



## ANZGOG TRAVEL GUIDELINE

### Purpose

The ANZGOG Travel Guideline describes how and when ANZGOG supports with funding staff, members, volunteers, guest speakers and other with their travel expenses relating to airfares, accommodation and ground transport.

### Key Principles

- ANZGOG funded travel needs to link to ANZGOG's purpose
- Travel expenses will be approved in accordance with delegations of authority
- Travel and accommodation bookings and reimbursements for both Australia and internationally must be considered for best value for money prior to booking.
- Members are expected to access trust or other local funding for travel to ANZGOG meetings and activities where possible including international travel
- ANZGOG will fully reimburse pre-agreed travel expenses incurred by members, staff and community volunteers.
- Where possible ANZGOG will seek grants and other funding to support travel by its community volunteers, gynaecological cancer nurses, study coordinators, data managers and other site coordination staff as well as registrars, fellows and medical trainees.
- Conflict of Interest forms may be required of guest speakers and members when pharmaceutical industry or other funding is supporting the travel.

### Guideline Application

This travel policy applies to:

- ANZGOG Directors and staff
- Committee chairs/deputy and chair's elect and members representing ANZGOG at international and local conferences or events
- Principal investigators leading ANZGOG trials
- Community Volunteers, nurses and study coordinators attending the ASM
- Guest speakers who are not ANZGOG members attending ANZGOG events from within Australia and internationally

### Process for ANZGOG travel support:

#### Budget and inclusions:

- An international travel schedule and budget will be set each year as part of the annual budget process and approved by the ANZGOG Board of Directors.
- ANZGOG will develop a guide for international and ANZ funding support as part of the annual business planning process and use in discussions with members.
- ANZGOG will provide an economy airfare for ANZ travel, the domestic leg of any international travel and premium economy airfare for all non-NZ international flights. Members may fund an upgrade themselves if preferred.

- Accommodation of up to 4 nights duration for a conference will also be eligible for funding on the basis that it is at a discounted conference rate.
- One night's accommodation as the ANZGOG agreed hotel for members/community volunteers flying to single day national meetings, if flight times are unreasonable for the timing of the meeting.
- Direct transfers to and from airports are supported as well as car parking and petrol reimbursement. Cost effective solutions to ground travel are recommended. Ground transportation can include taxi / uber, shuttle to / from airport, car parking, car hire. In all instances receipts must be kept enabling reimbursement. Credit card statements alone WILL NOT BE ACCEPTED.
- ANZGOG will support shared cost of travel with pharma on the basis there is no conflict of interest. The member/guest speaker will provide a Conflict of Interest form with their request.
- *ANZGOG covers travel insurance for international travel for staff.*
- *Members are expected to cover international travel insurance for themselves and are advised by the Membership Officer.*
- *ANZGOG does not add travel insurance to domestic flights. This will be made clear to Members so that they can take out an insurance policy should they wish to do so.*
- If attending a conference members are encouraged to take advantage of conference meal inclusions to reduce cost to ANZGOG. While travelling out of pocket, non-transfer costs including food are a member's responsibility.
- Food costs for staff and community volunteers will be reimbursed according to annual guidelines which will be communicated when ANZGOG coordinates their travel.
- ANZGOG uses the ATO current year Travel Allowance schedule as a guide for expenditures. In particular Table 2 (Domestic) and Table 7 (International) Example 2023:  
<https://atotaxrates.info/allowances/ato-reasonable-travel-allowances/#table1-2023>

### **Process for reimbursement**

Where travel expenses are incurred directly and approved for reimbursement by ANZGOG, copies of tax invoices need to be provided to ANZGOG:

- Members – via the Membership Officer
- Community volunteers – via Volunteer Coordinator
- Staff – through the staff reimbursement form and signed approval by their manager.

### **Requests and approvals:**

- Where a member is asked by ANZGOG to attend a meeting, ANZGOG will first check if the member has the funds to pay for the travel or needs support. If support is needed the ANZGOG travel guideline will apply.
- ANZGOG inviting a member to attend an event or meeting is not approval for travel support.
- Travel support must be applied for through the Membership Officer, Heshani Nesfield through a travel request form.
- Applications for international travel outside of ANZGOG initiated GCIIG travel must demonstrate how the proposed travel will directly benefit the work of ANZGOG.

- The Chief Executive Officer is delegated to approve requests for travel if in accordance with the international travel budget schedule and will provide applicants with written advice re approval or not.
- Requests for travel funding outside of the ANZGOG budget to attend national or international meetings or which are not the standard ANZGOG ASM and research meeting or GCIG meetings will be considered by the ANZGOG Chair and CEO for recommendation to the Board for approval.
- ANZGOG Unit Managers are delegated to approve their staff requests for travel if within unit budgets.
- The CEO will approve requests for travel for all managers and staff reporting to the CEO, based on the unit budget.
- Travel outside of the Units' budgets will be dependent on overall budget expenditure for the year and the available of funds. Travel in excess of ANZGOG's budget up to 10% more may be approved by the CEO, above this amount to be referred to the ANZGOG Chair and Finance Director for approval.
- Travel bookings made with the ANZGOG travel agent are authorised, before final commitment, by the Manager – Finance and Business.
- **Applications for travel support cannot be made retrospectively.**
- Attending collaborative clinical trials meetings before or after other related meetings is acceptable, although ANZGOG may request sharing the full cost with member.
- Travel, accommodation, and attendant expenditure undertaken nationally and internationally must be considered for **best value for money**.

**NOTE:**

*The person travelling is responsible for any VISA or country entry documentation requirements at their own expense. Any delays or denial of country entry will be at the cost of the traveller and expenses incurred by ANZGOG may be sought for reimbursement by the traveller if the entry documentation is not accepted. This includes staff and volunteer members.*

**International Travel Grants (excl New Zealand)**

- Taking leave post an international meeting is acceptable but staff must apply for leave and advise in writing prior to departure to ensure details are well documented for workers compensation insurance purposes.
- Members may book their own international travel within the guide price advised by ANZGOG (after consultation with its travel agency) and be reimbursed by ANZGOG. Alternatively, ANZGOG can link the member with its travel agency to organise the booking. [Due to many members preferring to travel Business Class ANZGOG prefers to reimburse the member for Premium Economy rather than invoice the difference and chase the funds.]

**Australia/New Zealand Travel Grants**

- ANZ Travel grants may be offered to members or volunteers to attend meetings, workshops, consumer engagement sessions, research development activities and Annual Scientific Meetings.

- ANZ Travel grant programs are identified in the budget or collaborative with ASM sponsors. Grants may be given via application or nomination. The CEO approves travel grants according to budget. Travel grants outside of budgets are referred to the Board of Directors for approval.
- ANZGOG's preference is to book ANZ travel centrally to ensure best value and also remove risk of cancellation of travel being refunded to the individual after ANZGOG reimbursement. Travel is booked through designated ANZGOG staff through ANZGOG's contracted travel agent.

#### **ANZGOG Annual Scientific Meeting (ASM) Guest Speakers**

- The Annual Scientific Meeting Conference organiser arranges and reimburses travel arrangements for all international and domestic speakers. The costs are part of the conference budget unless other funding is provided by ANZGOG to support the travel.
- Invited international guest speakers receive business class travel and up to 4 nights accommodation in the conference hotel and transfers reimbursement. This is organised by the conference organisers as part of the conference budget.
- ASM Program Committee members do not receive travel, accommodation or ASM registration support.
- Domestic speakers who are ANZGOG members are firstly encouraged to donate their time free of charge and pay for their own travel and registration for the conference. If a member is only attending for the day of their talk and not overnight, ASM registration is free.

If the member speaker requires travel support to the ASM, and the ASM Program Committee Chair and ASM Deputy Chair endorse, ANZGOG will reimburse value for money flights and free registration for the day of presentation.

- Domestic speakers who are community volunteers, nurses, trial managers, other charity or NGO, representatives are offered travel reimbursement when it meets ANZGOG's 'value for money guideline', transfers and free registration for day of presentation.
- Domestic speakers who are not ANZGOG members are offered travel reimbursement when it meets ANZGOG's 'value for money guideline', transfers and free registration for day of presentation.



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