



MeDUSA

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Offsite Travel Subsidy Policy

Background

Members of the MeDUSA committee, including general and executive committees, are often required to travel from their home clinical school to other sites in order to effectively run an event. With this travel, there is an associated cost of transport, whether it be public or private transport. The expectation that committee members must contribute significant personal funds for the effective running of an event is unacceptable, and MeDUSA will seek to subsidise this cost for committee members for a proportion of their travel.

Position Statement

MeDUSA believes that its committee members should not be financially burdened by the requirements of their portfolio. MeDUSA will seek to subsidise its committee members who must travel from their home clinical school to other sites in order to effectively fulfil their role.

Policy

1. This policy relates specifically to MeDUSA events and relevant advocacy meetings.
2. Members of the committee will be eligible for subsidy for travel if:
 - 2.1. They are a member that is required for the event to effectively run, and;
 - 2.2. They must travel from one clinical or preclinical site to another.
 - 2.2.1. An exception to this is travel between Waurn Ponds and Geelong Clinical School. Subsidies will not be provided
3. Members that are required to effectively run an event include:
 - 3.1. The main organiser of the event. These include, but are not limited to, Academic Chair, Social Chair, Special Interest Group Chairs, or;
 - 3.2. Sponsorship chair for events that attract high-risk sponsorship, or;
 - 3.3. The executive for high-risk events.
4. Subsidies:
 - 4.1. Will be based on return trips;
 - 4.2. Will be set at a consistent amount;
 - 4.2.1. These amounts include
 - 4.2.1.1. Ballarat to Geelong: \$15 (return)
 - 4.2.1.2. Eastern Health to Geelong: \$20 (return)
 - 4.2.1.3. Warrnambool to Geelong: \$25 (return)
 - 4.2.2. Amounts for other travel routes should be proposed to the general committee and amounts decided on based on this.
 - 4.3. Should be included in the Expected Budget Form prior to the event;
 - 4.3.1.1. Subsidies that are proposed retrospectively are not guaranteed and the final decision will be made at a general committee level.
 - 4.4. Will only be provided with proof of expenditure.

5. The executive should create a list of the events that require travel at the beginning of the year, including those they identify as requiring high-risk sponsorship.
 - 5.1. This list must be passed by the General Committee with an explanation of the specific duties that will be undertaken by the recipient/s of the funding.
 - 5.2. Any further subsidies must be reviewed at the General Committee.
6. Members are not eligible for subsidy of an event or advocacy meeting if they have received funding from another source for that event or advocacy meeting.
7. Event attendees may only be reimbursed according to the policy if the facilities for teleconference are not available.

