

POLICY

Portfolio	Finance and Support Services	Ref. No.	POL-6000
Department	Procurement		Title
	Travel and Accommodation		

1. PURPOSE AND SCOPE

The Royal Australasian College of Surgeons (RACS) Travel and Accommodation Policy establishes clear guidelines for safe, reasonable, and economical travel arrangements for overseas or domestic travel.

The purpose of this policy is to ensure that all persons undertaking duties on behalf of RACS understand

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Personal expenses and expenses more than the maximum daily allowances should be paid directly to the hotel upon checkout. If any personal expenses or items exceeding the maximum limit are charged to the RACS account, these will be referred to the relevant person for payment.

No allowance or benefit of any kind is payable for individuals travelling on RACS business who choose to make alternative private accommodation arrangements, such as staying with relatives, friends, or colleagues.

Accommodation may be booked for the night before and/or night of any authorised function, meeting or conference where considerations of time, distance and available transport require it.

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6. USE OF VEHICLES

6.1. Car Rental

If required, car rental should be booked through Corporate Traveller. Vehicle categories rented should reflect the requirements of the individual(s) travelling and the principles outlined in this policy

6.2. Private Vehicle Use

Reimbursement for personal vehicle use incurred while travelling on The RACS business will be made at the rate of \$0.85¹ per kilometre in line with the current ATO gu8()-md-12.2(e)-8.9(i)3.1(nemet)-1.1(8

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