



# TRAVEL POLICY & PROCEDURE

# PC4 TRAVEL POLICY

## 1. PURPOSE

PC4 is committed to promoting collaboration to build research capacity in cancer in primary care, and acknowledges the important role of face-to-face meetings in achieving this. The purpose of this policy is to ensure that PC4 maximises its investment when providing support for travel.

## 2. ELIGIBILITY

- 2.1 Travel support is only available for PC4 members.
- 2.2 Travel may be partially or wholly supported.
- 2.3 Committee members will be supported to attend meetings where their attendance is required to represent or progress the business of PC4. This does not include attendance at conferences and scientific meetings that they would reasonably be expected to attend as part of their professional role or development.
- 2.4 PC4 members will be provided with opportunities to apply for travel support to attend events relevant to the core business of PC4.

## 3. CONDITIONS

- 3.1 All recipients of travel support from PC4 are expected to attend the **whole event** or **meeting**. Requests for exceptional circumstances will be considered but must be made with the application (or prior to booking of travel for committee members).
- 3.2 Some opportunities for travel support may have additional conditions attached – i.e., a report on their participation. Such conditions will be clearly stated on the Application Form.
- 3.3 PC4 members seeking reimbursement for travel costs will only be reimbursed when ALL conditions of their travel support have been received by the PC4 Office.
- 3.4 Excess luggage costs will only be paid to transport PC4 products.
- 3.5 Where the flights purchased have been approved by the PC4 member, the PC4 member is responsible for all associated costs with any alterations to the purchased flight.

- 3.6 Where applicable, flights must be booked no less than 30 days prior to the event, at the discretion of PC4. If PC4 members do not provide their preferred details within this time frame, PC4 reserves the right not to arrange or reimburse the member for travel.

## 4. PROCESS

Unless otherwise specified, all travel bookings will be made by the PC4 Office.

The guidelines for bookings are:

- 4.1 The most economical fare available will be purchased.
- 4.2 Flights will be booked to allow sufficient travel time to attend the whole meeting.
- 4.3 Accommodation for the previous night may be offered if the applicant is required to board a flight before 7am.
- 4.4 Applicants must make any requests for preferred flights before the advised closing date for bookings.
- 4.5 The PC4 office will provide the itinerary and meeting information to the PC4 member/committee member prior to the meeting.

PRIMARY CARE COLLABORATIVE CANCER CLINICAL TRIALS GROUP

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