

Purpose

The Thoracic Oncology Group of Australasia (TOGA) has identified that travel support provided to their members to attend TOGA meetings and supported workshops is beneficial. The purpose of this Policy is to ensure that:

- adequate cost controls are in place,
- travel and other expenditures are appropriate, and
- to provide a uniform and consistent approach for the timely reimbursement of authorised expenses incurred by members.

When incurring travel expenses, TOGA expects members to:

- exercise discretion and good business judgment with respect to those expenses,
- be cost conscious and spend money as carefully and judiciously as the individual would spend their own funds, and
- report expenses as they were actually spent, supported by required receipts.

Application and approval of a Travel Grant Application

Travel grants with appropriate application details will be advertised prior to the event through a membership mailout and/or social media channels. Travel grants are only available to current TOGA members, and a restriction of one grant/member for each event applies, except where an additional grant is available to support members travelling from a rural or remote location, WA, NZ or NT, when the event is not held in this location. Travel grant applications will be assessed by an appropriate TOGA committee and successful applicants notified by email.

Expenses that are covered under this policy

Travel grants are available up to the advertised award and can be used for the following expenses:

- direct airfares or other travel to/from the meeting,
- accommodation, and
- parking, taxi and/or public transport costs.

Funding and Expense Report

The total funding for the Travel Grant will be paid upon receipt of a Travel Reimbursement Form addressed to TOGA.

Expenses will not be reimbursed unless the member submits a Travel Reimbursement Form together with the receipts and a report summarising the output of the event attended within two weeks of the completion of travel. Receipts are required for all claimed expenditures. No expense in excess of the awarded grant will be reimbursed to successful applicants.

Acknowledgement and Publicity

The Researcher undertakes to acknowledge the provision of the Grant funding from TOGA in reports and publications that result from this Travel Grant.

APPENDIX 1 TRAVEL GRANT REIMBURSEMENT FORM



NAME: _____

SIGNATURE: _____

BSB: _____ ACCOUNT NUMBER: _____

DATE	DESCRIPTION	GST	TOTAL
		-	-

Note: A tax invoice must be provided for all expenses. A tax invoice must include: (1) the words "tax invoice"; (2) the supplier's ABN; (3) the name of the supplier; (4) the date of issue of the invoice; (5) a description of each item/service supplied; (6) the GST-inclusive price; and if GST is applicable, (7) the GST amount, or "total includes GST". If over \$1000, the tax invoice must also include (8) the name of the recipient; (9) the address or ABN of the recipient; and (10) the quantity of each item supplied. An EFTPOS slip, credit card voucher or statement does not meet these requirements.

TOGA Authorisation: (office use only)	
Signature: _____	Date: _____
Name: _____	Position: _____