

GENERIC CONDITIONS FOR OVERSEAS AND DOMESTIC TRAVEL ASSOCIATED WITH AIOH AWARDS

Generic conditions relating to travel and representation associated with AIOH business are contained in the Council approved AIOH Travel Policy referenced below.

To assist Awardees in preparing to undertake award travel the following has been developed to ensure awardees understand that such travel and representation associated with AIOH Professional Development Awards:

- is to be undertaken in a professional manner:
- is perceived as providing professional benefits to the Awardee:
- maintains the integrity of the AIOH and protects the good name of the Sponsor, and the funding they provide.

The Awards are for professional development in occupational hygiene (education, professional contacts and broadening horizons). They are not awarded for or to be used for the purpose of promoting the business of the member's employer, for activities involved in commercial gain, for holiday travel with family or friends, or other activities which detract from the realisation or perception of professional development in occupational hygiene.

TRAVEL

The standard of travel is economy class as defined in Section 2.0 of the AIOH Travel Policy. **Travel Insurance, particularly full coverage for medical emergency is mandatory and is usually covered by way of the AIOH Travel Insurance Policy** (refer Section 4.0 of the AIOH Travel Policy). The Awardee is required to ensure that they are not excluded by the immigration authorities on exit or entry into Australia or the Country of destination (be aware that the USA now has very stringent exclusion conditions some of which are based on what would now be considered minor misdemeanours under Australian law). If the Awardee has special requirements in terms of a travel then they will be required to put their case for permission from AIOH well before the date of travel. A travel itinerary which includes stopovers at other out of the way or exotic destinations will rarely be entertained by the AIOH. The overall tour should be completed within 18 days or less.

ATTENDANCE AT THE CONFERENCE

The prime intent of the Award is for the Awardee to be exposed to the wide band of knowledge afforded via the conference presentations and development courses. As such Awardees are required to attend during the entire conference period. In all activities associated with the conference, associated travel and professional visits, the Awardees are to ensure that they conduct themselves in a manner befitting a professional occupational hygienist.

ADDITIONAL PROFESSIONAL VISITS

The details and extent of professional visits are at the discretion and approval of the AIOH and the Sponsor. If included in the award these are to be scheduled to fit in with the Conference dates and associated travel to the sponsor's offices, manufacturing plant or research centre. Travel to each location is to be undertaken in a manner such that the Awardee is ready to commence the site visit at the start of each business day (i.e. taking into account matters of personal safety relevant to some locations, complete work on one day, travel that afternoon or evening ready to start the next visit the following morning; if a weekend is in between visits, then travel is to be taken on the weekend so as to be at the location ready to start the next site visit at commencement of the business day). Such professional visits shall not incur more than 5 days inclusive of travel. Itineraries which propose a series of visits to overseas affiliates of the Awardee's employer, or visits to Head Office and Branches of the parent company, will not be well received. Major alterations to the broad itinerary specified on the Application Form will rarely be entertained at a later date.

REST DAYS

Apart from the initial day after arrival from international travel, public holidays and rest breaks are usually the financial responsibility of the Award recipient. The extent of rest days is not to exceed two (2) in number. Recreational /personal leave may NOT be taken in conjunction with the award, even if the Awardee is prepared to finance such.

ACCOMPANYING PERSONS

In line with standard business practice, family or partners or friends are not normally part of the travel conditions. However, the Awardee may apply for such permission from the AIOH, in consultation with Award Sponsors well prior to travel if they have special reasons or requirements. If successful they will be responsible for all additional costs associated

with the accompanying person.

EXPENDITURE

The provision of living allowances etc is not unlimited and Awardees may need to fund part of the travel expenses. Awardees should seek advice from the AIOH and the Awards and Sponsorship Committee with regard to the expectations of the extent of support in each area of expenditure well prior to travel. Accommodation, meals, telephone, internet and incidental costs should be selected to reflect a moderate life style. Local travel is to be undertaken with a thought to efficiency, economy and safety.

APPROVAL OF ITINERARY:

- Applicants are encouraged to contact members of the Awards and Sponsorship Committee at the time of preparing their application so as to assist in shaping the envisaged travel and associated professional visits so they are in line with the award conditions.
- Successful Awardees after notification and presentation of the Award, are required to prepare a detailed travel and visit itinerary and an itemized estimate of associated travel and living costs. This is best done soon after the Award presentations to assist in bookings of the conference registration and accommodation, and cost efficient travel. It is wise at this stage to contact the AIOH or the members of the Awards & Sponsorship Committee for guidance on how to fit the proposed itinerary into the Conditions of the Award. The prepared itinerary and costings must be approved by AIOH prior to making formal travel arrangements. [Section 7.0 AIOH Travel Policy]
- Well prior to travel the successful awardee is required to sign an agreement with the AIOH to undertake the trip according to the conditions laid out in this document and the specifics relating to each award.
- In most instances the Awardee will be responsible for arranging the travel, conference and accommodation details. Often assistance is provided by the Sponsor and or the AIOH as per Section 8.0 AIOH Travel Policy.

EXPENDITURE DOCUMENTATION AND TRAVEL REPORT

- On return the Awardee is to furnish the AIOH with documented expenditure including receipts as per Section 8.0 AIOH Travel Policy
- Within two months, two copies of the travel report or thesis suitable for presentation to the Sponsor and if required for publication by the AIOH for viewing by its members.

Reference: AIOH Travel Policy – Generic Conditions for Approved Travel Associated with AIOH Business or Professional Activities. Approved by Council July 2020.

Prepared by the Awards & Sponsorship Committee and adopted by Council, July 2020