



Travel Policy

1. Purpose

The purpose of this policy is to document the expectations of New Zealand Association of General Surgeons (NZAGS) regarding Member and staff travel and associated expenses whilst engaged in NZAGS business.

2. Preferred provider

When possible Members and staff should use the preferred booking agent for air travel, accommodation and associated bookings.

Currently this provider is:

Robyn Wright Capital Travel

robyn@capital.travel

04 4999 760

A travel request form is provided to assist with this process (Appendix A)

3. Allowances

3.1 Air travel

The President or their proxy, and chair of NZBiGS or their proxy travelling on NZAGS business may travel Business Class for flights longer than 4 hours scheduled flying time. Staff and Fellows employed as staff members, travelling on RACS business will normally be funded for Economy Class only (Business Class and Premium Economy are excluded).

The President may take their partner on **one** trip per annum on a Business Class fare at NZAGS expense. The following meetings only will be considered for this allowance:-

RACS Annual Scientific Congress
Association of Surgeons of Great Britain and Ireland Scientific Congress
General Surgeons Australia ASM

Exceptions to this can only be approved by the Chief Executive Officer.
All air travel on NZAGS behalf is to be at economy rate; in-flight meals and entertainment as part of this airfare is permissible.

Prior approval for airfares above economy rate must be granted by the Executive Director before travel is booked. Note that the NZAGS policy differs from the RACS travel policy in this respect.

Members and staff are permitted to accrue Frequent Flyer rewards whilst on business trips for NZAGS. The Association will not fund airline loyalty club memberships without the prior approval of the Executive.

Excess baggage is the responsibility of the traveller, unless the excess is due to the requirements of the business travel for NZAGS, for example, if the traveller is required to take equipment as well as personal baggage.

3.2 Hotels and associated costs

The hotel allowance is up to \$500 per night. NZAGS will pay for meals, internet usage, parking, non-alcoholic minibar purchases (within reason) and newspapers. Meals will only be reimbursed if the traveller was not catered for that meal during the course of their business.

3.3 Car rental

This should be organised through the preferred provider. Unless there will be more than four passengers, and/or exceptional volumes of baggage are to be carried, the vehicle should normally be 1600cc or less. No luxury or sports vehicles should be rented unless provided as an upgrade at no cost to NZAGS.

3.4 Use of own car

Members and staff using their own car for NZAGS business will be reimbursed at a rate of \$0.75 per kilometre. The total distance travelled should be entered on the expense reimbursement form:-

<https://www.nzags.co.nz/members/travel-expenses/>

3.5 Taxis

NZAGS has "Blue Bubble Taxi" one-use vouchers and these should be used by staff and Members whenever possible. NZAGS staff may issue taxi vouchers for Members on NZAGS business ensuring appropriate information is provided on the chit to identify the traveller and the purpose of the journey.

3.6 Insurance

Travel insurance on overseas business should be sourced through the preferred provider. If rental vehicles are required overseas, specific insurance for this must be purchased through the rental company.

3.7 Cancellations

Travel which is no longer required must be cancelled immediately, either with the booking agent or the provider as soon as possible to ensure NZAGS can negotiate refunds.

4. Expenses

The NZAGS expense reimbursement form should be used for expenses occurred whilst on NZAGS business. The form should be accompanied by GST/tax receipts for all items listed.

Where tax receipts are not available, credit card receipts or statements should be provided but should be limited to where receipts are not issued (for example, some car parks, or where the transaction is non-New Zealand currency).

NZAGS will reimburse all reasonable costs incurred by the traveller on NZAGS business as defined in this policy. However, the following will not be reimbursed:

- Passport issue or renewal
- Parking fines
- Traffic infringements
- In room entertainment
- Accompanying traveller (non-NZAGS) costs
- Customer loyalty programmes
- Tipping
- Interest/late payment penalties

The expense reimbursement form is available on the NZAGS website:

<http://www.nzags.co.nz/members/expenses-form/>

4.1 Reimbursement of NZAGS business linked to NZAGS conference

Where a member is attending either a NZAGS Executive Meeting or NZ Training Committee Meeting or Trainee Day scheduled to coincide with the NZAGS ASM, the member will be only be refunded for travel expenses if they are **not** attending the ASM.

4.2 Personal travel appended to business travel

Where the traveller is approved to add personal travel to a business trip, all additional costs associated with that personal travel are the responsibility of the traveller and must be paid for at the time of the booking.

Where the cost of an airfare, or any other travel or accommodation suited to the traveller is greater than that normally incurred for the business travel, the traveller will be expected to pay the difference. The business and personal components of any travel must be clearly indicated on the travel booking form so that NZAGS and the traveller can be invoiced appropriately.

4.3 Personal upgrades

Members or staff on NZAGS business opting for personal fare, hotel or car rental upgrades exceeding those outlined in sections 3.1, 3.2 and 3.3 of this policy, must pay any difference at the time of the booking.

Glossary of terms	
NZAGS	New Zealand Association of General Surgeons
"The Association"	New Zealand Association of General Surgeons
GST	Goods and Services Tax
RACS	Royal Australasian College of Surgeons

Version control			
Version Number	Date	Author	Amendments
1.0 first draft	12/7/2012	Claire Nicoll	
1.1	4/4/2013	Claire Nicoll	finalised
	30/1/2014	Claire Nicoll	Updated weblinks for new website
	29/1/2015	Claire Nicoll	Updated travel broker details
1.2	8/2/2018	Claire Nicoll	Added new 4.1 to cover reimbursement for NZAGS business conducted at ASM and a few minor corrections
1.3	21/3/2018	Claire Nicoll	Andrew Moot's edits
1.4	4/12/2018	Claire Nicoll	Agreed edits from Exec meeting 23/11/2018

Document Approval/Review	
Approval Date	Status
22/3/2019	Final
Next Review Date	Mar 2021

Appendix A

TRAVEL REQUEST FORM

Robyn Wright, Capital Travel

Email: robyn@capital.travel Phone: 04 4999 760

Date of request: _____

Your name: _____

Your contact details: _____

NZAGS reason for travel: _____

Title (Mr, Ms, Mrs, Dr, Etc.)

First name (as per photo ID)

Family name (as per photo ID)

Departure city

Destination city

Departure date

Preferred departure time

Return date

Preferred return time

Frequent flyer numbers

Passport nationality (if travelling overseas)

Special meal/seating requests

Accommodation required Yes No

Travel insurance required Yes (please provide date of birth) No

Other requests