



OSTEOGENESIS IMPERFECTA

Society of Australia • Brittle Bones

Travel Policy	Approved by Board - 08 August 2019 Next review date - August 2021
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Travel Policy

1. As a not-for-profit organization, the OI Society (the Society) recognises the need to be fiscally prudent with its funds, while covering the value of travel expenses for conducting face-to-face meetings, provide training, represent the Society and inviting key individuals to participate at events.
2. The Society will administer a fair and equitable travel policy that enables it to conduct business while setting reasonable controls on expenses.
3. This policy applies to all travellers using the Society's funds, including but not limited to the Board of Directors, approved speakers and trainers, Fellowship participants and contractors.

Policy

1. Travel for business may be funded by the Society, but must be authorised by the Board prior to travel authorisation.
2. Individuals with authorisation for travel may:
 - Make travel arrangements, using whatever personal or business discounts are reasonably available at the time, using their personal funds;
 - Request reimbursement for reasonable expenses incurred prior to travel, such as airfare (as described below).
 - If personal/business charges are incurred, all such charges will be submitted within 45 days after travel has taken place, for reimbursement. Exceptions may be approved by the Board
3. Class of service
 - The Society will reimburse Coach/Economy Class service (or equivalent) for all modes of transport;
 - Individuals are allowed to use their own travel-class upgrade opportunities;
 - Exceptions to Class of Service are authorised by the Board for hardship cases, extreme health reasons, etc., on a case-by-case basis, prior to travel arrangements.
 - Bookings should be made as far in advance as possible, so that the lowest available rates can be utilised.
 - Travellers may choose their own airline and flight itinerary to optimise travel time, fewest connections, etc., towards the goal of overall cost reduction.



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4. Expenses

- Reasonable reimbursable expenses include travel, ground transportation, hotel accommodations, network connectivity, and incidentals. The Board must explicitly approve all travel in advance and the President will approve all expenses.
- Meal reimbursements will be handled on a per item basis. All meals and incidentals should be reasonable and necessary.
- When attended events include meal service at no extra cost to the traveller, the traveller is encouraged to participate.
- All other authorised travel expenses are reimbursed on an actual cost basis.

5. Reimbursement

- All expense claim forms must be submitted to the Treasurer and the President for approval.
- The President verifies all expenses for conformance with the travel policy (this document) and recommends their approval for payment to the Treasurer (or returns to traveller for modification and re-submittal until acceptable).
- Travellers are reimbursed for approved expenses on a timely basis (approximately 14 days) after approval.
- Expenses and reimbursements will generally be conducted in AUS Dollars, but other arrangements can be made at the discretion of the President.

6. Expense Claim Forms

- All expenses are to be tracked and documented in the Society's expense claim form template.
- Each expense must be noted and adequately described. When expenses are shared among travellers (e.g., sharing a taxi to an airport), the expense should be thus noted, and only one person can claim the expense.
- All expenses require a receipt in order to be reimbursed. If no receipt is possible, the traveller must provide a thorough explanation and justification in the expense report with a missing receipt form.
- Receipts will be scanned and submitted (electronically) with all expense claim forms.

7. The Board, on a case-by-case basis, may grant exceptions to this policy.