

Travel Policy – Fellows, Trainees & Non-Staff

1. Recognition of contributions

The college values and sincerely appreciates the significant pro-bono contributions made by Fellows, Trainees and other non-members. In recognition of this contribution, the college seeks to ensure that travel-related policies and processes do not create burdens or discourage participation. At the same time, these arrangements must reflect responsible use of resources, balancing the desire to support volunteers with the college's broader obligations to accountability and stewardship.

2. Purpose

The purpose of this policy is to set clear guidelines for travel on approved Australian and New Zealand College of Anaesthetists (ANZCA; the college) business, and applies to domestic, international and trans-Tasman travel.

It ensures:

- Travellers and travel facilitators have a clear understanding of the circumstances, processes and limitations under which travel is booked and undertaken
- Effective, efficient and consistent travel management and approval practices
- The college is compliant with legal obligations, including duty of care
- The college can maximise its ability to negotiate discounted rates
- Travellers are aware of travel insurance coverage; and
- Travellers are aware of the implications if personal travel arrangements are combined with college travel.

All travellers must comply with this policy, the ANZCA Code of Conduct and conduct themselves in a manner that reflects the standard of professional and ethical behavior expected by the college.

3. Scope

This policy applies to people engaged in travel on approved college business, and includes but is not limited to councillors, faculty board, fellows, trainees, and guests (Travellers).

For staff-related travel, please refer to the ANZCA staff travel policy.

For clarity, whilst undertaking their responsibilities as a Director of Professional Affairs (DPA), DPA's are considered ANZCA staff and should refer to the ANZCA staff travel policy.

4. Key Principles

Key principles of the travel policy:

4.1. Value for Money

Travel must demonstrate value for money. This means using college resources in a way that is efficient, effective, economical, and ethical, ensuring that travel decisions support the college's purpose while maintaining fiscal responsibility.

4.2. Sustainability

Travellers should consider the environmental impact of their travel choices, including the mode and class of travel. Travel should only be undertaken when alternative communication methods, such as teleconferencing or videoconferencing are unavailable or ineffective relative to in person engagement.

5. Approvals

5.1. All travel bookings are to be made and approved through ANZCA's Travel Management Company (TMC) and associated travel booking systems.

5.2. Bookings are to be made via the online travel booking system, however, for complex bookings it may be appropriate that these are communicated to the TMC via email or phone. All bookings must be approved within the TMC travel booking system regardless of the booking method.

5.3. Flights and accommodation will not be ticketed/confirmed until approved within the TMC travel booking system.

5.4. Travel bookings made outside the TMC will be considered unapproved and not eligible for re-imbursement unless prior written approval has been obtained.

5.5. If circumstances related to the travel change, the college may at its discretion rescind any prior approvals and cancel travel.

5.6. A cost center is required by the TMC at the time of booking travel. Each cost center has associated college staff members with the authority to approve travel. All travel booking approvals are as follows:

	Domestic	Trans-Tasman	International
President	CEO	CEO	CEO
All other travellers	Cost Center Approver	Cost Center Approver	CEO

5.7. Note that Trans-Tasman is not considered international travel for the purpose of this policy.

6. Flights

6.1. All flights are to be booked via the TMC. Booking via an alternative provider or direct with the airline is not permitted without prior written approval.

6.2. Bookings should be made as soon as practicable to receive the best available fare. Bookings made less than 14 days prior to travel generally represent less value for money and should be avoided where possible.

6.3. The college does not have a preferred carrier for air travel. Choice of airline is at the discretion of the Traveller, however due consideration should be given to any price differential and value of inclusions e.g. lounge access.

6.4. The best value fare on the Traveller's chosen airline within the most practical 1hr time window (before and after) of required travel time must be sought for all flights taking into consideration the reason for travel and where practical, avoidance of additional costs such as accommodation.

6.5. Flexible fares may be booked if there is a college requirement and high likelihood of a schedule change. A justification for the flexible flight will be required when booking. It is also noted that from a whole of college perspective it is generally more economical to not purchase flexible fares and for the college to pay any change fees and/or purchase a new ticket should a last-minute flight change be required.

6.6. Flights must be selected based on the most direct and practical route to the destination. Travellers should avoid itineraries that include unnecessary layovers or detours unless there is a demonstrable cost saving or operational requirement. Where multiple routing options are available, the route with the shortest total flight time should be prioritised, provided it meets the business requirements and does not result in additional costs to the College.

7. Class of Travel

7.1. The default airfare class shall be economy.

7.2. Where there is a genuine college requirement and taking into consideration the time and duration of travel, as well as the price differential between classes, at the final discretion of and approval by the CEO or relevant Cost Center approver the following maximum class of travel will apply.

Category	Description	Maximum Class
Domestic	Single leg less than or equal to 3 hours	Economy
	Single leg greater than 3 hours	Business Class
	Total flight time greater than 3 hours (e.g. Multi-leg journey)	Business Class
Trans – Tasman	Single leg less than or equal to 3 hours	Premium Economy
	Single leg greater than 3 hours or total flight time more than 6 hours	Business Class
International (including internal international travel flights)	Single leg less than or equal to 3 hours	Premium Economy
	Single leg greater than 3 hours or total flight time greater than or equal to 6 hours	Business Class

7.3. If a traveller would like to utilise their own frequent flyer points or personal funds to pay the fare difference to upgrade to a travel class higher than policy, the college will purchase a fare within policy and the traveller may contact the airline or TMC directly to upgrade their fare. If a traveler intends to upgrade their travel class, the TMC should be notified at the time of booking.

7.4. Travel vouchers, credits or refunds provided by airlines for any reason, including due to operational issues that affect travellers travelling on college business, remain the property of the college.

8. Accommodation

8.1. Accommodation is to be booked via the college's TMC.

8.2. Group Bookings (more than 10 travellers) may be negotiated and booked by a staff member directly with the accommodation provider. Approval of such bookings will be aligned to the staff delegation manual. Where a group booking has been arranged it is required that college travellers use that facility.

8.3. With prior written approval, where specific accommodation is aligned to an event or conference and not otherwise available to be booked via the TMC the traveller may book directly with the event or conference. Such specific accommodation requirements should be comparable in cost to other nearby options available via the TMC.

8.4. Accommodation should be arranged as close to the working location as practical to minimise additional travel costs.

8.5. Unless otherwise specified, a standard room is to be booked and where possible, include breakfast in the room rate.

8.6. Accommodation should be guided by the reasonable accommodation per diem amounts as specified by the Australian Tax Office (ATO) or Inland Revenue Department (IRD) in New Zealand.

8.7. Where practical, travel should be avoided during peak accommodation demand periods (e.g. Melbourne Grand Prix; Australian Open; AFL Grand Final weekend; and Melbourne Cup).

8.8. No allowance or benefit of any kind is payable for travellers who choose to make alternative private arrangements, such as staying with relatives, friends or colleagues.

8.9. Where a traveller is required to depart their place of residence before 6am, accommodation may be booked for the night before the reason for travel (e.g. meeting or event).

8.10. Where a college traveller will not return to their place of residence until after 10pm, accommodation may be booked for the night of the reason for travel (e.g. meeting or event).

8.11. Accommodation is not provided where attendees have a principal residence in the location of the function except where travellers have a travelling time of more than 1 hour from the location, or on the recommendation of the person responsible for the reason for travel (e.g. meeting or event).

8.12. Additional night(s) accommodation for personal stays are the responsibility of the traveller. If additional night(s) accommodation are required, this should be arranged and paid for via the TMC or hotel directly. Note that all college negotiated rates are available, including for personal travel.

8.13. Hotel services required for college business, such as phone, internet, and business center use, will be reimbursed by the college. These should be charged back to the room wherever possible.

8.14. Hotel services for personal use, such as in-room movies, and laundry, will not routinely be reimbursed by the college unless there is a genuine requirement (e.g. extended period of travel) and would be viewed as fair and reasonable.

9. Ground transportation

9.1. Travellers should use the most appropriate and value for money ground transportation.

9.2. Uber for Business is the preferred travel method, however alternative methods may be utilized where not practical. Taxiride may be also used in New Zealand.

9.3. To avoid out of pocket expenses, Uber for Business / Taxiride vouchers are the preferred ground transportation method and can be issued by your travel facilitator.

9.4. Where practical, arrangements to share transportation with other travellers should be made.

9.5. College travellers are encouraged to use other forms of ground transportation (such as trains or trams) when convenient and practical.

9.6. Claims for reimbursement for travel in private vehicles will be guided by the relevant ATO / IRD reasonable amounts.

9.7. Where appropriate, rental cars may be hired for the purpose of college business (for example accreditation of regional hospitals).

9.8. Rental cars are to be booked via the TMC.

9.9. Rental cars are to include insurance. Excess reduction below \$5000 is not required.

9.10. The type and size of rental cars booked shall take into consideration the number of travellers, distance and terrain to be travelled. Unless not practical, the rental car will be small / economy (i.e. Toyota Corolla or similar).

9.11. Only named drivers on the rental car agreement shall be permitted to drive the rental car. Where multiple drivers are required, this will need to be pre-arranged directly with the rental car provider.

10. Parking

10.1. Travellers must choose the parking location most appropriate for the length of their trip (for example, day car-park for day trips, and long-term car park for multi-day trips).

10.2. Valet parking is not allowed under this policy.

11. Meals

11.1. ANZCA uses the ATO/IRD rates as a guide to what is considered a reasonable amount for meals.

11.2. Travellers are encouraged to select moderately priced beverages and meals. Where practical, travellers should utilise meals included in the hotel rates or prior organised by the college.

11.3. The college will not reimburse/pay for meals and beverages for family members unless they are an invited guest of the College.

11.4. Tips / Gratuities will be guided by the amount custom to the destination of travel. For travel within Australia or New Zealand, tips/gratuities above 10% will not be reimbursable.

12. Membership of airline lounges and frequent flyer programs

12.1. Fees for the membership of an airline lounge are the responsibility of the traveller.

12.2. ANZCA staff and Fellows can take advantage of the ANZCA Qantas corporate scheme rates by calling Qantas on 1300 402 515 and quoting scheme number 0008981758.

12.3. Frequent flyer points and status credits associated with college paid flights may be retained by the traveller.

12.4. Membership to any airline lounge or frequent flyer program does not warrant the selection of one airline over another. Flight and airline selection will be based on best value fare.

13. Travel insurance

13.1. All travellers (and invited accompanying spouses, partners and dependent children) are covered under the College's insurance policy.

13.2. It is the Traveller's responsibility to make the insurer aware, via the college Risk and Governance Manager, of any pre-existing conditions for themselves or travelling companions so that these can be appropriately considered. Failure to do so may result in insurance being declined and the costs for claims being incurred by the traveller.

13.3. Incidental personal travel up to 1 week for college travellers (and accompanying spouses, partners and dependent children) is covered under the college's insurance policy. Periods beyond this should be referred to the Risk and Governance Manager to be considered

on a case-by-case basis.

13.4. The college will not reimburse any personally acquired travel policy.

14. Traveller Responsibility

14.1. While the college provides travel insurance and support for approved business travel, travellers are expected to take reasonable responsibility for their own actions and personal property. This includes, but is not limited to:

14.1.1 Ensuring sufficient time is allowed to reach airports or travel connections;

14.1.2 Safeguarding personal belongings during travel;

14.1.3 Complying with local laws and regulations while travelling including making reasonable enquiries via the TMC regarding visas;

14.1.4 Taking appropriate care when engaging in any personal travel combined with college-related travel.

14.2. The college will not be liable for loss, damage, or additional expenses incurred as a result of avoidable delays, negligence, or failure by the traveller to take reasonable precautions.

15. Exceptional circumstances

15.1. Under exceptional circumstances the CEO can approve travel outside this policy.

15.2. All exceptions to the travel policy will be regularly reported to the CEO and justification for additional incurred costs may be required.

15.3. Note that budgets are determined based on all travel being within policy.

16. Sustainable Travel

16.1. The college recognises the responsibility to practice and promote environmental sustainability within the local, national and international community and have committed to decreasing the carbon footprint associated with ANZCA travel requirements through various initiatives.

16.2. Flights booked through the TMC will be included in the annual carbon offset calculation the TMC prepares for the College and therefore carbon offset options are not required at the time of booking.

16.3. Travellers are encouraged to demonstrate responsibility for their own carbon footprint including consideration of use of tele/video conferencing where practical.

16.4. It is noted that classes of travel above economy have a significantly higher carbon footprint.

17. Private travel

17.1. If travellers intend to include a greater than incidental number of personal travel days or intend to change location or nature of the travel (e.g. skiing, cruise, etc.) this should be discussed with the travel approver before booking and not result in additional costs to the college.

18. Process for booking travel

18.1. All travellers require a travel profile set up to book travel with the TMC. Travellers should contact their travel facilitator to assist with this process.

18.2. Travel facilitators may either book on behalf of the traveller or provide training in the travel booking processes for regular travellers.

19. Process for reimbursement of expenses

19.1. The process for expense reimbursements is provided in the ANZCA Expense Reimbursement Procedure.

19.2. All expense reimbursements need to be accompanied by a valid Tax Invoice. Note that the EFTPOS receipt is not a Tax Invoice and will not be accepted.

19.3. The cost center approver will check for the following and approve if satisfied:

19.4. That the expenses were incurred on approved College business;

19.5. That the expenses incurred are in compliance with this policy.

19.6. The college reserves the right to seek any additional information regarding an expense claim such as the names of persons in attendance.

20. Breaches of the policy

20.1. Any apparent breach of this policy by college travellers may be reported to the Finance, Audit, and Risk Management Committee (FARM) and/or Council.

21. Quality of service

21.1. ANZCA invites feedback on the quality of travel, including accommodation and customer service of the TMC, from travellers by email to finance@anzca.edu.au.

21.2. This information can be used for supplier management, and system and process improvements.

22. Changes to ANZCA travel policy

22.1. The college may modify or amend this policy at any time. Formal notice of amendments will not be given, but the current travel policy will be available upon request.

23. Related documents

23.1. ANZCA Staff Delegations Manual

23.2. ANZCA Travel Insurance Summary

23.3. ANZCA Expense Reimbursement Procedure

23.4. Recognition of current and past presidents, deans, councilors and board members.

24. Definitions

Best value fare	The best value fare is the lowest fare offered by any airline within a 1 hour window (before or after) of the required travel time at the time of booking. Provided that the fare satisfies your business requirements (including but not limited to time of flight/s, class and connecting services, reason for travel, avoidance of additional costs).
Cost center approver	Executive / Senior Leadership Team member with management responsibility for the budget of the cost center that travel expenses are being coded to.
Travel facilitator	College staff with approval to book travel and set up new travel profiles via the TMC, on behalf of travelers.
Online booking system	The travel management companies (TMC) have online portals for the booking and approval of travel related expenditure, including, flights, accommodation and rental cars.
Pre-existing condition	Any physical defect, condition, illness or disease for which treatment, medication or advice (including advice for treatment) has been received or prescribed by a Doctor or dentist in the twelve (12) months immediately prior to the Covered Person's Journey; or A condition, the manifestation of symptoms of which a reasonable person in the circumstances would be expected to be aware at the time of booking their Journey.
Travel	A trip undertaken on the business of the College and/or authorised by the College provided such travel involves a destination (local or overseas) 50 kilometers or more from the Covered Person's normal place of business or residence and does not include normal daily travel between residence and place of business.
Travel management company	A Travel Management Company (TMC) is a travel agent that fully manages the business travel requirements of the College to fundamentally save both time and money.
Flight Time	The time between scheduled takeoff and landing as determined by the booked airline at the time of booking.
Total Flight Time	The cumulative total time between scheduled takeoffs and landings as determined by the booked airline(s) at the time of booking. For the purpose of clarity, it does not include: <ul style="list-style-type: none"> • Airport Layover time • Delays • Time required at airport for activities including but not limited to baggage checking/collection; security checks; customs and immigration checks.

25. TMC Contacts

FCM Travel Solutions

Australia

Monday to Friday 8am to 6pm (AEST):

Phone: 1300 331 940 (+61 3 9192 7370).

Email: anzca@fcmtravel.com.au

New Zealand

Monday to Friday 8am to 6pm

Phone: +64 9 301 9409

Email: dl.nz.avengers@fcmtravel.co.nz

After Hours

Phone: 1300 557 854 (within Australia) +61 7 3083 6087 (International)

Email: extended.hours@fcmtravel.com.au

26. Change control register

Version	Author	Approved by	Approval date	Sections modified
1	Administration	Council	September 2009	Created
1.1	Administration	Business administration manager	Dec 21, 2011	Updated for consistency
1.2	Administration	Business administration manager	February 2012	3.1.5 added (Travel Vouchers)
1.3	Administration	CEO	4 April 2012	Policy reviewed and amended. Scope added. Numbering updated
1.4	Administration	CEO	10 December 2014	4.3.4 and 4.5.5 added
2.0	Corporate Services	Council	18 July 2020	All sections. Consolidation of Staff and Fellows travel policy.
3.0	People Experience and Corporate Services	Council	18 July 2025	Full review. Split into Staff & Non-Staff policies.

Policy Owner – People Experience and Corporate Services

Next Review Date – December 2026