

HL7 Australia

Board Policy

Domestic and International Travel

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Approved for internal use



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2 Overarching Travel Principles

- Domestic and International travel is required of the HL7 Australia Board and other officials from time to time to adequately discharge duties and obligations through attendance and representation in various forums.
- HL7 Australia values the voluntary work of its Board and other officials in travel and representation.
- It is essential that HL7 Australia funds are allocated appropriately in relation to travel within set guidelines and pre-determined parameters.
- These parameters must be transparent, fair, accountable and capable of review.
- Expenses will be paid on a reimbursement basis unless there is a compelling reason for upfront payment by HL7 Australia.
- Expense claims must be submitted within 6 months of the date of travel.
- HL7 Board reserves the right to consider exceptional circumstances.
- HL7 Australia should endeavour to give Board members and other official travellers a minimum of 4 weeks' notice of travel.

3 Domestic Travel

3.1.1 Flights

- The best fare of the day is to be used as a guide.
- The cost of flights will be reimbursed based on the lowest category of flight available e.g. Redi-deal or comparable not fully flexible.
- Bookings should be made as soon as travel dates are released to ensure the best price can be obtained.
- HL7 Australia Board and other official travellers are able to pay the difference for any other class of travel at their own cost.
- In instances where the difference between the base fare and another class of travel is self-funded, evidence must be provided to substantiate the base cost e.g. invoice, quote or screenshots.

3.1.2 Accommodation

- Based on Australian Taxation Office (ATO) guidelines in Appendix A.
- These guidelines function as a cap on the upper limit of accommodation beyond which reimbursement will not be provided.
- HL7 Australia Board and other official travellers are able to pay the difference for any other cost of accommodation at their own expense.
- When travel is required for full day events, HL7 Australia Board and other official travellers will be accommodated either the night before or the night after at their choosing.
- For longer distance travel or when there is a requirement to travel early or late across two days to meet Board commitments, a night before and after is acceptable.

- Partners and family members are free to stay with HL7 Board Members and other official travellers on approved travel however this must not increase the cost to HL7 Australia. If an increased cost results, this portion must be funded by the Board Member.
- HL7 Australia Board and other official travellers are free to extend their stay at their own cost.

3.1.3 Transport costs

- The cost of transport to and from approved venues will be reimbursed.
- HL7 Australia Board and other official travellers must seek to minimise costs e.g. ridesharing.

3.1.4 Meals

- A \$50 cap per day for meals will be paid per day of travel.
- Meal expenses will not be reimbursed if the meal being claimed is available and provided at the official venue as part of the program registration, airfare or accommodation package.
- Not to include alcohol.

3.1.5 Registration

- HL7 Australia will pay any registration costs associated with approved attendance or representation.

4 International Travel

- Is defined as travel outside of Australasia and New-Zealand.

4.1.1 Flights

- The best fare of the day is to be used as a guide.
- The cost of flights will be reimbursed based on a premium economy flight.
- Bookings should be made as soon as travel dates are released to ensure the best price can be obtained.
- HL7 Australia Board and other official travellers are able to pay the difference for any other class of travel at their own cost.
- In instances where the difference between the base premium economy fare and another class of travel is self-funded, evidence must be provided to substantiate the base cost e.g. invoice, quote or screenshots.

4.1.2 Accommodation

- Accommodation limited to the length of the event plus one night.
- Accommodation for international travel will be at the HL7 international negotiated hotel rate.

- If for whatever reason, the HL7 international negotiated hotel is not available then rates should be based on the HL7 International Rate as a benchmark for which 10% over is acceptable.
- These guidelines function as a cap on the upper limit of accommodation beyond which reimbursement will not be provided.
- HL7 Australia Board and other official travellers are able to pay the difference for any other cost of accommodation at their own expense.
- Partners and family members are free to stay with HL7 Board Members and other official travellers on approved travel however this must not increase the cost to HL7 Australia. If an increased cost results, this portion must be funded by the Board Member.
- HL7 Australia Board and other official travellers are free to extend their stay at their own cost.

4.1.3 Transport costs

- The cost of transport to and from approved venues will be reimbursed.
- HL7 Australia Board and other official travellers must seek to minimise costs e.g. ridesharing, public transport when available.

4.1.4 Meals

- A \$50 cap per day for meals will be paid.
- Meal expenses will not be reimbursed if the meal being claimed is available and provided at the official venue as part of the program registration, airfare or accommodation package.
- Not to include alcohol.

4.1.5 Registration

- HL7 Australia will pay any registration costs associated with approved attendance or representation.

4.1.6 Travel Insurance

- A travel insurance policy should be purchased for all international travel.
- The reasonable cost of this will be reimbursed by HL7 Australia.

5 Submission and Payment of Reimbursement

- HL7 Australia requires the submission of written tax invoices as evidence to substantiate costs.
- Submission of reimbursement claims is the responsibility of the HL7 Australia Board Member and other official travellers.
- Expense claims must be submitted along with accompanying tax invoices via [Xero](#) within six months of the expense being incurred. HL7 Board reserves the right to consider exceptional circumstances however HL7 Australia reserves the right to reject expensed submitted after this timeframe.

- Sign off on expense claims is required by two Board members not related to the expense claim. Approvals and notes are to be added to [Xero](#).

Appendix A: Australia Taxation Office Guidelines

Domestic Accommodation (per night):

Place	Accomm. \$
Adelaide	209
Brisbane	257
Canberra	246
Darwin	287
Hobart	195
Melbourne	265
Perth	265
Sydney	265
Country centres	\$195, or the relevant amount in Table 4 if higher

Domestic Country Centres Accommodation (per night):

(Table 4 referenced above)

Country centre	\$	Country centre	\$
Albany (WA)	179	Jabiru (NT)	200
Alice Springs (NT)	150	Kalgoorlie (WA)	159
Bordertown (SA)	135	Karratha (WA)	300
Bourke (NSW)	165	Katherine (NT)	134

Bright (VIC)	152	Kingaroy (QLD)	134
Broome (WA)	260	Kununurra (WA)	202
Bunbury (WA)	155	Mackay (QLD)	161
Burnie (TAS)	160	Maitland (NSW)	152
Cairns (QLD)	153	Mount Isa (QLD)	160
Carnarvon (WA)	151	Mudgee (NSW)	135
Castlemaine (VIC)	146	Newcastle (NSW)	165
Chinchilla (QLD)	143	Newman (WA)	195
Christmas Island (WA)	180	Norfolk Island (NSW)	329
Cocos (Keeling) Islands (WA)	285	Northam (WA)	163
Colac (VIC)	138	Orange (NSW)	155
Dalby (QLD)	150	Port Hedland (WA)	260
Dampier (WA)	175	Port Lincoln (SA)	170
Derby (WA)	190	Port Macquarie (NSW)	140
Devonport (TAS)	145	Port Pirie (SA)	150
Emerald (QLD)	156	Roma (QLD)	139
Esperance (WA)	141	Thursday Island (QLD)	200
Exmouth (WA)	255	Townsville (QLD)	143
Geraldton (WA)	175	Wagga Wagga (NSW)	144
Gladstone (QLD)	187	Weipa (QLD)	138
Gold Coast (QLD)	200	Whyalla (SA)	163
Gosford (NSW)	140	Wilpena-Pound (SA)	167
Halls Creek (WA)	199	Wollongong (NSW)	136
Hervey Bay (QLD)	157	Wonthaggi (VIC)	138
Horn Island (QLD)	200	Yulara (NT)	300