

Employee & Community Guidance for booking travel for the SNOMED International October 2026 Business Meetings & SNOMED CT Expo in Sydney, Australia

Dates:

- Business Meetings: October 18-21, 2026
- SNOMED CT Expo: October 21-23, 2026

Introduction

Flights to Sydney are lengthy and expensive. In a lean budget year, we are trying to minimize our costs to the organization. Your flight may require a bit more research this year to get the best option for both you and the organization.

Need help or have questions?

Please contact events@snomed.org for any questions, assistance or further guidance around booking flights to Australia.

Flight Booking Guidance

Consider these options that may make your travel less expensive.

IMPORTANT

If you are booking anything except for a traditional return ticket from your home airport you **MUST** provide documentation to show that the booked ticket is less expensive. Finance will require this documentation for your expense claim.

Fare Class

SNOMED International employees and authorized travelers are entitled to Premium Economy travel for long haul flights as per the organizational [travel policy](#).

- You may spend up to the amount on airfare that has been approved in the Group Travel Request. Because of the distance/time involved for Sydney, SMT has extended the ability to book any travel class, provided it does not exceed the amount in the GTR. **Any costs above the flight allowance specified by the GTR require the approval of your manager. Please submit the approval with your claim.**
- Authorized travelers are entitled to Premium Economy travel, but consider a mixed fare (where part of the journey is in Economy) if it's for a short flight. Sometimes when you select "Premium Economy only" search engines won't show you those kind of flights

Airline Selection

- In order to get a better fare, you may need to consider an airline aside from your "usual". You need to shop around to ensure that you are getting the best fare

Date/time shifts

- Midweek travel can be less expensive than weekends. Look at shifting your dates slightly (1-2 days) if you have that flexibility. Bear in mind the cost of hotel and other expenses including per diem allowances if you lengthen your stay and please provide approval of additional nights with the claim and a brief note to explain if the stay is extended for cost efficiency or personal travel.
- Consider flight times you may not normally consider as flights will be lengthy coming from the Americas or Europe. If your flight leaves or arrives at an odd time it doesn't matter as much as for a shorter journey!

Alternate airports/Split ticketing

- If you don't fly from a major hub, look at the cost difference between two separate tickets and one ticket. For example - Regina to Vancouver and Vancouver to Sydney. If you're traveling on the same airline (in this case Air Canada) they will be able to connect your tickets together and send your bags through to the final destination. If not on the same airline, split ticketing is risky unless you have a very long/overnight layover.
- You can also consider a split ticket on the Australian end (i.e. flying into Brisbane or Melbourne and getting a separate ticket to Sydney). Watch out for fees on the low-cost Australian carriers if you choose this option.
- With long travel, you may sometimes see an option that includes an overnight stay. This doesn't mean you need to sleep on an airport bench! For example, traveling to

Malaysia in 2019 there was a less expensive option for travel from Regina-Vancouver-Taipei, overnight in Taipei (where they have an airside hotel) and onto Kuala Lumpur the next morning. Some major airports with airside hotels include: Singapore, Dubai, Amsterdam, Istanbul, Seoul and Doha. Again, compare the cost including the overnight hotel stay with a more direct route

- If you live near multiple airports, check prices from the other(s) that might be slightly less convenient. Sometimes the cost of getting to the less convenient airport could result in a much lower fare

Where/how to search?

- Search engines such as [Google Flights](#), [Skyscanner](#), [Kayak](#) or [CheapoAir](#) allow you to easily compare flights from multiple airlines. They will also give you an indication of whether flights are high or low compared to average
- Always be aware of change/cancellation fees and policies if you are booking on a non-airline website. Often you are able to use the search engines but then book directly with the airline itself

When to book?

- Flights to Australia are often lower now (i.e. many months out) We are sharing the GTR early so you can take advantage of lower fares.