ANZIC Travel Expenditure Policy

Whilst it is not possible or desirable to set rules for every possible situation, the following provides guidelines on expenditure support for ANZIC related domestic and international travel. The Policy pertains to workshops, courses, conferences, committee and forum meetings, travel for scientific drilling expeditions and projects, post-expedition meetings[1]. The policy applies to ANZIC staff and representatives of ANZIC when undertaking ANZIC-approved travel.

Travel bookings

All travellers must be able to demonstrate to ANZIC that they have travel approval from their home institution.

ANZIC prefers that Australian-based travellers make travel bookings and have insurance coverage through their home institution. ANZIC will then reimburse costs, up to any approved amount, on receipt of an invoice from the traveller's home institution. In exceptional circumstances, ANZIC may agree to make travel bookings on the traveller's behalf through the Australian National University.

Arrangements for New Zealand based travellers are made through the GeoDiscoveryNZ Secretariat (at Earth Sciences New Zealand) and are subject to their travel guidelines.

Expenditure covered

ANZIC will cover the following expenses related to your participation, but please also refer to your offer letter (if applicable) for any additional details:

- Economy class return flights to the most convenient and cost-effective destination airport
- Ground transfers between the traveller's home and their local airport, or airport parking when it is more cost effective
- Ground transfers between the most convenient and cost-effective destination airport and the venue or hotel at the destination
- Accommodation for the duration of the activity
- Daily transfers from accommodation to venue, if required
- Meals and non-alcoholic beverages with meals
- Attendance or registration fee, where applicable
- Any necessary visa costs
- Costs related to medical assessments where required by the organising party
- Any approved pre-activity training required; e.g. HUET (Helicopter Underwater Escape Training), Safety and Sea Survival Courses, etc.

[1] Note this is not an exhaustive list – please discuss your travel needs with the ANZIC Coordinator

Guidance on accommodation and meals

Accommodation is typically provided through mid-range hotels based on the most cost-effective option. Indicative rates (in AUD, including GST) are:

- metro cities – up to $300 per night
- elsewhere outside metro – up to $230 per night.
- Exceptions when rates exceed limits due to unavoidable circumstances, such as a pre-approval process with justification (e.g. event-driven price increases).

Reasonable expenditure whilst travelling for work is per the table below:	**AMOUNT (AUD) INCLUDING GST – PER HEAD**
Domestic Travel Expenditure	
Breakfast	up to $30
Lunch	up to $35
Dinner	up to $65
These amounts include non-alcoholic drinks	
International Travel Expenditure	
Breakfast, Lunch & Dinner	Per Domestic Travel limits above. However, ANZIC approval for a higher meal allowance abroad can be given as a percentage above domestic rates or adjustments based on the destination's cost of living.

<u>Tipping</u>: ANZIC will allow tipping in countries where it is local and expected practice and where prior approval has been obtained and appropriate records maintained (e.g. receipts and logs). Tipping should not in any circumstance be extravagant.

Expenditure not covered

Expenditure that will not be covered by ANZIC includes:

- Infringements or fines of any nature
- Alcoholic beverages and minibar costs
- Hotel items not related to accommodation/meals, e.g. entertainment, spa treatments, etc.
- Additional (outside of a meal) coffees, snacks, beverages, excluding bottles of water
- Parking where more cost-effective means are available (e.g. taxi/rideshare or public transport)
- Rental vehicle unless there are no reasonable (cost, time, safety, transporting equipment or availability) taxi/rideshare or public transport options
- Meals if already provided (e.g. at hotel as part of room booking or during the activity by the hosts), unless medical or dietary needs are not satisfactorily provided for
- Expenses of a personal nature (e.g. medication, toiletries, etc.)
- Passport renewal fees
- Additional baggage on flights unless pre-approved by ANZIC

Reimbursement of expenses

Travellers must retain all relevant receipts pertaining to their trip. ANZIC will reimburse the traveller's institution (via payment of invoice) for allowed travel costs. The traveller can seek reimbursement for costs incurred personally by completing the official ANU Guest Reimbursement Form and submitting it with receipts to the ANZIC Coordinator.