

# travel policy



**rhw**

rural health workforce  
AUSTRALIA

The NRHSN is managed by  
Rural Health Workforce Australia  
with funding from the Australian  
Government's Department of Health.

## National Rural Health Student Network

The National Rural Health Student Network (NRHSN) represents the future of rural health in Australia. It has more than 9,000 members who belong to 28 university Rural Health Clubs from all states and territories.

It is Australia's only multi-disciplinary student health network, bringing together people studying medicine, nursing and allied health, encouraging them to pursue careers in the bush.

The NRHSN has two aims:

- ▶ to provide a voice for students who are interested in improving health outcomes for rural and remote Australians
- ▶ to promote rural health careers to students and encourage students who are interested in practising in rural health care.

The NRHSN and its Rural Health Clubs offer rural experience weekends, career information sessions and professional development activities as well as providing a social base for students at university and when on rural placement.

The student network leaders also advocate on behalf of health students of all disciplines - including opportunities for more rural placements and training support.

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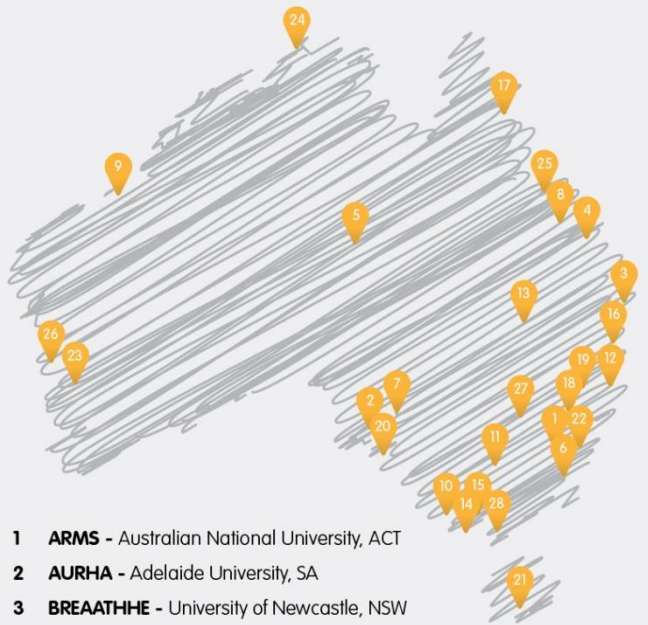
## Rural Health Workforce Australia

Rural Health Workforce Australia is the national peak body for the seven state and territory Rural Workforce Agencies. Our not-for-profit Network is dedicated to making primary health care more accessible by attracting, recruiting and supporting health professionals needed in rural and remote communities. RHWA is also committed to the future workforce through our support of the National Rural Health Student Network.

### Contact us

National Rural Health Student Network  
Suite 2, Level 5, 10 Queens Road  
Melbourne VIC 3004  
03 9860 4700  
info@nrhsn.org.au  
www.nrhsn.org.au

## Rural Health Clubs



- 1 **ARMS** - Australian National University, ACT
- 2 **AURHA** - Adelaide University, SA
- 3 **BREAATHHE** - University of Newcastle, NSW
- 4 **BUSHFIRE** - Bond University, QLD
- 5 **CARAH** - Charles Darwin University, NT in assoc with Flinders University, SA
- 6 **CRANC** - University of Canberra, ACT
- 7 **FURHS** - Flinders University, SA
- 8 **HOPE4HEALTH** - Griffith University, QLD
- 9 **KRASH** - Notre Dame University, Broome, WA
- 10 **LARHC** - La Trobe University, Bendigo, VIC
- 11 **MARHS** - Charles Sturt University, Albury, NSW including La Trobe University Wodonga campus
- 12 **MIRAGE** - University of Sydney, NSW
- 13 **NERCHA** - University of New England, NSW
- 14 **NOMAD** - Deakin University, VIC
- 15 **OUTLOOK** - University of Melbourne, VIC
- 16 **RAHMS** - University of New South Wales, NSW
- 17 **RHINO** - James Cook University, QLD
- 18 **RHUUWS** - University of Western Sydney, NSW
- 19 **ROUNDS** - Notre Dame University, Sydney campus, NSW
- 20 **ROUSTAH** - University of South Australia, SA
- 21 **RUSTICA** - University of Tasmania, TAS
- 22 **SHARP** - University of Wollongong, NSW
- 23 **SPINRPHEX** - Combined Universities of Western Australia, WA
- 24 **StARRH** - Charles Darwin University, NT including Flinders University, SA
- 25 **TROHPIQ** - University of Queensland, QLD
- 26 **WAALHIIBE** - Combined Universities of Western Australia, WA
- 27 **WARRIAHS** - Charles Sturt University, Wagga Wagga, NSW
- 28 **WILDFIRE** - Monash University, VIC

## Objective

To ensure that Rural Health Workforce Australia (RHWA) in its administration of the National Rural Health Student Network (NRHSN), enables students to travel safely and securely when attending a NRHSN funded event.

To ensure RHWA can responsibly manage NRHSN funding for the purposes of the Program.

- ▶ NRHSN Funded Events/Activities
- ▶ Conference of National Significance (CoNS)
- ▶ National University Rural Health Conference (NURHC)
- ▶ Face to Face Council Meetings
- ▶ Additional Activities Funding.

## Travel Authorisation

To request travel authorisation, members must complete a Student Travel Request Authorisation Form or Registration Form depending on the event/activity. A link to this form will be provided by RHWA for each activity.

A travel request or registration form must be submitted online at least five (5) working days in advance of travel to the event unless another date is provided as part of that events travel organisation requirements.

Notification of approved or unapproved requests/registrations will be communicated by RHWA staff. Authorised Persons are staff members of RHWA and do not include student NRHSN Executive or Portfolio members.

NRHSN will provide financial support for travel consistent with the values of NRHSN.

Travel may be booked by RHWA staff or it may be the responsibility of the NRHSN member to book. This will be outlined in the communications from RHWA.

## Accommodation, Flights and Additional Expenditure

### Accommodation

Where accommodation is approved, NRHSN funding will meet or part fund the costs associated with accommodation as notified by the RHWA staff member's communication to the NRHSN member. The RHWA staff member will also communicate whose responsibility it is to book the accommodation.

### Travel (flights/bus/train/taxi/tram/petrol)

Where travel is approved, NRHSN funding will meet or part fund the costs associated with travel as notified by the RHWA staff member's communication to the NRHSN member. The RHWA staff member will also communicate whose responsibility it is to book the accommodation.

### Registration

Where registration is approved, NRHSN funding will meet or part fund the costs associated with registration as notified by the RHWA staff member's communication to the NRHSN member. The RHWA staff member will also communicate whose responsibility it is to book the accommodation.

## Additional Expenditure

Any expenditure outside of accommodation, travel and registration needs to be pre-approved by an authorised staff member. Unexpected charges that occur without prior approval will not be reimbursed.

All requests for reimbursement must have a valid receipt/tax invoice and be sent to RHWA within 2 weeks of travel.

## Cancellation and/or amendments

By accepting the NRHSN funding and providing RHWA with travel, accommodation and registration details, or tax invoice in the case of the Rural Health Club (RHC), the member is deemed to have accepted these terms and conditions.

When a RHC and/or an individual member receive NRHSN funding from RHWA they are expected to do so as per the details provided in their funding application and approval notification from RHWA. If for any reason the student is unable to attend the activity, the funding is to be returned in full to RHWA.

Cancellation liability may be incurred as follows:

### Flights

- ▶ If a member changes or cancels a flight for any reason after the flights have been booked, that member is individually responsible for any costs associated.
- ▶ Where possible, RHWA will transfer the flight into another member's name, or accept a voucher from the airline that allows transfer of names, however the member is expected to pay for any costs associated. If the airline does not allow names to be transferred, the member will be liable for the entire cost of the flight.

### Accommodation

Where the costs for accommodation have been paid for with NRHSN funding, the member cancelling the accommodation will be liable for any costs that have been incurred by the cancellation.

### Registration Fees

Where the costs have been paid for with NRHSN funding, and are not refundable, then the member cancelling their attendance will be individually liable for the cancellation costs.

#### Cancellation/amendment Notification

- ▶ When a change or cancellation is required by the student, they must contact the appropriate RHWA staff member immediately.
- ▶ If this change/cancellation is made more than 3 business days prior to the travel date, contact is by email only.
- ▶ If change or cancellation is made within 3 business days of travel the student must contact RHWA staff by phone, either on the office phone if it is during business hours or the staff members' mobile phone if out of business hours, a follow up email detailing the change must also be sent
- ▶ If it is within 3 business days of travel and you are not able to contact the staff member directly responsible for your booking, you can speak to another team member.
- ▶ A phone message detailing change/cancellation details left on a staff mobile phone will be considered contact, if the staff member does not answer the call.
- ▶ Failure to do this will result in the student being responsible for all costs regardless of the reason for cancellation.
- ▶ Students who undertake NRHSN travel are accountable for compliance with this policy.

## **Inappropriate use of funds**

- ▶ If funds are not used in accordance with RHWAs approval, they will not be reimbursed or may need to be returned.
- ▶ If appropriate reporting documentation is not provided post activity payment will not be made.

RHWA will commence proceedings to invoice you for the return of the outstanding funds or unauthorised expenses within 28 days. Payment is due within 28 days of the date of the invoice.