ANZSOM TRAVEL COST REIMBURSEMENT POLICY

Overview

As outlined in the ANZSOM Governance Manual (Section 4.1) General Council members are requested to attend two face-to-face meetings each year in addition to two meetings that are held online. The face-to-face meetings provide an opportunity for more extended and strategic discussion and enable informal networking between fellow General Council members. One such meeting is held at the Annual Scientific Meeting to facilitate attendance. The other is held early in the year to support organisational planning - it is generally held at the ANZSOM offices in Melbourne, Victoria.

ANZSOM values the voluntary commitment associated with attending meetings and seeks to ensure that General Council members are not unreasonably inconvenienced and are reasonably compensated for expenses associated with travel.

This policy sets out the entitlements and process for financial reimbursement for General Council members who are required to travel in order to attend face-to-face General Council meetings.

Scope

This policy applies only to General Council members, not to invited guests.

It applies to General Council members who do not reside in the state/territory in which the meeting is held or are required to travel from regional areas within the state.

Reimbursement of costs associated with travel applies only to the face-to-face meeting held at the beginning of the year, not to the meeting held during the ASM.

Scheduling of ANZSOM General Council meetings

ANZSOM General Council meeting times are arranged where possible to allow members to leave their place of residence to travel to the meeting in the morning, stay for the General Council dinner and return the following day. ANZSOM General Council meetings will normally be scheduled to start at 11am on a Saturday and finish by 4pm.

Reimbursement process and entitlements

All claims for reimbursement must be made using the Claims Form shown in Appendix 1. The receipts for expenses should be included with the claim.

Reimbursements will be made promptly by the Secretariat following receipt of the Claim Form and approval by the Treasurer as per the General Financial Procedures that apply to all payments made by ANZSOM.

All reimbursements will be paid by electronic bank transfer.

Entitlements for reimbursement are outlined below. Any travel for purposes other than those specified in this policy must be approved by the Secretariat before proceeding.

Accommodation

Generally, 1 night's accommodation may be claimed, unless, due to flight duration and availability, the General Council member is unable to travel at reasonable times. For example, travel to Victoria from Western Australia or the Northern Territory may necessitate travelling the day before the meeting, and 2 nights' accommodation may be claimed.

General Council members should book at the standard rate and are permitted a maximum allowance of $330AUD per room per night (excluding applicable taxes).

Airfares

General Council members are able to claim return airfares. All travel within Australia must be economy class.

Meals

For face-to-face General Council meetings, meals are generally provided. An evening function is also usually a feature of the meeting and is funded by ANZSOM.

Any additional meals may be claimed up to the amount specified below:

- Breakfast up to $40AUD
- Lunch up to $50AUD
- Dinner up to $130AUD

Taxis and car parking

Taxis between the General Council member's home, airport and/or meeting venues are eligible for reimbursement.

Complimentary car parking is provided on site at the ANZSOM office. If, for any reason, this is unable to be provided by ANZSOM, car parking costs are eligible for reimbursement.

DATE OF ADOPTION: May 2025
DATE OF REVIEW:

Appendix 1. ANZSOM General Council Claim Form

All members of the General Council are entitled to a reimbursement of costs associated with attending one face-to-face General Council Meeting each year (not including the one held at the ASM). Expenses that can be reimbursed include:

- One return economy airfare
- One or two nights accommodation as defined in the Travel Policy (up to a maximum of $330 per night)
- Meals (up to $40 for breakfast, $50 for lunch, $130 for dinner)
- Taxis and/or car parking

Please complete the details below, attach a copy of invoices and send to:

ANZSOM Federal Secretariat
Email: secretariat@anzsom.org.au
Fax: (03) 9428 4872

Name: ____

ANZSOM General Council position: ______________________________

State (travelling from / returning to): ______________________________

Expenses to be claimed (tick as appropriate and record cost – attach a copy of invoices)

☐ One return economy airfare Cost: ________________

☐ Accommodation Cost: ________________

☐ Meals Cost: ________________

☐ Taxis and/or car parking Cost: ________________

TOTAL: ________________

Payments are made by direct transfer. Please provide your bank details below:

Account name: ______________________________

Bank: ______________________________

BSB: ______________________________

Account number: ______________________________