

Travel & Entitlements Policy and Procedures



INTRODUCTION

This policy, associated procedures and entitlements are applicable to Cancer Nurses Society of Australia (CNSA) Staff, Board Directors and those who travel on CNSA funded business. Where travel expenses are funded by a specific grant or contract, individuals should refer to the terms of that grant or contract for guidance on expenditures allowable.

TRAVEL COSTS

Travel costs refer to expenses incurred for transportation, accommodation and meals by individuals travelling on approved CNSA business. Those traveling on approved CNSA business will be reimbursed for all necessary and reasonable expenses of travel.

TRAVEL INSURANCE AND INDEMNITY

The CNSA will provide travel and public indemnity insurance for Staff, Board Directors and volunteers who travel on CNSA funded business.

APPROVAL OF TRAVEL

All CNSA travel requests are made directly to the CNSA Office through completion of a [Travel Request Form](#). Travel requests are approved by the Executive Officer (EO). Travel must be booked and paid for by the CNSA office, unless otherwise approved and authorised by the Executive Officer.

When authorising and approving payment of travel expenses, authorisation and payment is limited to travel that is necessary to accomplish the project or program objectives in the most effective manner an agreed time frame.

TRANSPORTATION

Transportation expenses and associated ground costs (including parking, public transport, and taxi or ride share fares) will be based on the most economical mode of transport that reasonably meets business travel needs and considering the effective use of the CNSA traveller's time.

Air Travel

Approved air travel is based on best available, non-refundable economy fares that enable individuals to arrive at their destination at a time that suits the individual.

Fees incurred for changes to booked travel, will be at the expense of the individual making the change. CNSA does not permit individuals to make alternate travel bookings where flight and accommodation credit vouchers are offered by the airline or hotel or associated travel agency.

Except for circumstances described below, CNSA will not authorise airline travel at any class of service above non-refundable economy, with the exceptions outlined below:

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- Imposition of circuitous routing
- Travel during unreasonable hours (as outlined above); or
- Additional costs would otherwise be incurred that would offset the transportation savings

The use of airline upgrades to a higher class of service is permitted at the individual's expense. Where individuals book air travel at a class outside of non-refundable economy class without prior approval, reimbursement will be approved only at the published non-refundable economy class rate.

Use of Private Motor Vehicles

For business-related use of a private vehicle, travellers will be reimbursed for the actual kilometres driven (shortest or most convenient route directly to and from business destination) at the standard rate as published by the [Australian Taxation Office \(ATO\)](#). Tolls and reasonable parking charges will be reimbursed in addition to the mileage allowance. No reimbursement is allowed for private vehicle maintenance, insurance, transportation and operating costs.

If a personal vehicle is used primarily for the convenience of the individual and the approved travel is to a location more than 500 kilometres beyond the point of origin, reimbursement will not exceed the lesser of the following: 1) the cost of per-kilometre reimbursement plus tolls; or 2) the round-trip airfare between the nearest commercial airport serving the origin and destination locations, plus transfer costs to and from the airport. To claim Motor Vehicle Reimbursement, the [CNSA Motor Vehicle Allowance Claim Form](#) must be completed within 30 days of us.

Public Transport

Individuals may travel by rail or bus on CNSA business where this is suitable. Where the public transport is for interstate travel, the reimbursement is limited to the published cost of a non-refundable, economy class airfare available for the location of travel from a standard commercial air carrier.

Automobile Rental

Reasonable car rental charges for economy and standard/midsize vehicles are allowable when renting a vehicle would be more advantageous to CNSA than other means of commercial transportation. Additional charges for upgrades are not allowed unless there is a specified business purpose for the upgrade, such as multiple individuals traveling together.

If the rental includes personal as well as business travel, the total cost must be divided by the number of total rental days and then multiplied by the number of business days to calculate the business expense allowable.

Fines issued in relation to rental vehicle hire are at the expense of the individual driving the vehicle at the time of the offense. Any infringement costs charged automatically to CNSA will be invoiced back to the individual who incurred the fine.

CNSA maintains car hire insurance through its Corporate Travel Policy. Additional car rental insurance is not required. Fuel expenses are reimbursable. Whenever possible, rental vehicles should be fuelled at a non-rental facility to minimise fuel surcharges.

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LOCAL TRAVEL

Individuals are only permitted to claim the amount over and above their normal commuting expenses (inclusive of transportation and meals).

ACCOMMODATION

Accommodation bookings will be made based on accommodation rated between 3 and 4 stars, except where 5-star accommodation is less expensive. Accommodation is limited to the actual nights required to undertake CNSA business and limited to the actual/reasonable cost of a single room plus applicable taxes. Where individuals extend their stay beyond the period required for CNSA business, additional accommodation costs are at the individuals own expense.

Shared accommodation will be booked as appropriate, providing that each individual has their own allocated room and bed. Where individuals do not consent to share accommodation, they must declare this on their Travel Detail and Preference Form.

CNSA ANNUAL CONGRESS

Directors, Staff and other volunteers required to attend the CNSA Annual Congress or meetings scheduled to coincide with Annual Congress will have travel costs covered in the form of:

- Transportation and ground costs;
- Accommodation (1 night per day required); and
- Discounted Congress registration* (per day the individual is required to be at Congress)

Please refer to Appendix A for more information.

MEALS AND INCIDENTAL EXPENSES

Individuals may seek reimbursement for reasonable actual expenses incurred for meals and incidentals. Itemised receipts are required for all reimbursement applications. In exceptional circumstances, when an itemised receipt is not available, individuals may submit a brief explanation of why an itemised receipt could not be provided and a description of meal expenses. Reimbursement for meals that are not supported by itemised receipts will be limited to a maximum of \$25 per meal.

Reimbursements for meals are at the rate published by the ATO, for salaries under the lowest published rate. Refer to the [ATO website](#) for these rates which may change from time to time. Where individuals travelling on CNSA business claim additional catering incidentals the total amount available for reimbursement cannot exceed the ATO published rate.

Where meal and incidental costs are charged back to an authorised CNSA debit or credit card, amounts that exceed those listed above will be invoiced back to the individual making the charge.

[Group/Shared Meal Costs](#)

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Reimbursement requests which include meal expenses for others must identify the name and business affiliation of others present. The cost must be reasonable for the number of participants.

Alcohol

Where group events or shared business meetings occur, the consumption of alcohol is permitted however cannot be claimed for reimbursement.

Reimbursement of alcohol expenses incurred by CNSA Staff, Directors or other personnel outside of the pre-approved group event or shared business meeting is strictly not permitted.

OTHER COSTS

Meeting Expenses

Where the primary purpose is to participate in business of the Company the CNSA office will arrange for the provision of meals appropriate for the time of day of the meeting, non-alcoholic beverages, AV equipment and support, rental of meeting facilities, speaker facilitation fees as budgeted for and transportation costs.

UNALLOWABLE/NON-REIMBURSABLE COSTS

Entertainment costs including amusement, diversion, and social activities and any costs directly associated with such costs such as tickets to shows or sport events, meals, lodging, rentals, transportation, and gratuities are not permitted. Parking tickets or traffic violations incurred whilst attending to CNSA business are incurred at the expense of the individual perpetrating the offense.

Costs incurred for a spouse or dependents' transportation, lodging or meal expenses whilst accompanying an individual's approved person on CNSA business, is at the cost of the Director, Staff member or approved person, not the CNSA.

REIMBURSEMENT PROCEDURES

Individuals seeking reimbursement must complete a CNSA [Reimbursement Form](#) within 30 days of incurring the expense. Itemised receipts are required for all reimbursement applications. For expenses incurred whilst overseas, all expenses must be itemised and reported in equivalent Australian Dollars, using the actual exchange rate charged by the vendor.

Expenses submitted for reimbursement 90 days or more after the expense has been incurred are not eligible for reimbursement and will not be processed.

No third parties are permitted to receive reimbursement on behalf of any CNSA Staff, Directors or other approved individuals.

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APPENDIX A

CNSA Annual Congress Entitlements			
Position	Registration	Airfare	Accommodation
Board of Directors*	50% discount	Yes	1 x night
President	Complimentary	Yes	Maximum 4 nights
Annual Congress Chair	Complimentary	Yes	Maximum 3 nights
State Group Chairs	50% discount	Yes	1 x night
Special Practice Network Chairs	50% discount	Yes	1 x night
Standing Committee Chairs	50% discount	Yes	1 x night
Professorial Advisory Council	2 day Complimentary	No	No

*Discounted Congress registration is for a maximum of 50% of the total Annual Congress registration fee with the exception of some Director roles who are required to attend multiple meetings over the duration of Annual Congress. These Director roles will be variable depending CNSA priorities and requirements will be minuted in a Board meeting preceding Annual Congress.