



**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 & GUIDELINES

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

- Travel and accommodation**
- 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 must make any requests for preferred flight times before the advised closing date for bookings. The choice of airline will be based on the most economical fare and at the discretion of PC4.
- 3.4 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 including the production of receipts. Members should email documents to info@pc4tg.com.au within 2 weeks of the meeting date and also complete a reimbursement claim form. Please note, as a cancer research organisation, we will not reimburse for any alcohol purchased.

- 3.5 Excess luggage costs will only be paid to transport PC4 products.
- 3.6 Where the flights purchased have been approved by the PC4 member, the PC4 member is responsible for all associated costs with any alterations and cancellations they make to the purchased flight.
- 3.7 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.
- 3.8 Flights will be booked to allow sufficient travel time to attend the whole meeting. Where travel times do not allow for travel on the same day after the meeting, PC4 will book a return flight the following day and include accommodation to ensure the PC4 member attends the whole meeting.
- 3.9 In the event that the PC4 member purchases airfares or accommodation, the member must receive written approval from PC4, including guidance on the amount that will be reimbursed. If the member purchases airfares or accommodation that exceeds the allocated amount, they will be responsible for the difference.
- 3.10 Where PC4 members are attending a local event and flights are not required, PC4 will reimburse travel costs such as parking at the venue, or for other modes of transport taken. The most economical mode of transport must be used (within reason), and receipts must be provided.
- 3.11 For PC4 members who are based in Western Australia, additional travel support may be offered to compensate for the day taken out for travel to the meeting.
- 3.12 Accommodation for the previous night may be offered if the PC4 member is required to board a flight before 7am. Where flights are required the night before, PC4 will reimburse for a light meal (up to \$50) and breakfast for the morning of the meeting (this may be provided as part of the room booking).

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

VICTORIAN COMPREHENSIVE CANCER CENTRE
305 GRATTAN STREET, MELBOURNE, VICTORIA, 3000
PC4TG.COM.AU | INFO@PC4TG.COM.AU
2025-02 TRAVELPOLICY