

Travel & Accommodation Guidelines

POLICY	
Last amended	
Executive Committee Endorsement	21 November 2017
Proposed Review Date	December 2018
Related Documents	ARMS Bylaws

PURPOSE

The purpose of this Policy is to establish a minimum set of principles, requirements and expectations for reimbursement of travel and accommodation expenses for ARMS approved activities.

PRINCIPLES

ARMS will reimburse members of the Board (including the Executive Office), Accreditation Council, Standing Committees and ARMS Training Fellows for any reasonable travel and accommodation expenses incurred in undertaking activities on behalf of the Society.

Travel and accommodation expenditure includes:

- Accommodation & Meals
- Air flights & Airport Parking Fees
- Taxi Fares, Other Fares
- Own Vehicle Expenses

Reimbursement will be provided where the appropriate receipts and tax invoices have been supplied as outlined in this policy.

ACCOMODATION & MEALS

Accommodation & Meal expenditure deemed as reasonable are outlined in Schedule 1 & Schedule 2 of this policy. These prescribed amounts are in alignment with the Australian Taxation Office Tax (ATO) determination of reasonable travel and meal allowances TD2017/19 Table 2. The amounts prescribed in this policy will be updated on an annual basis in accordance with the ATO's annual determination.

There will be instances where travel and accommodation expenditure may exceed the prescribed amounts detailed in schedule 1. In such instances, pre-approval from the ARMS Executive Office will be required.

Where international accommodation is required, the Executive Office will review the accommodation that is available for that location and will determine the rate deemed as reasonable.

AIRFLIGHTS & AIRPORT PARKING FEES

Reimbursement for domestic air fares will be covered by ARMS at a standard economy rate in accordance with the ARMS Bylaws.

An upper limit of \$3,500 AUD is approved for international economy travel in accordance with ByLaw 2.2.3).

ARMS will reimburse airport parking costs where an individual garages their car at the Airport while travelling instead of incurring taxi fares to and from airport, whichever is the lower amount.

TAXI FARES & OTHER TRAVEL COSTS

Taxi fares to and from the airport will be reimbursed, as well as any fares (e.g. taxi, bus, train etc.) incurred in going to and from the location that the meeting, training session or other location associated with the purpose of the travel.

OWN VEHICLE EXPENSES

Where an individual uses their own vehicle, ARMS will reimburse car expenses at a rate of \$0.68 per kilometre travelled to and from the location of the meeting, training session or other location associated with the purpose of the travel.

CLAIMING REIMBURSEMENT

To claim a reimbursement for the expenditure incurred a **Reimbursement Form** must be completed with a copy of the **Tax Invoice(s)** for the associated claim and forwarded to the Executive Office:

Australasian Research Management Society Inc.
C/O: Flinders University
GPO Box 2100
Adelaide, SA 5001

Alternatively the claim can be emailed through for processing to the Executive Office
finance_officer@researchmanagement.org.au

SCHEDULE 1 – Domestic Accommodation & Meals

TD 2017/19 Table 2: Employee's annual salary - \$119,651 to 212,950

Place	Accomm. (\$)	Food & Drink Breakfast \$27.05 Lunch \$30.45 Dinner \$51.85
Adelaide	208	As above
Brisbane	257	As above
Canberra	246	As above
Darwin	287	As above
Hobart	184	As above
Melbourne	228	As above
Perth	245	As above
Sydney	247	As above
High cost country centres	see Table 4	As above
Tier 2 country centres (see Table 5)	152	Breakfast \$24.25
		Lunch \$27.65
		Dinner \$47.70
Other country centres	134	Breakfast \$24.25
		Lunch \$27.65
		Dinner \$47.70

TD 2017/19 Table 4: High cost country centres - accommodation expenses

Country centre	\$	Country centre	\$
Albany (WA)	179	Horsham (VIC)	142

Alice Springs (NT)	150	Jabiru (NT)	216
Bordertown (SA)	140	Kalgoorlie (WA)	159
Bourke (NSW)	165	Karratha (WA)	250
Bright (VIC)	156	Katherine (NT)	138
Broome (WA)	260	Kununurra (WA)	195
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)	240
Cocos (Keeling) Islands (WA)	285	Northam (WA)	140
Colac (VIC)	138	Orange (NSW)	155
Dalby (QLD)	150	Port Hedland (WA)	200
Dampier (WA)	175	Port Lincoln (SA)	170
Derby (WA)	190	Port Macquarie (NSW)	152
Devonport (TAS)	145	Port Pirie (SA)	150
Emerald (QLD)	156	Roma (QLD)	139
Esperance (WA)	141	Thursday Island (QLD)	200
Exmouth (WA)	220	Townsville (QLD)	143
Geraldton (WA)	175	Wagga Wagga (NSW)	144
Gladstone (QLD)	155	Weipa (QLD)	138
Gold Coast (QLD)	200	Whyalla (SA)	145
Gosford (NSW)	140	Wilpena-Pound (SA)	181
Halls Creek (WA)	170	Wollongong (NSW)	149
Hervey Bay (QLD)	157	Wonthaggi (VIC)	138

Horn Island (QLD)	200	Yulara (NT)	300
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TD 2017/19 Table 5: Tier 2 country centres

Country centre	Country centre
Albury (NSW)	Kingaroy (QLD)
Ararat (VIC)	Launceston (TAS)
Armidale (NSW)	Lismore (NSW)
Ayr (QLD)	Mildura (VIC)
Bairnsdale (VIC)	Mount Gambier (SA)
Ballarat (VIC)	Muswellbrook (NSW)
Bathurst (NSW)	Naracoorte (SA)
Bega (NSW)	Nowra (NSW)
Benalla (VIC)	Port Augusta (SA)
Bendigo (VIC)	Portland (VIC)
Broken Hill (NSW)	Queanbeyan (NSW)
Bundaberg (QLD)	Queenstown (TAS)
Ceduna (SA)	Renmark (SA)
Charters Towers (QLD)	Rockhampton (QLD)
Coffs Harbour (NSW)	Sale (VIC)
Cooma (NSW)	Seymour (VIC)
Dubbo (NSW)	Shepparton (VIC)
Echuca (VIC)	Swan Hill (VIC)
Geelong (VIC)	Tamworth (NSW)
Goulburn (NSW)	Tennant Creek (NT)
Griffith (NSW)	Toowoomba (QLD)
Gunnedah (NSW)	Tumut (NSW)

Hamilton (VIC)	Wangaratta (VIC)
Innisfail (QLD)	Warrnambool (VIC)

SCHEDULE 2 – International Meals

TD 2017/19 Table 7

Cost Group	Accomm. (\$)
1	95
2	140
3	185
4	215
5	295
6	340

TD 2017/19 Table 9

Country	Cost Centre	Country	Cost Centre
Albania	2	El Salvador	3
Algeria	3	Eritrea	3
Angola	6	Estonia	3
Antigua and Barbuda	5	Ethiopia	3
Argentina	3	Fiji	3
Armenia	3	Finland	5
Austria	5	France	5
Azerbaijan	3	French Polynesia	5
Bahamas	6	Gabon	5
Bahrain	5	Gambia	2
Bangladesh	4	Georgia	3
Barbados	5	Germany	5

Belarus	2	Ghana	4
Belgium	5	Gibraltar	4
Bermuda	6	Greece	4
Bolivia	2	Guatemala	3
Bosnia	2	Guyana	3
Brazil	4	Hong Kong	5
Brunei	2	Hungary	3
Bulgaria	2	Iceland	5
Burkina Faso	3	India	3
Cambodia	3	Indonesia	3
Cameroon	3	Iran	3
Canada	4	Ireland	5
Chile	3	Israel	5
China	5	Italy	5
Colombia	3	Jamaica	4
Congo Democratic Republic	4	Japan	5
Cook Islands	4	Jordan	5
Costa Rica	3	Kazakhstan	3
Cote D'Ivoire	5	Kenya	4
Croatia	3	Korea	6
Cuba	3	Kosovo	2
Cyprus	4	Kuwait	5
Czech Republic	3	Kyrgyzstan	2
Denmark	6	Laos	3
Dominican Republic	4	Latvia	3
East Timor	3	Lebanon	5
Ecuador	4	Lithuania	3

Egypt	3	Luxembourg	5
Macau	5	Saint Lucia	4
Macedonia	2	Saint Vincent	3
Malawi	2	Samoa	5
Malaysia	3	Saudi Arabia	4
Mali	4	Senegal	4
Malta	3	Serbia	2
Mauritius	3	Sierra Leone	3
Mexico	3	Singapore	5
Monaco	6	Slovakia	3
Morocco	3	Slovenia	3
Mozambique	3	Solomon Islands	4
Myanmar	3	South Africa	2
Namibia	2	Spain	4
Nepal	2	Sri Lanka	3
Netherlands	5	Sudan	3
New Caledonia	5	Surinam	2
New Zealand	4	Sweden	5
Nicaragua	3	Switzerland	6
Nigeria	5	Taiwan	5
Norway	6	Tanzania	3
Oman	5	Thailand	4
Pakistan	2	Tonga	3
Panama	3	Trinidad and Tobago	5
Papua New Guinea	4	Tunisia	2
Paraguay	2	Turkey	3
Peru	4	Uganda	3

Philippines	3	Ukraine	2
Poland	3	United Arab Emirates	5
Portugal	3	United Kingdom	5
Puerto Rico	5	United States of America	5
Qatar	5	Uruguay	3
Romania	3	Vanuatu	5
Russia	5	Vietnam	3
Rwanda	3	Zambia	3