

## Policy

**Subject:** Travel  
**Approval Date:** March 2000, Revised October 2002, August 2005, March 2007, March 2008, July 2011, November 2013, January 2015, March 2018, June 2018, October 2018, September 2020  
**Review Date:** September 2024  
**Review By:** Board of Directors  
**Number:** 1/2000

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### Travel Purpose

All College travel must be approved prior to bookings being made. Rules and regulations across states and regions may vary according to government health regulations. The College will make the final decision whether a member can undertake travel on the College account to attend an event of any kind.

It is the responsibility of the traveller to ensure that they are in good health and have taken all reasonable precautions to protect themselves from contracting disease before, during and after the travel and the event. A member experiencing any symptoms of disease should not travel. A member who is unwell during travel or event time must immediately advise the College via their College contact or email [rcpa@rcpa.edu.au](mailto:rcpa@rcpa.edu.au) and must discontinue their activities until they have been medically cleared.

The College follows all advice and prescribed rules to ensure its buildings comply with government health requirements and standards. Members will be advised of these in advance of an event and attendees must adhere to all clearly signed rules at all times on the College premises to protect themselves, colleagues and RCPA staff.

### Airfares

The Policy is that all Fellows and Management Team staff travelling on College business are entitled to an economy airfare plus taxes and levies at the level utilised by the College which the College travel agents have been directed to use. However, the College is appreciative of Fellows and Management Team staff who take advantage of less expensive travel options which may be available and reasonably convenient.

Exception is made for the President and Vice Presidents who are entitled to business class airfares when travelling overseas and interstate on College business. Administrative staff travelling overseas on flights of more than eight hours are also entitled to business class airfares.

When travelling on College business, Fellows will be responsible for arranging their own travel arrangements using the current College travel agents and must advise the committee name or reason for travel when making the booking. The College approved travel agents have a list of all Fellows on Committees who may book flights. The College pays the travel agents directly.

The current travel agent will book flights on QANTAS. Fellows travelling overseas may investigate alternative airline rates to QANTAS. If a cheaper alternative is available through another airline, the College will reimburse the Fellow the ticketed fare upon submission of the original airline ticket and completed RCPA Meeting Expense Claim form.

Flights for other Fellows not on committees, who need to travel on behalf of the College, will be organised through the College approved travel agents.

Meetings will generally be arranged at times that minimise the need for overnight stays.

### **Qantas Club Membership and Frequent Flyer Points**

Membership of the QANTAS club as part of the College account is available.

Fellows may accumulate Frequent Flyer points for airfare bookings and hotel accommodation on their own accounts. Fellows are encouraged to use such points for flights/upgrades in relation to College travel.

### **Taxi Travel and Valet Parking**

Members of College Boards and committees may be issued Cabcharge taxi vouchers (for use on College business). Additional vouchers will be available if required.

Members of the Board of Directors may be issued with a Cabcharge Card for use on College business. The Card will be cancelled upon the member's resignation or completion of term on the Committee and must be returned to the College.

Fellows' costs of daily taxi travel and/or valet parking incurred in attending College business will be reimbursed on submission of the original taxi or valet parking receipts with a completed RCPA Meetings Expense Claim form. In addition to taxis, Uber and similar companies are sometimes used by Fellows and the base services offered by these companies are acceptable (not Uber black); Fellows can claim refunds from the College. However, the preferred utility is taxi as the College has an account with Cabcharge and can easily keep track of transactions.

### **Accommodation**

The College has established a special rate with Adina Apartments in each capital city. Adina is the preferred establishment. The College approved travel agents will assist with other establishments at special College rates. Where a quoted rate is higher than \$AUD380/night and/or is non-refundable the approved travel agents must obtain College approval to proceed with the booking.

The College pays up to a maximum of \$120 per Fellow per day for incidentals on the production of receipts for the following:

- Breakfast
- Dinner
- Moderate usage of mini-bar, ie. One drink/chocolate bar
- Telephone calls/faxes for College business, one short call home.

PLEASE NOTE: It is the responsibility of each Fellow to sight, verify and sign off on the hotel account when checking out, despite the fact that the account is to be sent back to the College for payment.