

Travel and accommodation policy

Purpose

The purpose of this policy is to define the IGPTN's position regarding travel and accommodation.

Background

The policy seeks to remove uncertainty regarding the travel and accommodation processes. In many instances travel and accommodation is funded through government grants and due consideration must be given to best use of limited resources and complying with funder requirements and expectations.

Scope

This policy applies to all travel and accommodation paid for by IGPTN. Eligible travel includes, but is not restricted to, travel associated with board meetings, attending conferences or meetings on behalf of the IGPTN and travel associated with training. This includes staff, members, directors and trainees. It covers issues of eligibility, class of travel, standard of accommodation, expense caps, booking processes and payment / reimbursement.

Policy

Travel

Flights and accommodation

All travel must be pre-approved by IGPTN in writing. Flights and accommodation are generally organised by IGPTN. Approval to book own flights and accommodation must be pre-approved. IGPTN requires information regarding requested travel in a timely manner (minimum 21 days) to maximise the opportunity to secure discounted fares and accommodation.

IGPTN will:

- Choose the best economy class fare on the day
- Aim to book flights no later than 14 days in advance
- Secure and prepay standard room accommodation in preferred hotel(s)
- Self-contained accommodation will be considered when staying in excess of 5 nights

If a flight is missed and the fare is forfeited (other than due to connection from other flights), IGPTN will not purchase another fare. It is the responsibility of the traveler to cover airfares for flights missed and forfeited fares.

Any security bond required by accommodation to cover any personal expenses must be paid by the individual.

Private vehicle use

IGPTN will only provide assistance for private vehicle use where the costs are less than any other form of transport. This includes public transport. If it is cheaper or more practical to travel by another form of transport and this option is not chosen, IGPTN will only reimburse private vehicle use up to the equivalent amount of the cheapest transport available.

Where IGPTN agree to provide assistance for private vehicle use the following guidelines apply:

- Reimbursement for distance travelled in accordance with the km rate detailed by the ATO
- Reimbursement of parking fees (e.g. at meeting venue or airport)
- Reimbursement of tolls

It is the responsibility of the driver to ensure they have a valid driver's licence, and ensure their car is roadworthy, fully insured and registered.

Taxis

Where taxis or Uber (or equivalent) are required as part of completing travel, they will be reimbursed by the IGPTN.

Meals

IGPTN will cover meals to a maximum as detailed in the Expenditure guidelines below, excluding the first breakfast, lunch or dinner if this could reasonably have been expected to be consumed prior to departure.

Expenditure guidelines¹

Item	Amount	Comments
Breakfast	\$30	
Lunch	\$20	
Dinner	\$50	
Metropolitan accommodation	\$200/night	3- 4 star accommodation
Regional accommodation	\$180/night	3- 4 star accommodation

¹ Developed with consideration of the current ATO reasonable travel allowances
<https://atotaxrates.info/allowances/ato-reasonable-travel-allowances/>

Restrictions

IGPTN cannot provide or pay for:

- alcoholic beverages
- mini-bar items
- laundry items
- childcare
- travel assistance for family members or travel companions who are not participants in the training or activity
- meals, accommodation or attendance at events for family members or travel companions.

Claims

All claims must be substantiated with a tax invoice (GST included). Receipts (GST not included) are acceptable for items under \$82.50.

Claims for reimbursement are not processed until after the travel. Claims may take up to 21 days to process.