

## APSA Travel Policy

A key duty of the Executive Committee is to safeguard the finances of APSA on behalf of its members and to only approve expenditures in pursuit of the Association's interests. All expenditures should be transparent, economical and able to withstand scrutiny by the Association membership.

This policy applies to members of APSA, including the Executive Committee, travelling on APSA business where there is any cost to the Association for that travel. Approval for travel and associated expenses will only be granted in accordance with following conditions:

1. The Executive Committee will only approve reasonable travel costs under this policy if it determines the main purpose of travel is to undertake APSA business and
  1. the stipulated activities are imperative to maintain the international or national standing of the association, and
  2. the nominated individual is considered appropriate to represent the Association, and
  3. lower-cost alternatives (such as video-conferencing, email or alternative means) are either unavailable, unfeasible or undesirable, and
  4. the nominated individual seeks approval prior to travel. The Committee will not approve post hoc applications for travel costs.
2. If the member does not already hold travel insurance, sufficient cover must be acquired prior to travel at no cost to the Association.
3. Where overseas travel is necessary, only the following expenses will be reimbursed:
  1. Return economy airfares.
  2. Hotel costs, which must not exceed the prevailing ATO reasonable travel rates (see Definitions). For travel over 9 hours each way, an additional night before the scheduled activities can be included. The member is expected to leave the destination on the day scheduled activities are complete.
  3. Taxi fares to and from airports.
4. Travel to and from APSA annual conferences is not eligible for funding under this policy.
5. Members are not permitted to undertake any professional or other activity, beyond that authorised by the Executive Committee concerning the purpose of the trip, unless:
  1. Separate funding has been secured to fund that activity, and
  2. This is disclosed to, and approved by, the Executive Committee, which will give consideration to:
    1. Ensuring that separate funding covers the additional activities as a proportion of the total trip cost.

2. Whether undertaking that additional activity is likely to withstand scrutiny by the APSA membership.
6. Requests for travel approval will be considered by the Executive Committee during its regularly quarterly meeting or, if such a decision is impracticable, by at least three committee members at least one of whom must be the President, Vice-President, immediate past president or Treasurer.
7. The individual(s) claiming the expenses may not approve or be party to the approval of her or his own expenses or travel.
8. Details of all travel expenses approved under this policy, which must include details of any additional activities, will be published on the APSA website.
9. As a general principle, members will be expected to pursue alternative funding sources to meet travel costs.

Definitions:

- 'Professional or other activities' include, but are not limited to, attending conferences, presenting papers, undertaking research, recreation, undertaking visiting fellowships.
- 'ATO reasonable travel rates' are defined by the ATO annually.