

ACGR Executive Committee Travel Policy

1. Introduction

This policy provides details of how travel expenses will be covered for those required to travel to, and/or stay overnight, on ACGR related business. We have developed these arrangements to ensure that ACGR funds are expended responsibly and that Executive Committee members and others representing the Council (or their employing universities) do not incur unreasonable expenses as a consequence of their representative duties.

2. Scope

This policy relates only to instances where there is a specific need for official ACGR representation at a national or international meeting or consultation. Any such representation must be requested by and endorsed by a meeting of the ACGR Executive Committee. In extraordinary (time constrained) circumstances, the Convenor may authorise such travel and this must be consequently reported to the next Committee meeting.

3. Purpose and Funding Sources

Travel required for ACGR networking, collaboration and representation purposes maybe considered as legitimate expenses for the Council. This may include representing the Council at national or international conferences. When requests are received for ACGR representation at a commercial or otherwise sponsored event, these will only be supported if funding is provided by inviter to cover the costs incurred by the ACGR representative.

4. Mutual Benefit

It is also expected that, due to the nature of the substantive DDOGS roles of the Executive members, in the majority of instances there will be mutual benefits to both ACGR and the member's institution (and professional career) arising from the travel. In these cases it is expected that the travel costs are borne by the member's employing organisation.

5. ACGR Funding

In circumstances where the Executive concludes that ACGR representation at a particular meeting or event is strategically essential and there are no alternate sources of funding to support the travel, the Executive may approve the allocation of ACGR funding to support reasonable travel and accommodation expenses. ACGR funding will be limited to the cost of economy class airline travel and competitively priced 4 star accommodation. Additional costs will not be covered.

Approval for the required funding must be gained prior to confirmation of the travel and recorded in the minutes of the ACGR Executive meeting. Unless the travel and accommodation is to be booked, on behalf of the traveller, by the ACGR Executive Officer, the precise cost of the airfare and hotel must also be approved by the Executive Committee prior to travel.

6. Expenditure and Reconciliation of Funds

It is preferred that the travel arrangements are made and paid directly by the ACGR Executive Officer. In the event of pre-approved travel being arranged and paid for by the traveller's university, reimbursement will be provided on receipt of an invoice to ACGR and copies of the flight and hotel accounts.

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