

Member Travel and Reimbursement Policy

Purpose

This Policy sets out the travel by members that CIGRE Australia funds and the expenses that may be reimbursed when members conduct CIGRE Australia business.

Related Policies

- CIGRE Australia Health and Safety Policy

Contact Information

CIGRE Australia Secretariat
(02) 8896 4356

Document History

Version	Date	Summary of Changes	Approved	Review Date
1.0	3 July 2026	New Policy – combining previous Travel Policy (February 2015) and Reimbursement Policy (June 2017). Significant rewrite.	CIGRE Australia Board	July 2029

1. Scope

This Policy applies to all members of CIGRE Australia who may represent CIGRE Australia in conducting its business.

2. Background

CIGRE Australia wishes to ensure the appropriate support for members who have a need to travel on CIGRE Australia business and to ensure that they are reasonably compensated for travel and related living expenses.

As CIGRE Australia is a member funded organisation, it is appropriate that such support is managed and controlled in a prudent and timely manner. This policy is aimed at clarifying for members what travel expenses will be reimbursed and the process and procedure for making claims to ensure the timely reimbursement of expenses.

3. Funded International Travel

The Board approves support for some its members to attend international meetings. That support is designed to provide for safe travel with economy airfares and reasonable accommodation and meal expenses whilst travelling. A cap to the funding support, which is periodically updated, is in place for each claim. Any expenditure beyond the funding cap needs to be provided for by the member or their employer. Details of the funding cap in place at any time are available from the Secretariat.

The following types of support are available without a specific funding request:

- For Study Committee Convenors to attend one Study Committee meeting and one Technical Council meeting per annum
- For Study Committee Secretaries and Australian Panel Convenors to attend one Study Committee meeting per annum

Requests by Working Group Convenors to be supported to attend a meeting must be made in advance of the meeting. A Funding Committee appointed by the Board considers such requests and may provide funding where the Working Group is of strong relevance to Australia and the activity of the Working Group is proceeding well. The request for funding is to be made using this [form](#). Members of Working Groups are not entitled to receive funding.

In exceptional circumstances, the Funding Committee may consider some funding for other meetings where the applicant can demonstrate a strong benefit to CIGRE Australia from attendance.

No funding support or subsidy is provided to any partner or person travelling with a member who receives funding.

Members are also referred to the CIGRE Australia Health and Safety Policy that prescribes the locations where travel reimbursement may not be provided. Travel is not to be taken to countries or zones classified as 'Do not travel' (Red rating) or 'Reconsider your need for travel' (Orange rating) according to the Department of Foreign Affairs Smartraveller website.

Any member who is funded to attend a meeting or event, and their partner or dependents who may travel with them, is covered by CIGRE Australia's travel insurance.

4. Local Travel and Expenses

Members, or their employers, are expected to fund their own travel and accommodation when attending meetings or events within or between Australia and New Zealand. This includes the Board directors and the convenors and secretaries of Australian Panels.

5. Claims and Receipts

Claims for expenses incurred should be made using the claim form available [here](#). Claims should be lodged to the Secretariat at bsa@cigreaustralia.org.au within two months of the travel or event. Claims outside of this period will only be considered under extenuating circumstances.

The expense claim can include the cost of any activity or item which is reasonably incurred as direct result of carrying out CIGRE Australia activities and but for the CIGRE Australia activity would otherwise not have been incurred. These expenses may include, but are not limited to such things as travel, accommodation, and meals. CIGRE Australia will not reimburse any costs of a personal nature which could reasonably be expected to have been incurred regardless of any CIGRE Australia activity. CIGRE Australia will not reimburse any fines or penalties incurred due to infringements of local laws.

Any claim for personal reimbursement must be accompanied by a receipt or other evidence of the expense being incurred. (Receipt, credit card statement extract, paid invoice etc). Expenses may not be reimbursed without appropriate evidence. All claims are assessed and approved by the Chief Executive Officer.

Where airfares are purchased well in advance of a meeting (which is desirable in to obtain good pricing) it is possible to split the claim and obtain reimbursement for the airfares initially and other expenses after the event. Additionally, airline bookings made via CIGRE Australia's preferred travel agent can be invoiced to CIGRE Australia directly avoiding out of pocket expenses. Additional details on these arrangements are available by contacting the Secretariat.