



RANZCO

The Royal Australian
and New Zealand
College of Ophthalmologists

Board & Council Costs

Approved by: CEO	Next review date: August 2022
Version: Current	Approval date: August 2019
Department: Executive Office	Policy inventory number: TBC

1. Purpose and scope

This policy clarifies the associated costs of Fellows and staff attending Board, Council and Branch meetings. It does not refer to travel costs, which can be found in the Travel Policy.

2. Policy

1.1. Meals

- 1.1.1. RANZCO will provide reimbursement for meals, whether formally arranged or informal for those arriving the night before or staying on the night after a meeting. The cap on the cost per head for dinner is \$150, including alcohol. Any amounts over the cap must be paid by the individual diners.
- 1.1.2. Breakfast, lunch or dinner that is not provided as part of the meeting can be charged to the hotel account, when necessary, or reimbursed in an amount equivalent to reasonable costs of a hotel in the meeting location.

1.2. Transport and other costs

- 1.2.1. RANZCO will reimburse reasonable transport costs for attending meetings. This will include airport parking fees – if this is the most efficient and cost effective way to travel to an airport.
- 1.2.2. RANZCO will issue Cabcharge or Mastercard cards upon request, with an approval from the President or CEO, to staff and Board members who travel frequently.
- 1.2.3. RANZCO will pay internet access costs when required for those staying in hotels. Where possible, hotels of a reasonable standard with free internet access should be used.
- 1.2.4. RANZCO will reimburse other reasonable incidental costs associated with attending meetings.

1.3. Branch meetings

- 1.3.1. RANZCO will pay registration and other associated costs for the President, CEO and Censor-in-Chief to attend Branch annual scientific meetings when held outside their home state, or in the case of the CEO, all Branch meetings.