



<b>Number:</b>	Pol 030	<b>Version</b>	4.1		
<b>Subject:</b>	Governance	<b>Distribution:</b>	Member Only		
<b>Authorised by:</b>	Board of Directors	<b>Approval Date:</b>	26 Aug 2023	Review Date	Aug 2024

## Purpose and Scope

The Urological Society of Australia and New Zealand (USANZ) requires staff, members and other persons to travel as part of normal business. The policy sets out the control processes that apply when incurring travel and associated costs when conducting USANZ business.

The policy applies to staff, members, invited speakers and other persons undertaking travel on official USANZ business.

## Policy

### 1. Principles

- USANZ recognises its obligation to be efficient, economical and ethical when incurring travel and associated costs when travelling domestically or overseas on official business.
- Those who travel on USANZ business are expected to do so in an economical way. Claims for reimbursement must be based on actual and reasonable expenses.
- Travel includes air, train, coach or motor vehicle trips, parking, taxi fares, meals and accommodation.
- Prior approval in accordance with the Authority set out below must be obtained before travel and associated costs are incurred.

### 2. Authority & accountability

The USANZ Chief Executive Officer (CEO) is responsible for the management and reporting of the annual budget and has delegated authority for approving all travel and associated expenses.

The USANZ President is responsible for approving the CEO's international travel.

### 3. Travel Period

USANZ will pay for the cost of accommodation and associated costs for the period of official business only (Travel Period).

Where a person elects to extend a USANZ business trip for personal or other reasons, the Travel Period and an agreed cost share arrangement must be defined and approved by the CEO in advance.

### 4. Travel by Air

#### 4.1 Use of USANZ Corporate Travel Agent

All travel is to be arranged through USANZ's appointed travel agent. On most occasions, staff will make the bookings on behalf of members and others required to travel.

#### 4.2 Domestic / International Travel Definitions

For the purposes of this policy, "Domestic" travel includes travel within and between Australia and Aotearoa New Zealand.

International Travel is travel involving a country other than Australia or Aotearoa New Zealand.

#### **4.3 Class of Travel**

- In general, Domestic outbound travel will be by a restricted economy class fare and the inbound travel will be a flexible economy class fare. The flexible arrangements for return tickets is to provide greater flexibility to members in the event of changes in meeting duration.
- Business class fares may be granted for international flights (excluding travel between Australia and New Zealand) where the duration of the flight is greater than five hours. All Business class travel requires the prior approval of the CEO.
- In exceptional circumstances, the CEO may approve business class for travel for flights of a shorter duration.

### **5. Associated costs**

#### **5.1 Accommodation & meal costs**

USANZ will cover the fair and reasonable costs of accommodation and meals for the period of official business (Travel Period). As rates are volatile across time and locations, the reasonable cost will be determined by reference to:

- Location and available market rates
- Duration of the travel period
- Impact of any travel restrictions
- Negotiated group rates and meals provided by USANZ.

The person travelling must seek clarification and approval from the CEO prior to booking or commencing travel. Claims for reimbursement that are considered excessive may only receive a partial reimbursement.

#### **5.2 Car hire, taxi, parking & private vehicle travel**

Car hire, taxi, parking & private vehicle travel costs are examples of Incidental Travel costs. Incidental travel costs relating to approved Society travel will be reimbursed upon submission of a claim for reimbursement.

##### **5.2.1 Car Hire**

To remain economical, cars hired for USANZ business are generally full-sized sedan vehicles. USANZ will not approve costs associated with the hire of prestige or specialist vehicles, unless there is a clear business requirement for an upgrade.

Where possible, car hire will generally be arranged through the Corporate Travel agent, with costs charged to USANZ's travel account. Because of the lag in this information appearing on the USANZ account, the person hiring the vehicle is requested to provide USANZ with a copy of the final Tax Invoice/Receipt they are given upon the return of the vehicle.

##### **5.2.2 Use of Own Vehicle**

Where an individual has been approved to use their own vehicle for USANZ business, the Society will reimburse the individual on a "per km" basis. The "per km" rate is based on the engine capacity rates published by the Australian Taxation Office or the applicable rate published by New Zealand Inland Revenue.

## 6. Claiming Reimbursement

Claims for approved out-of-pocket expenses should be submitted to the staff member handling the booking or to the CEO.

Claims must be accompanied by tax invoices or other evidence of the expense having been incurred.

Claims must be submitted within 3 months of being incurred. Any claims submitted after 15 January in the year following the year in which the expense was incurred, will not be reimbursed unless there are exceptional circumstances to explain the delay in submitting a claim.

Reimbursement by USANZ will be made by electronic funds transfer to the nominated bank account.

## 7. Insurance Arrangements

### 7.1 **USANZ Corporate Business Travel Insurance Policy**

#### 7.1.1 Persons covered

USANZ holds a Corporate Business Travel Insurance Policy, currently with Chubb Insurance (Travel Insurance Policy). If a person is a staff member, a director of USANZ, or has otherwise received express notification, then they will be covered by the Travel Insurance Policy. Likewise, if a person is covered, then their accompanying spouse or partner, and any dependent children will also be covered.

Authoritative description of the scope of the Travel Insurance Policy

The full policy wording for the Travel Insurance Policy is at <https://www.chubb.com/au-en/assets/documents/business-travel-insurance-policy-wording-pds.pdf>. The policy wording says what kinds of loss are covered and excluded, but does not state the limits of coverage for the large array of losses. These are in USANZ's annual Policy Endorsement or Schedule.

The following is a brief summary of key points at the time of writing. **It is always possible that the policy wording will have changed since writing, so please check the policy wording for an authoritative guide to the terms.**

#### 7.1.2 Extended coverage due to it being a corporate, not an individual, policy

Consistent with this type of corporate policy generally, the benefits of the Travel Insurance Policy being a corporate/group policy include no general age exclusion; unlimited loss of deposits and cancellation cover for business trips; an automatic extension for incidental private travel and directors' and executives' private travel.

#### 7.1.3 Losses covered

**Baggage and travel documents** - Loss, theft or damage to certain items of baggage, business property, electronic equipment, money or travel documents in specified circumstances. Also, essential replacement of clothing and toiletries for luggage that is delayed for more than 8 hours.

**Medical, evacuation and additional expenses from bodily injury or sickness** - necessary expenses for hospital, surgical or other diagnostic or remedial treatments, dental treatment for acute unexpected onset of pain; evacuation to the most suitable hospital and back to the country of residence and for qualified medical staff to accompany the traveller; ongoing medical expenses incurred after return to country of residence for bodily injury or sickness for which treatment was first sought or received while on a journey.

**Personal accident and sickness** - agreed lump sums or weekly benefits for bodily injury resulting in accidental death, disablement or temporary inability to work.

**Rental and personal vehicle excess** - The excess of a rental vehicle or a personal vehicle due to collision, theft or damage.

**Cancellation and disruption** - forfeited travel or accommodation expenses; necessarily incurred reasonable additional travel or accommodation expenses or out-of-pocket expenses from unforeseen circumstances out of the traveller's control, such as unexpected death, bodily injury or sickness or the traveller's residence or business suffering major theft or damage. Costs would be covered from contracting COVID-19, and not being able to commence travel, or having to suspend travel, due to sickness or quarantine requirements.

**Personal liability** - legal liability to pay damages for bodily injury or loss or damage to property caused by accident, as well as certain legal costs and expenses.

**Chubb assistance and security advice** - 24/7 worldwide travel, medical and security assistance and advice.

**Alternative Employee/Resumption of Assignment Expenses** - Certain alternative employee expenses or resumption of assignment expenses (ie, resuming an assignment within 90 days of returning to the country of residence) due to death, bodily injury or sickness.

**Extra territorial workers' compensation** - Certain non-statutory workers' compensation benefits in certain circumstances.

**Political and natural disaster evacuation** - Cost of return to country of residence or nearest place of safety and reasonable accommodation costs, where immediate evacuation is necessary to avoid bodily injury or sickness.

**Search and Rescue Expenses** - specified costs incurred by a recognised rescue provider or police from a search and rescue operation if a person is reported missing

**Kidnap etc** - Kidnap and ransom/extortion cover or hijack and detention

#### *7.1.4 Exclusions*

Coverage may not apply if a person fails to follow any safety requirements notified by USANZ.

Activities deemed to be hazardous, dangerous or high risk such as snow skiing, water sports, mountaineering or trekking, aerial activities, motor sports, abseiling or rock climbing may need to be referred to Chubb for consideration as to whether they will be covered.

## **8. Frequent Flyer or hotel loyalty schemes**

Persons undertaking approved USANZ travel may accept frequent flyer or other points arising out of that travel. Any such benefits are treated as Personal Benefits to the person travelling.

Travel decisions made by USANZ for Society business, including the choice of airlines or hotels, will not be influenced by such Personal Benefits.

## **9. Airline Lounge Membership**

USANZ will not compensate persons travelling on USANZ business for the cost of joining or maintaining membership of airline lounge facilities or similar services.

## **10. Travel arrangements for specific activities**

### **10.1 Travel for ASM and associated meetings**

USANZ does not cover the costs for members to attend the Annual Scientific Meeting (ASM) or other Society meetings which occur around the ASM. It is assumed that members will be attending the ASM and therefore be available to participate in any Society meeting.

The Board of Directors (Board) approves the following exceptions to this policy.

- USANZ will meet the cost of the USANZ Board, Board of Urology travel to the ASM to attend the respective Board meetings which occur on days adjacent to the ASM. The entitlement for this travel is limited to 1 x night accommodation per meeting. As RACS Councillor attends both meetings, their entitlement is limited to 2 x nights accommodation.
- The USANZ Board Charter also provides that the President, Vice President, Past President and the BOU Chair will have their accommodation costs met for the duration of the ASM. This benefit is in recognition of the number of business meetings that occur with sponsors, international societies and other stakeholders which prevent them from attending ASM programmed activities.
- ASM Organising Committee members are entitled to flights and accommodation for the duration of the meeting they are responsible for organising. The Chair of the Scientific Committee is also entitled to international travel to 1 meeting for the purpose of interviewing potential faculty members and assessing latest innovations in meeting delivery. Attendance is usually at one of the major meetings i.e. EAU or AUA. The Chair will discuss their preference with the CEO.
- USANZ will reimburse the cost of airfares and taxis/transfer costs for Special Advisory Group (SAG) Leaders to attend the ASM for the purposes of convening SAG meetings with members.

### **10.2 International Urological Society Meetings**

USANZ office bearers, selected members and CEO attend specified international urological meetings each year to develop and maintain vital strategic international relationships with other urological associations.

The meetings to be attended are approved as part of the annual USANZ budget.

#### Presidential Travel Obligations

Meetings attended generally include British Association of Urological Surgeons (BAUS) ASM, European Association of Urology (EAU) Congress, Urological Association of Asia (UAA) Congress and the American Urological Association (AUA) Annual Meeting. Two additional meetings are chosen each year, dependent upon strategic priorities.

When attending international meetings, the President is expected to attend social functions and it is appropriate for the partner of the President to accompany them and to participate in important social networking opportunities. To facilitate this, USANZ will also fund the travel costs of the President's partner to one international urological meeting each year.

#### CEO Travel Obligations

While attending international urological meetings, the CEO will join the President in strategic meetings, meet with their counterparts in other societies, join the ASM Scientific Committee

Chair in meetings with potential ASM faculty. The CEO will generally attend the AUA, BAUS and UAA meetings.

### **10.3 USANZ Section Meetings**

- Travel arrangements and costs associated with delivering Australian based Section meetings are approved as part of the annual budget process. Arrangements made by Australian Sections must be in accordance with the principles set out in this policy.
- Travel arrangements and costs associated with local activities of the USANZ Aotearoa New Zealand Section are managed locally by the Trustees of the NZ Section legal entity and are not reported to the USANZ Board. The Trustees are responsible for approving appropriate local travel costs, including those for the Aotearoa New Zealand Section annual meeting.
- The President travels to most if not all Section meetings. On occasions where they are unable to attend, responsibility may be delegated to the Vice President, Past President or another Director.

USANZ will meet the travel and associated costs for the President to attend these meetings. The cost of Section Meeting registration for the President will be met by the Section.

- Sections are encouraged to invite the President's partner to their meeting.

USANZ will meet the travel and associated costs for the President's partner to attend these meetings. The cost of Section Meeting registration for the President's partner will be met by the Section.

- The CEO attends most Section meetings. USANZ will meet the travel and associated costs of the CEO to attend these meetings. The cost of Section Meeting registration for the CEO will be met by the Section.

### **10.4 Board of Urology travel arrangements**

This policy applies to travel arrangements associated with USANZ's delivery of the RACS Surgical Education Training Program and services to the BOU.

The training travel plan and budget is approved as part of the USANZ Annual Budget process. Significant variations in the Training budget or plan require USANZ's prior approval.

### **10.5 USANZ Representatives appointed to External Committees or Groups**

An Appointee to the role of USANZ Representative on External Committees may be entitled to receive a contribution from USANZ towards their travel costs.

Each appointment is assessed on a case by case basis and entitlements to funding are provided in accordance with the USANZ Policy: Representative on External Committees.

Arrangements between USANZ and the Appointee will be set out in the appointment documents including the Consent to Act signed by the Appointee.

## **Related policies, documents and legislation**

- USANZ Board Charter
- Board Code of Conduct
- USANZ Representative Appointments to External Committees Policy

- USANZ Insurance Register and associated policies
- ASM Organising Committee Guidelines

### Superseded documents

- None

### Revision history

Version	Date approved	Notes	By
1.0	2004	Approved Standing Order "Authorised Travel on Society Business 2004"	Board of Directors
2.0	14.11.2010	Approved to replace former Society Standing Order	Board of Directors
3.0	15.04.2016	Reviewed and Approved	Board of Directors
4.0	26.11.2022	Registered in Policy Framework and Reviewed. Revision of insurance clause regarding foreseen and unforeseen circumstances. Reduction in change to length of flight requirements for business class travel.	Board of Directors
4.1	26.08.2023	Increase in length of flight requirements for business class travel.	Board of Directors

### Review date

This policy will be reviewed every 3 years. The next review will be in August 2026.

### Contact

Michael Nugara, CEO

Email: [michaelnugara@usanz.org.au](mailto:michaelnugara@usanz.org.au)

