

# TRAVEL AND ACCOMMODATION POLICY AND GUIDELINES

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## 1. PURPOSE AND SCOPE

All members, trainees, staff, and others travelling for College business must comply with the RANZCOG Code of Conduct and conduct themselves in a manner that reflects the standard of professional and ethical behaviour expected by the College.

<b>Contractor/Consultant</b>	A person or entity, who or which, provides services either personally, or through its employees, to achieve prescribed objectives or ends, and for a sum of money agreed prior to the work being undertaken
<b>Domestic Travel</b>	Travel to any destination within Australia (and its territories), within Aotearoa New Zealand by any carrier, and Trans-Tasman travel
<b>Duty of Care</b>	The College's legislative requirement to safeguard its students, staff and other representatives

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or phone. Contacting Corporate Traveller will incur an additional fee. When contacting Corporate Traveller, email is the preferred method as this ensures that a record of requests submitted are retained to facilitate accurate record keeping for both the College and Corporate Traveller.

Due to the College's contractual agreement, all flights must be booked using Qantas, unless Qantas is unavailable during the time required to travel.

Contact details for Corporate Traveller are as follows:

**YOUR.CT**

<https://yourct.com.au/Account/Login>

Corporate Traveller Travel Manager:

Claire Miller

Email:

[claire.miller@corporatetraveller.com.au](mailto:claire.miller@corporatetraveller.com.au)

Phone:

(03) 8535 1620

From overseas:

1300 189 693 or +61 7 3170 3844

Hours of operation:

8.00am – 6.00pm Monday to Friday

## 5.1 President

The President shall be provided with business class air travel within Australia, Aotearoa New Zealand, and overseas but may elect to use the best available airfare for travel if desired.

The President shall represent the College at up to three international meetings per year, with additional meetings requiring the approval of the RANZCOG Board. -9 .8









### 9.3 Public transport

Public transport may be used for travel to and from a College business-related

All staff of RANZCOG must seek approval for travel prior to any travel arrangements being made and prior to undertaking travel. Any staff member who is required to travel for work purposes must

The Commonwealth Department of Foreign Affairs and Trade (DFAT) maintains travel advisories for most destinations to help Australians travelling overseas. Information for specific countries can be obtained from the DFAT website (<http://www.smartraveller.gov.au>).

The New Zealand Ministry of Foreign Affairs and Trade (NZMFA) maintains travel advisories for most destinations to help New Zealanders travelling overseas. Information for specific countries can be obtained from the following website: (<https://safetravel.govt.nz/>).

All travellers on College business must take responsibility for monitoring the DFAT or the NZMFA website to ensure that travel is only undertaken according to these determinations.

Travel advisories fall into f

advisories and are available on the website.

Once received by the College, the form will be approved by the relevant Manager, Executive Director or Chief Executive Officer in accordance with these guidelines.

## **16. ASSOCIATED DOCUMENTS**

RANZCOG Expense Reimbursement Claim Form RANZCOG