



TRAVEL SPONSORING FOR RNSA WORKSHOPS

Procedure approved by:

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1 PURPOSE

To define the processes to be followed when booking travel participants for conferences and workshops that are sponsored by RNSA .

2 SCOPE

This procedure shall apply to all travel arrangements where it has been determined by the governing committee that RNSA will sponsor some or all of participants travel arrangements.

3 KEY OBJECTIVES

- To ensure that travel sponsorship occurs in an efficient and effective manner in that:
 - Only approved workshop participant's travel is sponsored
 - Participants understand that airfares cannot be cancelled or transferred once booked
 - Bookings made by both workshop participants and RNSA representatives are in a efficient way
 - Sufficient co-ordination occurs between RNSA representatives and our nominated travel agent to maximise best outcomes when organising travel arrangements for workshops.
 - Sufficient reporting is obtained from our travel agents on the numbers and names of participants that have been booked at any non-shows or cancellations they become aware of

4 RESPONSIBILITIES

Administration Manager (AM), Workshop Co-ordinator WC), Travel Agent (STA)

WC – shall be responsible for identifying potential list of participants

AM – shall be responsible for approving travel for participants who have not previously been approved for sponsorship by RNSA

STA – shall be responsible for booking travel for only approved participants and advising total name and number of participants booked for each workshop upon conclusion. Shall be responsible for informing us of incidences where cancellation, unforeseen circumstances and non-use of airline tickets and travel arrangements where possible.

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5 PROCEDURE

5.1 To select list of approved workshop participants for travel sponsorship

WC to settle a list of attendees to invite, highlighting those to be approved for travel sponsorship

AM to review and agree on sponsorship of each individual
 AM to forward sponsored list to STA

STA to advise if any additional participants contact them to make travel arrangements

AM to provide STA with approval for each additional participant.
 STA to send a total list of participants for which travel arrangements were booked, total cost of bookings, noting any unforeseen or other issues such as non-use of airline ticket etc.

5.2 To liaise with TA prior to scheduling of workshop

WC to discuss the upcoming workshop date, location and numbers to determine the most appropriate location and accommodation availability prior to advertising the workshop. STA will locate the most appropriate accommodation to match the group numbers and will advise on co-ordination of travel if not surrounding a major city and group transfers are required.

5.3 Workshop Participants

Workshop participants will be asked to follow travel booking policy to:

- Book travel arrangements as early as possible with the STA after approval of their application via email advising:
 - title and travel name per photo identification
 - Times and dates of travel
 - Contact details
- Ensure before travel bookings are made that the participant is genuinely available to attend as cancellations are not possible, and tickets cannot be transferred.
- Some changes to dates can be made, but must be notified early or costs will be borne by the participants
- Any unforeseen circumstances where the participant can no longer travel requires supporting documentation, ie Doctors certificate etc, so that the lost airfare may be reclaimed via the University's insurance policy