asked to enforce it.

4. A completed College reimbursement form and the original receipts should accompany requests for reimbursement and should be forwarded to the Finance Department.
5. Fellows and Trainees should include details of each College activity that was undertaken on each business trip.⁶
6. The Finance Department will forward the request to the authorised staff member in the relevant department.
7. The authorised staff member will check:
 - 7.1 That the expenses were incurred on approved College business.
 - 7.2 That the reimbursements sought are in line with Part A of these Guidelines.
8. Approved requests will be returned to the Finance Department for payment.
9. Queries about the application or interpretation of these Guidelines or the ATO guideline will be referred to the CEO.
10. Finance staff will be responsible for producing monthly management accounts, key performance indicators and other instruments that will allow the CEO to identify significant variances in travel expenditure.

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¹ The rationale is that westward travel is >4 hours duration and eastward travel is <4 hours duration.

² Non-stop flights between New Zealand and other eastern Australian capital cities are <4 hours duration in both directions and should be ticketed in Economy.

³ Non-stop flights between Perth and other eastern Australian capital cities are > 4 hours duration in both directions and may be ticketed in Business.

⁴ CICM has negotiated significantly discounted corporate rates in selected hotels.

⁵ The New Zealand Internal Revenue Department does not set maximum amounts for reimbursement. The ATO guideline should be used as a guide when travelling outside Australia.

⁶ This allows for proper alignment of expenses with activity.