



**RANZCO**

The Royal Australian  
and New Zealand  
College of Ophthalmologists

# Travel Policy

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**Approved by:** CEO  
**Version:** Current

**Approval date:** April 2019

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## 1. Purpose and Scope

The travel policy for The Royal Australian and New Zealand College of Ophthalmologists (RANZCO) covers the requirements for the booking of all flights and associated accommodation for travel undertaken by Fellows and Associates in relation to RANZCO business.

## 2. Policy

In order to minimise the costs associated with travel RANZCO seeks the assistance of those travelling on RANZCO business to manage all travel costs as effectively and efficiently as possible.

### 2.1 Flights

Flights can be booked:

- Directly by a RANZCO member after receiving written confirmation to do so by a RANZCO staff member. Reimbursement can then be sought from RANZCO.
- By a member using RANZCO's travel agent after receiving a PO number from a RANZCO staff member.
- By RANZCO staff members on behalf of members.

#### 2.1.1 Fares

Fares are booked as economy in the case of domestic travel (including New Zealand). Members travelling internationally for RANZCO business may be considered for Business Class with the prior permission of the CEO and President or Vice-President. The exception being travel that relates to International Development Projects, which will always be economy class due to project funding constraints.

Flexible fares can be booked/requested on the homeward bound portion of travel only.

RANZCO can accommodate members combining private travel with business travel but this must be an itemized cost that is borne by the member.

Travellers may wish to travel with a partner at no additional cost to RANZCO. Those who are entitled to a business class fare may choose instead to purchase two economy class fares. Any reimbursement is limited to the overall value of business class fare. Confirmation of its value must be included in the claim for economy class travel.

### 2.2 Accommodation

Accommodation can be booked:

- Directly by a RANZCO member after receiving written confirmation to do so by a RANZCO staff member. Reimbursement can then be sought from RANZCO.
- By RANZCO staff members on behalf of members.

### 2.2.1 Costs

A cap of AU\$300.00 per night is in place. For accommodation exceeding the cap, approval must be sought from a relevant RANZCO General Manager.

For international development projects, those who wish to upgrade will be free to do so and will be reimbursed the cap set by the General Manager.

Accommodation will not generally be reimbursed if the function/meeting is in the attendee's usual city of residence.

### 2.3 Other Travel Costs

RANZCO does not provide a per diem expense for other travel costs such as meals or transport. RANZCO will provide reimbursement for reasonable expenses relating to travel on RANZCO business.

For an extended period of travel where the member may have difficulty funding travel expenses, they may seek an advance payment from the RANZCO CEO.

All reimbursements, including those related to cash advances, must be justified with receipts where possible especially for amounts over \$20. Costs associated with RANZCO business will be reimbursed by RANZCO on submission of an 'Expense Reimbursement' form accompanied by tax invoices and receipts.

### 2.4 Travel Insurance

Travellers on RANZCO business are covered by RANZCO's travel insurance policies. This insurance also covers spouse/partners and any accompanying dependent children under the age of 18.

The RANZCO policy covers personal accident and sickness, baggage and property, money and travel documents. Details of the travel insurance policy can be sought from RANZCO.

The use of the traveller's private motor vehicle as transport for RANZCO business is not covered by RANZCO insurance policies.

### 2.5 Attending College Meetings

There are a number of regular meetings which RANZCO funds Fellows to attend, such as QEC and Council. To avoid any confusion the following limits apply:

- Attendance at QEC and Council is at the invitation of College. When attending these meetings in a location away from a home city RANZCO will pay flights, as per the rest of this policy, and accommodation, transport and meals reasonably required to attend the meeting.
- With respect to meetings held during the Congress period RANZCO will not fund ANY flights or accommodation for Fellows, Board or Councilors. The intention of

holding meetings during the Congress period is to encourage Fellows to attend Congress as well. This can be changed by the CEO or President in exceptional circumstances where a Fellow could only attend a business meeting during Congress and not the Congress itself.

### 3. Related Documents

- Travel Booking Form
- Corporate Traveller 'Client Traveller Profile'
- Expense Reimbursement Form

### 4. Record of amendments to this document

Page	Details of amendment	Date approved
Entire doc.	Revised to reflect current practice	November 2013
Page 2 Policy	Update accommodation rate from \$250 to \$300	August 2017
Page 2 Policy	Update Vice Presidents to Vice President	June 2018
Page 5 Policy	Update from one night accommodation to two nights during Congress	June 2018
Page 5 policy 2.8.1.3	Update to no funding of accommodation for Board members during Congress	20 Dec 2018
Page 3	Update to return flight flexibility only	20 Dec 2018
Entire doc	Policy updated to be applicable to Fellows and Associates only and removal of procedural notes that applied to RANZCO employees	April 2019