

# POLICY AND PROCEDURES

## Travel

This policy is important to:

- Travel Officers
- Travel Approvers
- Staff and Students Travelling for University business

POLICY NUMBER: POF111121000

DATE APPROVED: 15 September 2011

POLICY CATEGORY: Resourcing and Finances

POLICY OWNER: Chief Financial Officer (CFO)

## 1 CONTEXT

This policy defines the conditions, rules and procedures that apply to staff members, students, councilors or other persons who undertake travel on behalf of the University and where the University may contribute to the expenses associated with travel.

## 2 DEFINITIONS

### 2.1 Best Logical Fare of Day or "Best Fare"

is defined as the lowest available airfare for the journey that offers travelers the convenience and flexibility required to meet the business purpose effectively.

### 2.2 Carbon Offset

is a project or activity that reduces greenhouse gas emissions or sequesters (captures) carbon from the atmosphere to compensate for the emissions created by any activity.

### 2.3 DFAT

is the Department of Foreign Affairs & Trade.

### 2.4 Domestic travel –

is defined as approved University travel to any destination within Australia.

Incidental Private Travel – is private travel undertaken during approved University business travel that is less than 30% of the total travel period.

## **2.5 Organisational Unit**

includes, but is not limited to, faculties, departments and VU College.

## **2.6 Other Travel Expenses**

are business expenses incurred while undertaking approved travel other than airfares and accommodation. Expenses such as reasonable business related hospitality and entertainment, domestic meals, taxi fares, business related communication and business related excess baggage and stationery are examples of expenses that fall into this category.

## **2.7 Overseas travel**

is defined as approved University travel to any destination outside Australia. In this context, Overseas Travel begins from the commencement of the journey (which may be the Traveler's residence or work location) and ends on return to the Traveler's final destination.

## **2.8 Per Diem**

is a daily allowance paid by the University to a Traveler to compensate for additional expenses incurred and disadvantages (if any) suffered because the employee is required to live away from home in order to perform his or her duties of employment. Per diems are provided for personal expenses including meals, mini bar, laundry, personal entertainment, personal communication and non-work-related transport. No daily Per Diem rates will apply to travel within Australia.

## **2.9 Personal Expenses**

are expenses of a personal nature incurred by a Traveler when on approved travel. Expenses such as personal entertainment, including the use of hotel mini bars and in-house videos, laundry and personal travel are examples of expenditure that falls into this category.

## **2.10 Personal payments**

are business related expenses paid personally (in cash or by personal credit card) by Travelers.

## **2.11 Principal Officers**

are for the purposes of this policy the Vice-Chancellor, Deputy Vice-Chancellors, PVC (Institutional Services), PVC (Industry and Community) and Chief Information Officer.

## **2.12 Travel Officers**

including Administrative Officers - are responsible for administering this policy within their Organisational Unit. A schedule of Travel Officers is maintained by the Manager-Procurement and defines the University's VISA cardholders and each cardholder's appointed Travel Officers including the administrative officers.

## **2.13 Self-Booking Tool (SBT)**

is the University's online booking tool for making air travel reservations electronically. This travel portal is administered by the Travel Management Companies (TMCs) on behalf of the University.

## **2.14 Approving Officer**

an officer responsible for the approval of travel arrangements which may be:

## **2.15 Senior Officer**

responsible for administration and strategic direction of the organisational unit with a sufficient financial delegation to approve the travel expenditure being requested. Senior Officers for the purposes of this policy are the Chief Financial Officer, Pro Vice-Chancellors, Vice President (International), Directors, Associate Directors (TAFE), Executive Deans and Executive Directors.

## **2.16 Organisational Head**

are for the purposes of this policy the Heads of Department, Heads of School, General Managers and Managers.

## **2.17 Traveler**

a University staff member, student (other than those on student exchange or study tour programs organised through Victoria Abroad), councilor, consultant, or other person, approved to undertake travel on behalf of the University.

## **2.18 Travel Management Company (TMC)**

is the University's contracted supplier that provides domestic and overseas travel booking and management services for Travelers  
University – means Victoria University.

## **2.19 Non Business Development Travel (Non-BDT)**

This is defined as travel in relation to the performance of general academic duties, professional development or for other University business reasons but does not impact on business development as defined in Business Development Travel (BDT) below. Non Business Development Travel includes but is not limited to overseas conferences, research travel, delivery/ coordination/ quality assurance of approved offshore teaching programs, graduation ceremonies, offshore examinations and professional development.

## **2.20 Business Development Travel (BDT)**

This is defined as overseas travel for the express purpose of, or involving, Business Development. In this context, Business Development includes:

- International student recruitment;
- Offshore/ Trans National Education programs (English language/ VE and HE qualifications);
- Staff/ student Exchange Agreements;
- MOUs and Agreements with international education providers, government agencies or corporate entities; and
- Contracts for education and training services

## **2.21 Fully Funded Travel**

Where the university pays all costs associated with business related travel

## **2.22 Partially Funded Travel**

Where University does not fully meet the travel expenses.

## **2.23 Self Funded Travel**

Where the university covers none of the travel expenses, these being met by the individual or an external source. While these do not require funding approval, the travel details must be lodged with the TMC via the appropriate Travel Booker to ensure records are maintained as part of the University's Duty of Care.

# **3 STATEMENT OF POLICY**

## **3.1 BACKGROUND**

This document sets out the internal policies governing the supply of air, hotel, hire car and travel agency services to University approved travelers, and the manner and conduct of these in the acquisition and use of those services.

The specific objectives of this policy are to:

Ensure personnel have a clear understanding of the policies and guidelines relating to travel undertaken on behalf of the University;

Provide travelers with a reasonable level of service and comfort which is cost effective, whilst maintaining the safety and well being of personnel when travelling;

Maximize the University's ability to better manage travel expenses through the utilisation of discount rates with preferred suppliers and service providers and adoption of "best practice" travel arrangements;

Ensure that Travelers who are incurring expenses do so in accordance with this policy, and that the University meets all legal requirements such as taxation (e.g. fringe benefit tax and travel diaries) and occupational health and safety;

Implement systems and processes for travel management, approval, incurred expenses and reimbursement which are effective, convenient and simple to use.

### 3.2 SCOPE

This policy covers staff members, students (other than those on student exchange or study tour programs organised through Victoria Abroad which are outside the scope of this Policy – please contact Victoria Abroad for details), councilors or other persons travelling on behalf of the university, both domestically and overseas and the management of bookings and expenses associated with air travel, land bookings, hire car

### 3.3 GENERAL POLICY

The University will approve both domestic and overseas travel to be undertaken when it can be demonstrated that travel is necessary for the transaction of University business and is in the University's best interest. This includes University, personal and externally funded travel.

In determining whether travel is necessary, an Approving Officer must be satisfied that:

Travel is warranted, i.e. there is a significant business benefit in having the Traveler undertake the trip;

This benefit cannot be achieved in a more cost-effective way, e.g. with fewer staff or by alternate means such as telephone, videoconferencing or web based meeting facilities; and

Where travel is required, the lowest cost logical method of travel has been purchased.

The University may pay up to 100% of all airfares, accommodation and other travel expenses incurred by Travelers when they are undertaking travel approved in accordance with this policy. The University would normally pay all such expenses incurred by members of staff.

The following table provides guidelines in relation to various funding scenarios:

No.	Scenario	Directive
1	Travel is wholly funded by VU (this includes travel funded by grants) <sup>1</sup>	Policy must be adhered to - Travel Authority must be completed and quotes obtained from TM's.
2	Travel is wholly personally funded <sup>1</sup>	Traveler may select his/her preferred travel agent. Travel Authority needs to be completed.
3	Travel is wholly funded by an organisation external to VU (unless funding is in the form of grant) <sup>1 2</sup>	Traveler or organisation may select their preferred travel agent. Travel Authority needs to be completed.
4	Travel is partially funded by VU (including grants), part funded: - personally <sup>1</sup> ; or - by an external organisation <sup>1</sup>	Traveler may only use their preferred travel agent for the component of the trip not funded by VU. The VU funded component must comply with the policy, including the completion of a Travel Authority. The rule governing funding by an external organisation in 3, above, also applies in this scenario.

#### Notes

1 - In all instances an Authority to Travel Form must be completed by the Traveler

2 - Externally funded is deemed to be funds contributed by an organisation which directly pays for travel arrangements. Where funding is directed to a VU account for subsequent payment, this is deemed as funds being under the control of VU and any such arrangements should fall under the Travel Policy.

Travelers requiring a University VISA purchasing card to facilitate the payment of travel expenses must forward their credit card application to the Credit Card Administrator at least 15 working days prior to the travel commencing. Credit Card applications and other related documentation can be obtained from the credit card policy.

Per diems are permitted to pay for the personal expenses incurred by the Traveler while on overseas business related travel only.

## 4 PROCEDURES

N/A

## 5 KEY RESPONSIBILITIES

### 5.1 Responsibility for overall Travel Policy

The responsibility for the approval, maintenance, monitoring and review of the University Travel Policy lies with the Policy Owner.

### 5.2 Responsibilities of Travel Officers

All travel bookings (except stand alone car hire) are to be booked through the nominated Travel Officer(s) who are authorised to arrange and manage travel and accommodation bookings consistent with established policy and utilising the preferred supplier arrangements. They are responsible to ensure that:

- Travel is authorised prior to departure;

- That the Authority to Travel is complete, accurate and conforming to the Travel Policy.

### 5.3 Travel arrangements are organised through the authorised TMC and utilise the VU preferred supplier arrangements;

- Any issues associated with the delivery of travel services to VU are identified, resolved, or escalated as appropriate, firstly to the TMC and then to the Manager Procurement if required.

### 5.4 Responsibilities of Persons Approving Travel

- When approving travel, relevant delegated authorities are responsible for ensuring that:
- The requirements of the VU Travel Policy and associated procedures are complied with (before approving travel);
- Requested travel is deemed essential and no reasonable alternative is available;
- Risks to the health and safety of the person(s) travelling are considered as part of the approval process and arrangements do not compromise the health and safety of travelers;
- Any reimbursement of such travel and other expenses are supported, authorised and acquitted appropriately.

### 5.5 Responsibilities of Traveler

- Ensure that the travel proposed is necessary and that no alternative exists to complete the business requirement;
- That all appropriate forms are completed and submitted in accordance with the delegation arrangements and recommended timelines;
- All travel bookings are made via the appropriate Travel Officer and approved TMC and the VU preferred supplier arrangements are utilised wherever practical;
- To ensure that for overseas travel they have an up to date passport (expiry greater than 6 months beyond travel period);
- For travel to overseas countries, any requirement for a visa are determined;
- For any overseas travel, the risk status be reviewed via the DFAT site in accordance with section 6.4 of this policy;
- Choose most cost effective travel options put forward by the TMC;
- For all overseas travel of 6 or more consecutive nights, use & maintain a travel diary (a FBT requirement);
- Keep details of expenses as necessary for the purposes of expense claims (Where applicable) or taxation purposes;
- Consider any health & safety implications when booking travel arrangements;
- Complete all post trip requirements, including travel report, completion and submission of acquittal forms etc;
- Review the requirements of section 10.3 in relation to private versus business travel.
- It is the responsibility of the VU Traveller to ensure they have made themselves aware of and have taken into consideration any obligations and/or responsibilities with relation to VU's Travel Insurance (Incl. medical precondition/s, exclusions, requirements, etc.), Risk and Occupational Health & Safety, prior to any VU business travel being undertaken.
- VU Travellers should refer to and ensure all items listed in the **TRAVEL CHECK LIST** below have been addressed and/or provided as requested, and attached and/or referenced as part of their approved Authority to Travel.

#### TRAVEL CHECK LIST

International Check List (Must be completed and evidenced where appropriate, as part of the ATT)		Done Yes/No	Attached (if applicable) Yes/No
1	<a href="#">VU Travel Profile</a> Completed (Must be completed to enable travel to be booked)		

"The current official version of this policy is maintained on the Victoria University Central Policy Register and downloading and printing of this policy will produce an uncontrolled copy which may not be current."

2	Registration with <a href="#">DFAT Travel Advisory</a> . Travel undertaken to <b>DFAT 3 and 4</b> destinations must have additional authorization and business case attached.. Refer to VU Travel Policy for guidance.		
3	Registration with <a href="#">Red24</a> : pre-departure risk management service providing live up-to-date country intelligence including news, travel health advice, risk advice, and email alerts. Works alongside Ace Assistance. Register by: 1. Go to <a href="http://www.red24.com/aceau">www.red24.com/aceau</a> ; 2. Go to 'Register' ; 3. Use VU policy number: 02PP018244		
4	Attach Medical certificate (if pre-existing ailment which may impact insurance coverage).		
5	Obtain <a href="#">Travel Insurance</a> Information relevant to trip. (Incl. exclusions, requirements, etc.)		
6	<a href="#">OH&amp;S</a> Information completed. (eg. Appropriate vaccinations, copy of Travel Diary with Supervisor, Emergency Contacts completed in Travel Profile).		
7	Ensure appropriate Passport Currency (6 month validity after return to Australia) and appropriate visas		
8	Attach copy of selected TMC quotation attached		

## 6 TRAVEL REQUEST PROCEDURES

The following procedure outlines responsibilities and workflow requirements to have travel requests processed. These procedures are shown diagrammatically in Flowchart 1 "-Travel Process for Domestic" and Flowchart 2 "-Travel Process for Overseas Travel".

### 6.1 Travel Quotations & Bookings

Travelers are to travel by the most direct route and the TMC is required to put forward best fit travel arrangements as follows:

#### 6.1.1 Air Travel – Domestic

Wherever possible, domestic air travel should be booked by the Travel Officer via the SBT, using the guidelines set out below. This allows for the most cost effective booking transaction.

Where quotes are required, the TMC will provide at least two quotes for the best logical fare of the day for the requested air travel route. This must include quotes from any preferred supplier airlines with contracted discount rates with Victoria University.

Quoting must factor in a turnaround time of at least one working day prior to ticketing to be approved by the Approving Officer. It is recommended that wherever possible bookings are sought a minimum of 14 days prior to required travel date to allow for best opportunity to access best fare discounts.

The TMC may offer flight times 30 minutes either side of that requested if it attracts significant reductions in pricing. These should be considered and taken if there is no compromise to the business requirements of the travel or undue discomfort or inconvenience to the traveler. Any requirement to travel on a specific flight outside of that deemed BFOD will need to be justified on business grounds and approved by the Approving Manager.

Wherever possible, fixed fares should be used for outbound travel and inbound flights if possible. Where flexibility is required (typically on return legs), then semi-flexible fares should be sought or fully flexible if deemed necessary.

While full fare economy (Y) class tickets should be avoided wherever possible and preference given to semi-restricted class fares, please be aware of the conditions and restrictions which apply to semi-restrictive fares.

#### 6.1.2 Air Travel - Overseas

Travel Officers are required to obtain quotations (TMC to provide the Travel Officers two to three flight alternatives to select from) from the TMC for Overseas travel as part of the approval process (i.e. the Authority to Travel form).

Travel Officers shall request such quotes direct from the TMC and ensure that preferred airline providers are included wherever appropriate

Quoting must factor in a turnaround time of at least one working day prior to ticketing to be approved by the Approving Officer. It is recommended that wherever possible bookings are sought a minimum of 14 days prior to required travel date to allow for best opportunity to access best fare discounts.

Where, on rare occasions, the TMC is unable to book flights in some remote places within certain countries, bookings may be made by local travel agents in order to organise local travel.

For flights that originate from countries other than Australia, e.g. overseas consultants providing services to the University, there will generally be a significant cost advantage in booking flights in the originating country. The TMC shall endeavor to undertake such bookings, but in those circumstances, where this is not possible, the Traveler may book the flight and be reimbursed by the University. The travel approval process is required in these instances also.



### 6.1.3 Accommodation

Accommodation for Travelers must be convenient, value for money, fit for purpose to where business is being conducted and be able to withstand external scrutiny. When determining "value for money", the standard of accommodation in the respective country must be considered, i.e. In many countries appropriate accommodation will be at the 3 - 4 star rating level. The TMC is able to provide assistance in making this determination.

In order to select appropriate accommodation the following factors need to be considered:

- check the location where work is to be undertaken;
- determine the availability of local transport in the areas to be visited;
- review the types of accommodation available in the areas; and
- request advice on accommodation from the TMC.

Other than as detailed in Section 6.1.4 below, Travel Officers must book domestic and overseas accommodation through the TMC. The University's contracted TMC have access to a wide range of accommodation, offering significantly reduced rates with domestic and international hotels

### 6.1.4 Exception to Accommodation

Travelers attending conferences where accommodation is part of the conference package or where group bookings at events and competitions where all suitable accommodation has been sourced and secured by the event organiser are exempt from obtaining other quotations, unless they wish to do so.

## 6.2 Completion of Travel Schedule (Diary)

It is necessary for all travelers to complete the Travel Schedule (Diary) for all travel regardless of duration, destination and purpose. The Travel Schedule (Diary) serves two purposes, namely:

Firstly, this document enables the University to a higher level of "duty of care" to the Traveler, because it contains detailed information that should enable the University to be better placed to contact the Traveler in the event of an emergency situation where urgent contact is required. It is therefore critical that the travel itinerary information, and in particular all relevant contact details, are kept up to date at all times.

Secondly, the document functions as a travel diary for the purposes of Fringe Benefit Tax (FBT) legislation. The ATO has indicated that the following is an acceptable form of travel diary: A detailed travel itinerary prepared in advance of the trip, which contains all of the details, outlined above and is signed by the employee as a correct record of the activities undertaken on the trip, or records any variations that occurred.

University staff are required to maintain travel diaries when undertaking University approved business travel (domestic and international) for 6 or more consecutive days (inclusive of weekends), together with original receipts for accommodation.

(Further information in relation to this matter can be obtained from the University's Taxation Accountant.)

The Travel Schedule (Diary) must outline:

- the date, day and approximate time the activity commenced;
- list of key contacts;
- how long the activity lasted;
- where the work activity took place;
- the nature of the business activity; and

- must clearly identify and differentiate between University business and private travel.

The Travel Schedule (Diary) forms part of the Authority to Travel application, and can be found at Attachment 1 to this policy and at the Finance intranet site.

### 6.3 Department of Foreign Affairs (DFAT) Travel Advice

#### 6.3.1 Travel risk management plans and DFAT advice

6.3.1.1 A Travel Checklist (which forms part of the Authority to Travel – Attachment 1) must be completed by all employees prior to travelling overseas.

6.3.1.2 Travelers must consult the Department of Foreign Affairs and Trade (DFAT) (<http://www.dfat.gov.au/>) website at the time of the Authority to Travel application to determine whether travel will be permitted, obtain a copy of the DFAT Advisory and attach to the Authority to Travel form.

6.3.1.3 To access the DFAT Advisory for any given country, click on the following website:  
<http://www.smarttraveller.gov.au/zw-cgi/view/Advice/>

6.3.1.4 The following table provides details in relation to the meaning of DFAT Travel Advisories, the permission required to travel to countries at the relevant Advisory level and whether travel insurance is covered under the University insurance policy:

Level	Meaning	Travel Permission	Insurance Coverage
1	Be alert to your own security	Permitted	Yes – but refer to insurance exclusions in <a href="#">section 6.5.2</a>
2	Exercise caution and monitor developments that might affect your safety	Permitted	Yes – but refer to insurance exclusions in <a href="#">section 6.5.2</a>
3	Exercise a high degree of caution	Permitted	Yes – but refer to insurance exclusions in <a href="#">section 6.5.2</a>
4	Reconsider your need to travel	Permitted with DVC & PVCi/VPI International approval	Yes – but refer to insurance exclusions in <a href="#">section 6.5.2</a>
5	Advised not to travel	Not Permitted	

6.3.1.5 Where DFAT has issued a Level 5 advisory, "Advised not to Travel", the University will not permit travel to the affected country or countries. Where DFAT has issued a Level 4 advisory, "Reconsider your need to Travel" and the Traveler's obligations (e.g. contractual obligations, exploring business opportunities, etc) are such that the Traveler elects to undertake travel despite the advisory, determination of whether or not the overseas travel shall occur may only be made by a Deputy Vice Chancellor in consultation with the Vice President (International). Where travel to a country for which DFAT has issued a Level 4 advisory is considered necessary, the reason why the travel should proceed and why it cannot be postponed to another time must be noted on the Authority to Travel in order to assist in the determination of whether or not approval will be granted. Where any obligations can be deferred without breaching such obligations, travel should be avoided.

- 6.3.1.6 Travelers who are overseas for University-related purposes are required to comply with any direction given by the DFAT as a result of a change in the assessment of the level of safety of the particular overseas destination.
- 6.3.2 Recording Travel Information & Emergency Communications
- 6.3.2.1 Accurate information regarding the whereabouts and contact details of staff members travelling overseas for University-related purposes and this information must be accessible at short notice. To this end, the Travel Schedule (Diary) must be completed as accurately and comprehensively as possible.
- 6.3.2.2 Each Organisational Unit must retain copies of all authorised travel approval forms in a central location, which is accessible at short notice. All changes in travel arrangements are to be recorded to ensure that information regarding staff who are overseas is accurate and up to date.
- 6.3.2.3 A copy of the Travel details for all staff must be forwarded to the TMC who will maintain a database that can be accessed 24/7.
- 6.3.2.4 Where specific issues arise that require urgent communication to all staff of the University (e.g. health epidemic information) the Office of the Vice President (International) will be the coordinator of such advice. Such advice will be based on official advice from DFAT and appropriate health authorities.
- 6.3.2.5 In the event of an emergency occurring overseas, Organisational Heads of any staff who are travelling in the affected location must immediately notify the Office of the Vice President (International) who will determine appropriate action, which may include activating the University Crisis Management and Recovery plan if appropriate.
- 6.3.2.6 All international Travelers are directed to register with DFAT on the Smart Traveler web site <http://www.smarttraveller.gov.au/>. Information provided by Travelers will enable Australian officials to assist in an emergency - whether it is a natural disaster, civil disturbance or a family emergency.
- 6.3.2.7 In the event of an emergency, Australian officials may be contacted using the following 24-hour DFAT Emergency numbers:  
+61 2 6261 3305; or  
1300 555135 (local call cost within Australia).
- 6.3.2.8 In the event of an emergency overseas, travelers should call the relevant University insurer's emergency assistance company direct on the contact numbers listed below. The emergency assistance companies will provide advice and assistance on how to best deal with an emergency. If emergency evacuation is required the insurance company must be contacted prior to evacuation. All major medical emergencies must be reported to the emergency assistance company as soon as possible to ensure that you receive the best medical attention possible. Insurer's emergency assistance company contact details:
- a) For Staff Travel (and Council Members & Consultants)  
Insurer - Accident & Health International (AHI)  
Emergency Contact – AHI Assist Ph: +612 9202 8211  
Reference: 0021432
- b) For Student Travel  
Insurer – ACE Insurance Ltd  
Emergency Contact – ACE Assistance Ph: +612 8907 5995  
Reference: 02PP015100

Cards with relevant contact information are available on request from the Assets & Insurance Accountant in the Finance Department.

### 6.3.3 Pre-Travel Arrangements

- 6.3.3.1 Travelers are strongly advised to obtain recommended vaccinations for each destination country that they are visiting. The Traveller's Organisational Unit shall meet the cost of such vaccinations. Vaccinations can be done through the Traveler's local doctor or by utilising the services of 'Travel Doctor TMVC'. The locations and contact details of nearby clinics are as follows:

Level 2, 393 Little Bourke St, Melbourne; telephone (03) 9602 5788, fax (03) 9670 8394, email [melbourne@traveldoctor.com.au](mailto:melbourne@traveldoctor.com.au);

512 Barry Road (between Emerald Street and Dallas Road), Coolaroo; telephone (03) 9309 7011, fax (03)9302 3034, email [coolaroo@traveldoctor.com.au](mailto:coolaroo@traveldoctor.com.au); and

3 Southgate Ave, Southbank; telephone (03) 9690 1433, fax (03) 9690 2923, email [southgate@traveldoctor.com.au](mailto:southgate@traveldoctor.com.au).

For more information on 'Travel Doctor TMVC' refer to the web site (<http://www.tmvc.com.au>) or call 1300 658 844.

- 6.3.3.2 Travelers should obtain such vaccinations as soon as their proposed travel is planned to ensure adequate time for vaccinations to be effective. Normally at least six to eight weeks is required for vaccines to be effective.
- 6.3.3.3 The procedures outlined in the [Emergency Management: Pandemic Influenza policy](#) has been developed to deal with an influenza pandemic outbreak in Australia and overseas. Travelers are required to read the Emergency Management: Pandemic Influenza policy and take the appropriate precautionary measures to minimise their exposure to avian influenza and pandemic influenza.
- 6.3.3.4 Post-travel assessments are recommended for staff members who have experienced health problems during Overseas Travel.

## 6.4 Overseas Travel Insurance

### 6.4.1 Staff, Council Members, Students & Consultants

The University has an overseas travel insurance policy that provides cover for authorised overseas travel for *a maximum period of 6 months* and subject to certain conditions. The University's travel insurance policies automatically provide cover for employees, council members, students and consultants whilst on overseas trips primarily for University business purposes including "Incidental Private Travel". Where the private travel portion of the trip is more than incidental, the Traveller will be responsible for obtaining and paying for the additional travel insurance required to cover the said private portion of the trip. For staff members and consultants only, cover under the policy also extends to a spouse/partner and dependent children accompanying the Traveler on the same overseas trip.

Where overseas travel exceeds 6 months in duration (inclusive of any Incidental Private Travel), the Traveller will be responsible for arranging additional travel insurance prior to departure. Additional insurance cover for University business purposes can be arranged via the Finance Department's Insurance Officer (Ph: 9919 2873). The additional premium payable will be collected by the Finance Department from the Traveller's Organisational Unit.

### 6.4.2 Exclusions from Insurance Cover

Travelers to high risk countries must note that certain sections of the University's overseas travel insurance cover are excluded when the DFAT advisory level reaches level 4 or 5 and full details can be obtained from the Finance Department's Insurance Officer

(ph: 9919 2873). In any case, University travel is not permitted when the DFAT advisory level reaches level 5.

In addition, insurance cover is excluded for all claims that arise directly or indirectly out of "war, civil war, invasion, insurrection, revolution, use of military power or usurpation of government or military power in the following countries Afghanistan, Chad, Chechnya, Congo, Iraq, Israel, Ivory Coast, North Korea Somalia, Sudan or a person's country of residence". If travel to a country in such circumstances is approved, the Organisational Unit of the Traveler shall meet the costs of any associated expenses that fall outside the scope of University insurance cover. Travelers need to be mindful of the policy cover exclusions when organising travel to affected countries. Travelers should refer to the full overseas travel insurance policy wording documents which are available on the Finance Intranet site from the following link: <http://intranet.vu.edu.au/finance/InsuranceForms.asp> Any inquiries in regards to the level of insurance cover should be directed to the Finance Department's Insurance Officer (ph: 9919 2873).

#### 6.4.3 Certain Overseas Medical Expenses Not Covered By Travel Insurance

The University's overseas travel insurance policy does not provide cover for all medical expense claims, the main exclusions are claims arising from the following:

Expenses incurred when travelling against medical advice, or when the person is unfit to travel or travelling to seek medical attention or advice;  
Expenses incurred in relation to a terminal condition diagnosed prior to travel;  
Expenses incurred for any condition which was known would require treatment during the period of travel, including any medication commenced prior to travel, which the person has been advised to continue whilst travelling.

The full list of exclusions from medical expense cover is detailed in the policy wording documents available from the [Finance Intranet site](#).

The intending Traveller must:

read the insurance policy wording and be mindful of the insurance cover exclusions when considering overseas travel and the potential additional expense he/she could incur, and is strongly advised to seek medical advice if he/she has any doubts about his/her fitness to travel, or his/her medical condition, in relation to the insurance cover exclusions; and attach to his/her Authority to Travel application a medical clearance to travel (from his/her local doctor or the Travel Doctor) if he/she has received medical advice in the last 12 months advising him/her not to travel. Intending Travellers who fail to do this will not be covered for medical expenses whilst travelling.

#### 6.4.4 Emergency Insurance Contacts & Insurance Claim Forms

In the event of an emergency overseas, travelers should call the relevant University insurer's emergency assistance company direct using the contact numbers listed above at section 6.4.2.7

Insurance claim forms can be accessed using the following links: a) Staff Travel

[http://intranet.vu.edu.au/finance/pdf\\_files/Forms/StaffTravelClaimForm.pdf](http://intranet.vu.edu.au/finance/pdf_files/Forms/StaffTravelClaimForm.pdf)

b) Student Travel

[http://intranet.vu.edu.au/finance/pdf\\_files/Forms/StudentTravelClaimForm.pdf](http://intranet.vu.edu.au/finance/pdf_files/Forms/StudentTravelClaimForm.pdf)

#### 6.4.5 Domestic Travel

The University does not provide domestic travel insurance.

## 6.5 Reporting of Incidents and Emergency Communications

- 6.5.1 If travelers are involved in an incident whilst travelling overseas they must report that incident as soon as possible using the University's incident reporting process. Incident report forms are available on the HR Intranet site <http://quickclaim.elumina.com.au/external/?key=vicuni>
- 6.5.2 Staff travelling overseas should take several hard copies of the form as part of their travel documentation. Details of "near misses" must also be reported so that appropriate precautionary action can be taken. If an insurance claim is likely, a report should also be provided to the University insurance officer as soon as practical.

## 6.6 Carbon Offset

The University will offset the carbon emissions from international and domestic flights through an approved offset organisation or program. The TMC shall provide travel data to the University which includes the mileage travelled to enable this to occur.

# 7 TRAVEL APPROVAL

All University travel must be supported by an 'Authority to Travel' form and approved in accordance with the approval matrix set out below before the Travel Officers confirm any bookings.

For International travel, The 'Authority To Travel' form (Attachment 1) must include detailed costings, and the quotations received from the TMC showing the flight itinerary for each proposed trip.

The 'Authority to Travel' form is an internal document and must not be provided to the Travel Managers.

## 7.1 Travel Approval Matrix

The following approval matrix shall be applied for all travel in accordance with the Schedule of Financial Delegations. Please note that the below authorisation levels are a minimum requirement and, where the Authorising Officer does not have sufficient financial delegation for the cost of travel, approval must be sought from an officer, in the position's direct reporting line with the appropriate level of financial delegation:

	A	B	C	D	E	F	G
	Staff, Students and Others (e.g. consultants)	Organisational Head	Senior Officer	Principal Officer	Vice-Chancellor Travel by Councilors	Chancellor	Deputy Vice-Chancellor (Capital and Management Services)
Authorising Officer	Authorised by B	Authorised by C	Authorised by D*	Authorised by E	Authorised by F	Authorised by G	Authorised by E
Overseas Business Development Travel (BDT) only (refer Definitions)	Authorised by B and VPI (Refer 7.2 below)	Authorised by C and VPI (Refer 7.2 below)	Authorised by D* and VPI (Refer 7.2 below)	Authorised by E and VPI (Refer 7.2 below)	Authorised by F and VPI (Refer 7.2 below)	Authorised by G and VPI (Refer 7.2 below)	Authorised by E and VPI (Refer 7.2 below)

\* In accordance with the position's direct reporting line

In accordance with the above Travel Approval Matrix, overseas Business Development Travel (BDT) as defined under "Definitions", requires prior authorisation by the Vice President International (VPI). Please refer to Section 7.2 below for further details on Business Development Travel.

All 'Authority to Travel' forms forwarded to the delegated officer for final approval must be accompanied by:

- A completed Travel Schedule (Diary) which must contain up to date information on the Traveler's itinerary and contact details at each point of the journey; and
- The current DFAT Travel Advisory for the destination countries.

## 7.2 International Travel

Overseas Business Development Travel (BDT) as defined under "Definitions" requires prior authorisation from the Vice President International (VPI). This is to ensure effective leadership, coordination and strategic alignment of all overseas business activity. This applies to current programs and new initiatives.

Any proposed travel involving Business Development should involve prior consultation with the VPI or nominee, **at least 4 weeks before the proposed travel** to assist with planning and coordination. The Authority to Travel (Attachment 1) must be authorised by the Vice President International (VPI) for all Overseas Business Development Travel.

## 7.3 Travel Itinerary Changes

Travelers are required to obtain approval in accordance with the travel approval matrix in 7.1 above regarding any itinerary changes. Once approval is obtained the Travel Officer who makes the bookings on the Traveler's behalf will make the necessary arrangements with the TMC and advise the Travel Officer of the VISA cardholder of any additional charges for reconciliation purposes.

Once approved, changes to travel itineraries must only be made in exceptional circumstances.

# 8 PAYMENT OF TRAVEL EXPENDITURE

8.1 *The VISA Corporate Card is to be used to charge all airfares only.* Reservations may be made but ticketing will not proceed until a valid VISA card number, the authorised Travel Officer and the quotation number are verified by the TMC.

8.2 The traveler allocated VISA purchasing card shall be used to charge all approved travel expenses such as accommodation and other travel expenses, not airfares as stated in 8.1 above.

8.3 Where accommodation, other travel expenses and personal expenses are included on the one account (for instance where a hotel account includes accommodation plus personal expenses) the personal expenses are to be paid by the staff member separately and not charged to a University Visa purchasing card. If this is not practicable, the procedure set out in paragraph 10.4 is to be followed.

8.4 Where personal payments are necessary for other travel expenses, such expenses if substantiated will be reimbursed by the University through the staff reimbursement process (Payment of Staff Reimbursements - FD11).

## 9 CLASS OF AIR TRAVEL

Air travel will be by economy class. Where class of air travel is specified in an employee's employment contract the employee is entitled to that class of travel. Where the employment contract (or other relevant instrument) does not specify a class of travel a Principal Officer, Executive Dean or Executive Director may elect to travel Business Class if the total journey time (without an overnight break) is two hours or more. Where exceptional circumstances prevail a Principal Officer may approve a change in the class of travel"

## 10 TRAVEL ACQUITTAL

Travel Officers are responsible for ensuring that Travelers complete the 'Part B - Travel Acquittal' of the Authority to Travel form within 10 working days of their return to the University for all overseas travel and domestic travel for 6 or more consecutive nights.

The Traveler's Senior Officer must approve the Part B-Travel Acquittal. The Travel Acquittal will include the following

### 10.1 Budget versus Actual Expenditure Comparison

An actual expenditure variance of 10% or more of the total budgeted amount stated in the Authority to Travel form will require a written explanation as to why this occurred. The Senior Officer will be responsible for ensuring the explanation provided by the Traveler is appropriate before approving the travel acquittal.

### 10.2 Overseas Report

The Traveler must submit a brief report on the outcomes resulting from their official business travel overseas.

### 10.3 Private Travel versus Business Travel

University business travel includes days spent on University business including travel time. It also includes unavoidable time between business activities due to connecting flights and business travel required on weekends and public holidays. In all other instances the weekends and public holidays are ignored from the calculation.

Where private travel (e.g. annual leave) is combined with University business travel, the private travel component must be incidental to the overall purpose of the trip for it to be accepted as business related travel.

Based on independent tax advice, private travel must be less than 30% of the total travel period for the travel to be considered as business related. In circumstances where the private travel component is greater than 30% of the total travel period, the purpose of the travel will be considered dual purpose, i.e. business and private, and the Traveler will be required to pay 50% of the airfares to avoid Fringe Benefits Tax (FBT). A calculator for determining if FBT applies is available on the [Finance Intranet](#) site.

NOTE: It is required that where there is a personal travel component the associated FBT calculation be included in the ATT submitted for approval.

Refer to Attachment 2 for practical examples to help determine whether a particular day is considered to be business or private.

### 10.4 Personal Expenditure on VISA

Where 10.3 is not practicable and Personal Expenses are charged to the University VISA purchasing card, those expenses should be clearly stated on the Travel Acquittal with funds being reimbursed to



the University within 10 working days of the Traveler's return. A copy of the receipt from the University cashiers must be attached to the Travel Acquittal form for payment verification.

#### 10.5 Combined Personal Expenses

Personal Expenses will not be reimbursed, and where expenses are a combination of Personal Expense and Other Travel Expense then apportionment on a reasonable basis is necessary

#### 10.6 Cash Advance Reconciliation

Cash Advances granted in accordance with section 12.2 of this Policy must be reconciled and acquitted within 10 working days of the Traveler's return. Section 15 of Part B – 'Travel Acquittal must be completed and receipts attached.

Any funds that remain unused from the original Cash Advance must be returned to the University by the Traveler prior to the submission of the Travel Acquittal and details of the deposit provided in Section 15 of the Travel Acquittal form.

### 11 RECORD RETENTION

Travel Officers are responsible for filing all authorised Authority to Travel forms, Travel Acquittals and supporting documentation as outlined above in a secure location for a minimum of five years. Please note that the five year minimum retention period is defined as five years from the end of the financial year in which the record is created (not five years from the date of travel or the date on the Authority to Travel).

## 12 TRAVEL ALLOWANCES AND EXPENSES

### 12.1 Per Diems

University staff who undertake approved overseas travel on behalf of the University **may** be paid a daily per diem (based on nights away from home **up to the maximum** indicated by the rates specified in the Per Diem Rates In Australian Dollars form (listed on [Finance Travel Forms and Information](#) Intranet site). **No daily rates will apply within Australia.**

Per Diems will not be paid for any night away where the Traveler spends all or a significant part of the 24 hour period on an aircraft. This applies to outward and return journeys. A proportion of the allowable daily rate may be paid in circumstances where a full per diem is not warranted.

Per Diems are paid for short term travel periods, generally for a period not exceeding 21 days. For travel periods greater than 21 days the Per Diem may be deemed to be a Living Away From Home Allowance (LAFHA) and subject to Fringe Benefits Tax (FBT). All LAFHA's are to be paid via the HR payroll system and require the completion of a LAFHA declaration form to comply with tax law. For further guidance refer to the University FBT Policy and contact the Tax Accountant within the Finance Department for further advice.

The Per Diem rates are in accordance with the latest travel allowance rates. Industry specialists, ECA INTERNATIONAL PTY LTD, supply the rates.

In June of each year the Manager-Procurement will ensure the per diem rates are kept up to date.

Per Diems will be paid via Accounts Payable on the approved "Authority to Travel".

Per diems are to be raised and approved on the University's Finance system and the approved Authority to Travel form-Part A is to be forwarded to Finance for processing.

The Traveler is not required to reconcile the actual expenditure incurred whilst on travel and the per diem allowance received.

The University will reimburse staff who have made personal payments for other travel expenses in accordance with section 10.4 above.

Travelers other than University Staff

Travelers in this category include students, council members, and persons not employed by the University but for whom the University has agreed to pay travel expenses.

A University VISA purchasing card will not be issued to this category of Traveler. These Travelers are therefore to make personal payments for other travel expenses.

Cash advances may be made to this category of Traveler to assist them in the payment of these expenses. Cash advances will be processed as if it were a staff reimbursement, following the procedures established in the Staff Reimbursement Policy.

## 12.2 Cash Advances

In exceptional circumstances where the University corporate credit card is not widely accepted in overseas destinations, Travelers who undertake "approved overseas travel" on behalf of the University may be paid a Cash Advance allowance to cover expenses associated with ground transport, such as taxi fares, etc.

The amount claimed shall be at the discretion of the Traveler's Organisational Unit, however all claims should be reasonable with regards to the amount of travel likely to be incurred, length of trip, etc.

As with Per Diems, Cash Advance Allowances are to be raised and approved on the University's Finance system and the approved Authority to Travel form-Part A is to be forwarded to Finance for processing.

In all instances invoices (or receipts) must be kept for all Cash Allowance expenses incurred. On return from travel a full Cash Advance reconciliation must be completed of all Cash Advance expenses as part of the Travel Acquittal process (Part B of the 'Travel Authority' form).

Expenses incurred over and above the Cash Advance allowance may be claimed by Travelers on their return using the Cash Advance Reconciliation (Attachment 3) and supporting documentation must be attached. All claims made in this way must be entered and approved on Finance One.

Where the Cash Advance allowance has not been fully utilised, any remaining amount must be deposited to Victoria University. Travel Officers are responsible for ensuring compliance to this.

## 13 LEAVE WHILE OVERSEAS

A staff member may apply to take recreation leave, leave without pay or long-service leave in conjunction with overseas travel to be undertaken on behalf of the University. The appropriate Senior Officer may approve such leave after consideration of the following matters:

- The leave must be applied for prior to or in conjunction with the lodgment of the Authority to Travel form.
- The leave will not unduly disrupt the business of the University.
- The leave will not involve the University in any greater expense for the staff member's travel and related costs than would otherwise have been the case. Reference should be made also to section 10.3 "Private Travel versus Business Travel" and whether any Fringe Benefits Tax (FBT) applies.

*"The current official version of this policy is maintained on the Victoria University Central Policy Register and downloading and printing of this policy will produce an uncontrolled copy which may not be current."*

- The staff member is responsible for all costs that relate to the taking of leave including travel and accident insurance where the overseas travel exceeds the requirements set out in section 6.5 – Overseas Travel Insurance.

## 14 VEHICLE ALLOWANCE

Travelers are encouraged to use University vehicles where possible while undertaking University business. Staff operating leased vehicles and using private vehicles are eligible to claim a mileage allowance. The approval for mileage allowance is to be in accordance with the [Financial Delegations](#) policy. The form for claiming mileage allowance can be found on the HR Intranet site or by using the following link [Travel Reimbursement](#).

## 15 VEHICLE HIRE

The University has a preferred supplier arrangement with Hertz Australia and Travelers requiring a hire vehicle must utilise this arrangement for domestic travel.

Travelers are required to book by calling the Hertz toll free booking number (13 30 39) and quoting the University Corporate Discount Programme number (CDP) provided on the Finance intranet site ([Hertz VUPF Vehicle Hire Rates & Procedures](#)). Alternatively, hire can be arranged through the University Travel Managers who have been instructed to utilise this arrangement when booking University hire vehicles.

Where possible, hiring of environmentally friendly vehicles such as those in the Hertz Green Collection should be considered. These include vehicles in the Hertz Green Collection which are available at Hertz's major locations in Australia, Europe and North America.

The mileage of the hire vehicle is to be offset by the University through an approved offset organisation or program. This travel data is to be provided by Hertz and any other hire car company used for University business.

University staff and students may also use this arrangement for personal travel. All personal travel must be paid for by the individual.

## 16 QANTAS CLUB MEMBERSHIP

The Human Resources Department co-ordinates all Qantas Club corporate membership arrangements.

All Qantas Club enquiries should be directed to the Salary Packaging Officer within the Human Resources department.

## 17 POLICY ADVISOR

## 18 RELATED POLICIES AND LEGISLATION

## 19 REVIEW OF POLICY

This policy is to be reviewed whenever there is a material change due to new agreements with suppliers, or in order to reflect new needs in this policy.

*"The current official version of this policy is maintained on the Victoria University Central Policy Register and downloading and printing of this policy will produce an uncontrolled copy which may not be current."*

**19.1 Compliance**

The Manager – Procurement will conduct periodic reviews of travel issues to ensure compliance with this policy. The results of the review will be forwarded to the General Manager – Financial Operations for appropriate follow up action, if required.

If matters remain unresolved the non-compliance issues would be forwarded to the CFO.

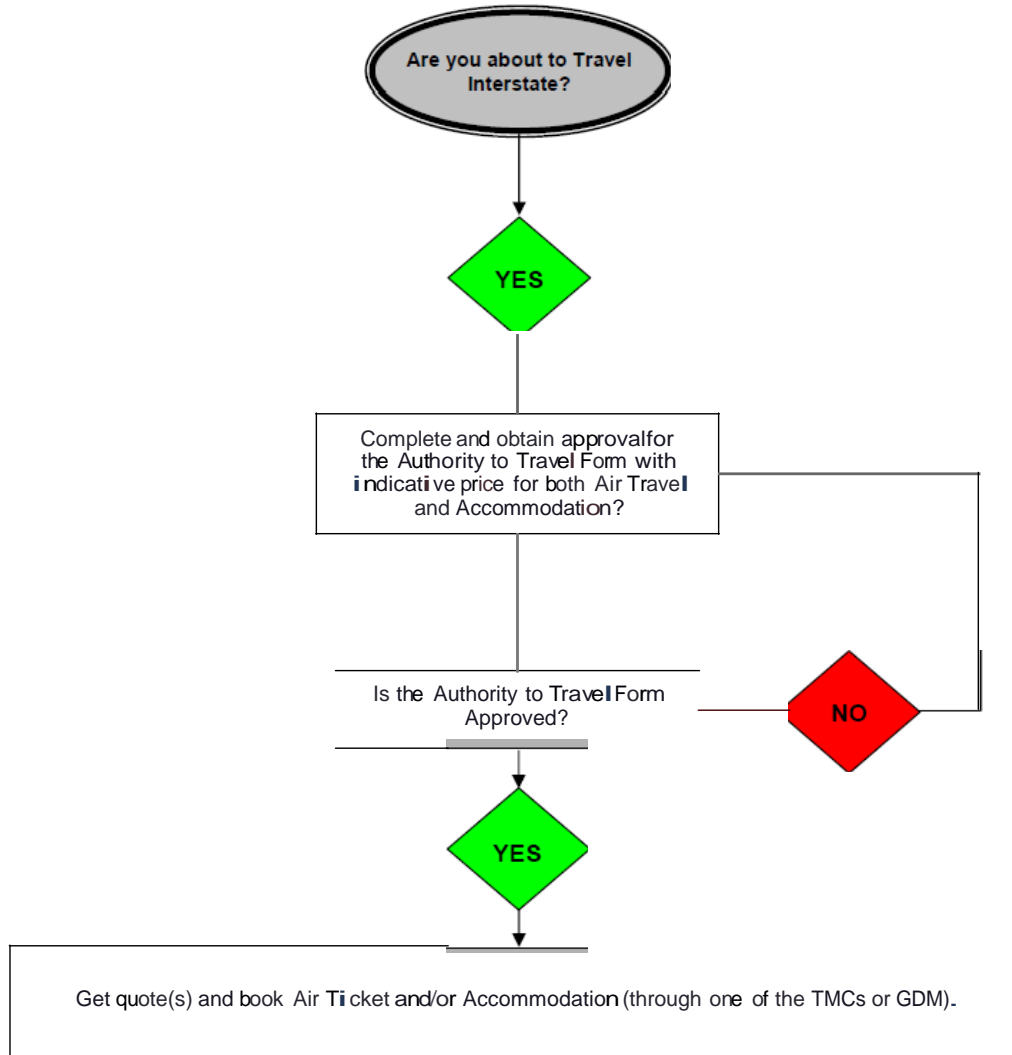
If, in the opinion of the CFO, there is a deliberate non-compliance with this policy, the CFO will recommend to the Vice-Chancellor and the Deputy Vice-Chancellor (Capital and Management Services) that sanctions be invoked against the non-complying officer. Sanctions include, but are not limited to, the withdrawal of the officer’s financial delegation and/or withdrawal of access to the University’s finance system.

**20 Index**

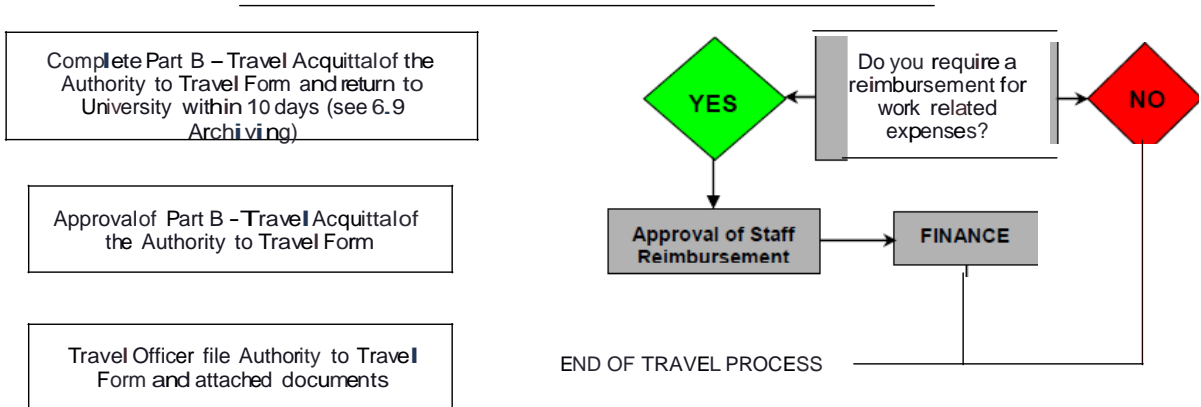
CLASS OF AIR TRAVEL..... 15  
emergency assistance companies ..... 10  
Emergency Insurance Contacts & Insurance Claim Forms..... 12  
FORMS ..... 22  
GENERAL POLICY ..... 4  
KEY RESPONSIBILITIES ..... 5  
LEAVE WHILE OVERSEAS..... 17  
PAYMENT OF TRAVEL EXPENDITURE..... 13  
QANTAS CLUB MEMBERSHIP ..... 18  
RECORD RETENTION ..... 16  
REVIEW OF POLICY ..... 18  
TRAVEL ACQUITTAL ..... 15  
TRAVEL ALLOWANCES AND EXPENSES..... 16  
TRAVEL APPROVAL ..... 12  
TRAVEL REQUEST PROCEDURES..... 6  
VEHICLE ALLOWANCE ..... 17  
VEHICLE HIRE ..... 17

Flowcharts

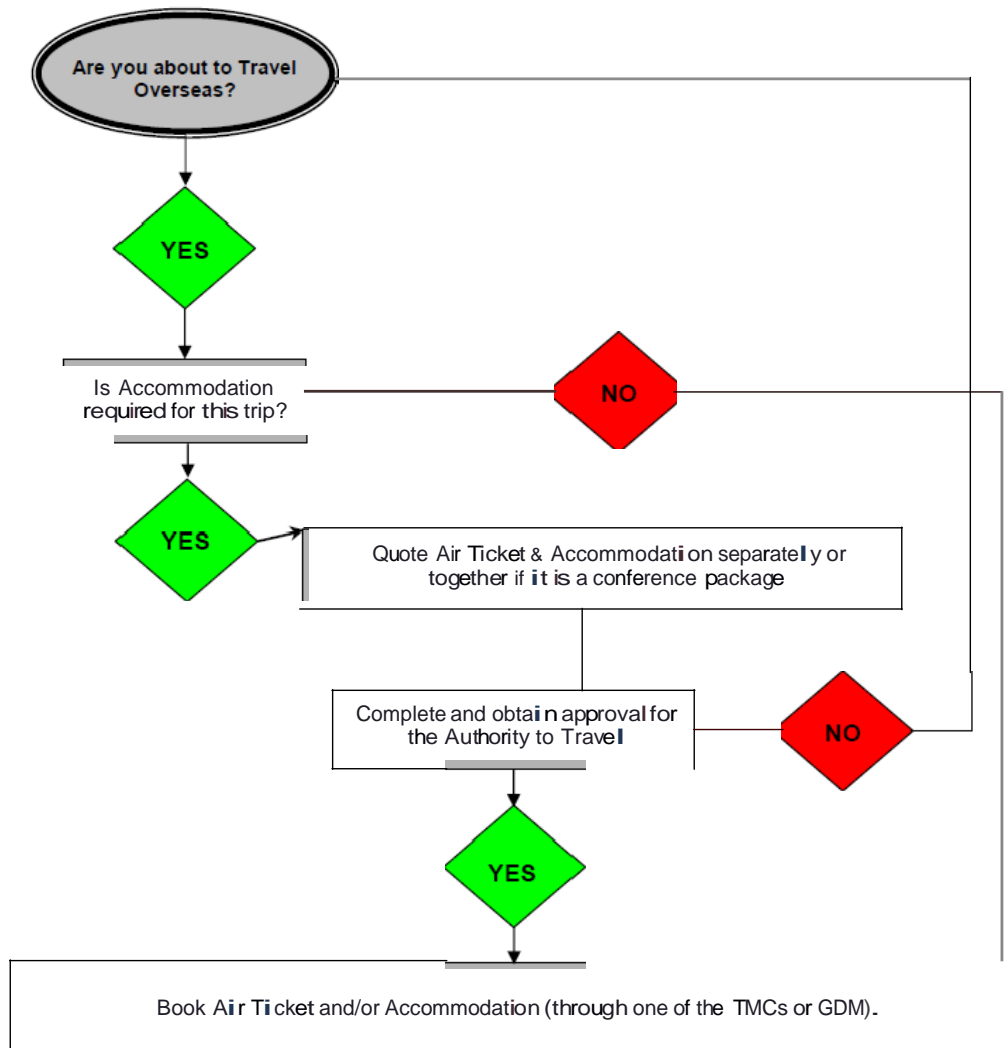
Flow Chart 1-Travel Process for Domestic Travel



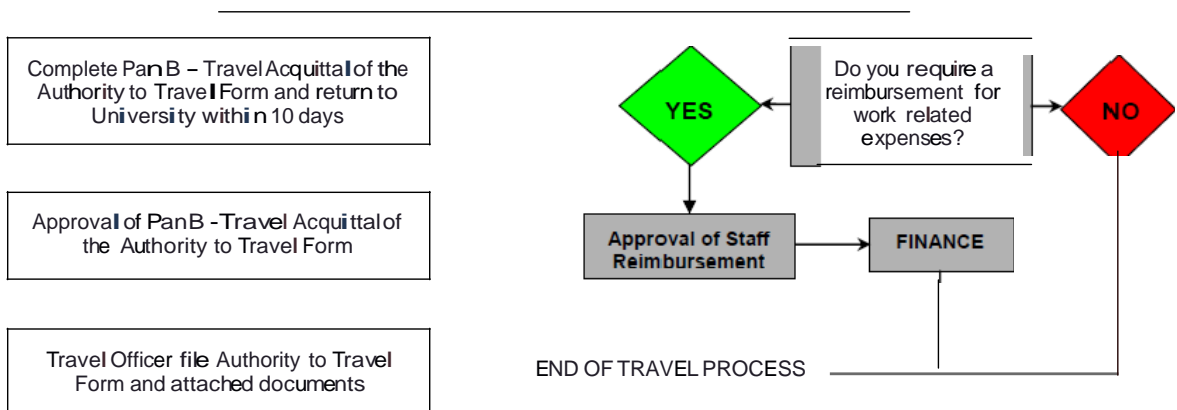
TRAVEL



### Flow Chart 2- TravelProcess for Overseas Travel



#### TRAVEL



*"The current official version of this policy is maintained on the Victoria University Central Policy Register and downloading and printing of this policy will produce an uncontrolled copy which may not be current."*

## **21 FORMS**

[Attachment 1 –Authority to Travel \(ATT\)](#)

[Attachment 2 - Frequently asked questions regarding combined business and private travel](#)

[Attachment 3 – Staff Cash Advance Reconciliation Form](#)

Attachment 1 To access a word copy of the ATT Form, [click here](#)

**VICTORIA UNIVERSITY  
AUTHORITY TO TRAVEL**

**1 PERSONAL PARTICULARS**

Title	Given Names	Surname	VU Phone	Mobile
Position	Department/Unit/Section	Faculty/School/Branch		Campus
Contact email whilst travelling	Line Manager			

**2 COST AND SOURCE OF FUNDS**

**University**    
  **Personal**    
  **Client**    
 Name of Paying Client: \_\_\_\_\_

	Category	Expenses (\$)	Account Code
3.1	Airfares & applicable taxes		
3.2	Accommodation		
3.3	Per Diem – (Please Complete and attach Per Diem Calculator)		
3.4	Other (eg visa, surface transport, conference registration, etc)		
	<b>TOTAL TRAVEL COST</b>		

**3 TRAVELLER DECLARATION**

I, \_\_\_\_\_, hereby certify that:

I have read and understood the [University's Travel Policy](#) and the [University's Insurance Policy](#) and acknowledge that the University will only pay or provide reimbursement for business related expenses and that I am liable to pay for 50% of the airfare if my private travel is deemed to be more than incidental to the University's business travel. ([FBT Calculator attached](#)).

Signature: .....

Date: .....

**4 AUTHORITY TO TRAVEL APPROVAL**

Print Name

Signature

Date

**DOMESTIC TRAVEL**

**Departmental Budget Owner**     -----     -----     ----/----/----

**OVERSEAS TRAVEL**

**Departmental Budget Owner**     -----     -----     ----/----/----

**Next Level of Financial and Reporting Line (if applicable)**     -----     -----     ----/----/----



## 5 TRAVEL SCHEDULE /DIARY

<b>MOBILE NUMBERS (FOR EMERGENCY CONTACT ONLY):</b>		
VU Traveller:		
VU Traveller's Line Manager:		

Flight Number	Departure			Arrival			Accommodation (Address, contact details-phone, fax, email)	Purpose of stay	Comments
	Date	Time	Place	Date	Time	Place		Briefly detail purpose of travel: eg. Meeting, teaching, subject taught, meeting with whom, address, contact details-phone, Annual/Long Serve/ X Leave	

**Additional type of leave taken, where applicable (Annual, LSL, OSP, Without pay) and the dates applicable must also be included in the schedule provided above**

(Add or delete rows as required)

Signature of travelling .....  
employee:

Date: ...../...../.....

**This travel itinerary forms both the Travel Schedule and the Travel Diary for this trip for taxation purposes.**

**Should this itinerary change, this MUST be adjusted and resubmitted for taxation purposes.**

### Instructions

<p><b>Use As A Travel Diary (FBT Purposes)</b></p> <p>The Travel Schedule is to be used as the travel diary by employees when undertaking:</p> <ol style="list-style-type: none"> <li>(1) Overseas travel for 6 or more consecutive nights; or</li> <li>(2) Domestic travel for 6 or more consecutive nights and the travel is not exclusively for performing employment duties.</li> </ol>	<p><b>Use As A Travel Schedule</b></p> <p>Travellers are requested to complete the Travel Schedule as comprehensively as possible for all travel (regardless of duration and destination, i.e. domestic and international). This is required so that the University may perform its "duty of care" obligations if required.</p>
---	---

**Individuals are to file their travel schedules in a secure place for a period of 5 years. The Finance Department will conduct regular compliance reviews to ensure travel schedules are being maintained. The failure to maintain a travel diary will expose you to FBT**

## Attachment 2

### Frequently Asked Questions In Regards Combined Business and Private Travel

**(Q1). I have to travel on Sunday to be able to attend my conference first thing Monday morning. Is this considered to be a business day or a private day?**

**(A).** If it is necessary to travel on Sunday, due to flight availability or an early start, then it would be considered a business day.

**(Q2). I have a conference in Sydney commencing on Monday and finishing on Friday. I would like to leave on the Saturday before and return on the following Sunday. What are the implications?**

**(A).** Under the guidelines provided by clause 12.3 of this policy the total business days equals 5. There is no annual leave taken and the weekend days are ignored from the calculation. Accordingly the University will fund the full amount of the airfare and other travel costs (including accommodation, meals and incidentals) relating to the 5 business days.

The employee must personally meet travel costs (including accommodation, meals and incidentals) relating to the weekend days.

A travel diary would need to be completed for the entire period as the travel exceeds 5 nights.

**(Q3). I have a two-day course in Western Australia (WA) and would like to have one week's annual leave after the course. What are the implications?**

**(A).** The number of private days equals 5. The number of business days is 2, but if travel to/from WA was required the day before the conference then the total business days would equal 3. The private portion represents 62% of the total travel (i.e. 5 out of 8 travel days). As per the guidelines under clause 12.3 of this policy, the private travel is considered to be more than incidental to University business travel as it is greater than 30%.

Accordingly the employee would need to reimburse the University for 50% of the airfare. The University would fund other travel costs (including accommodation, meals and incidentals) relating to the business days.

The employee must personally meet travel costs (including accommodation, meals and incidentals) relating to the private days.

A travel diary would need to be completed for the entire period as the travel exceeds 5 nights.

**(Q4). I am travelling interstate to two conferences, one commences on Monday and finishes on Wednesday. The next conference commences on the following Monday. Are the days in-between the conferences business or private?**

**(A).** This would need to be reviewed by the Head of the Department and a determination made as to whether the days between conferences are considered to be unavoidable and that it is not cost effective for the staff member to return from the first conference and travel to the second conference the following week.

**(Q5). I know that a travel diary must be completed where my travel exceeds 5 nights. Are private nights included in the “exceeds 5 nights” test?**

(A). Yes. If you are away for more than 5 nights in total you must complete a travel diary regardless of the split between business and private days.

**(Q6). I am staying in Sydney for 5 nights for a conference and plan to stay 2 extra private nights. Do I need a travel diary?**

(A). Yes, a travel diary is required as you are away for a total of 7 nights.

**(Q7). If I have to reimburse the University for 50% of my airfare, how do I do it?**

(A). You will need to consult a Finance Officer in your department and obtain details of the relevant cost centre and natural account code to which your payment will be credited. These details are used to complete the [Finance deposit slip](#). The completed deposit slip should be taken to the University Student Service Centre for payment of the amount due.

Item 11 on the deposit slip requires the GST status of the deposit to be indicated. Reimbursements relating to an overseas airfare are treated as GST Free and reimbursements relating to a domestic airfare are treated as GST Taxable.

**(Q8). If I have to reimburse the University for 50% of my airfare, is the 50% calculated on the GST inclusive or GST exclusive price?**

(A). Your reimbursement should be based on the GST inclusive price of the airfare.



## POLICY HISTORY

Version approval date	Summary of changes
23 July 2015	Urgent modification from COO and CFO to section 5.5 and section 21 "Authority to Travel" form.
actioned on 21 November 2011 (POF111121000)	Minor modification to section 6.1.3.
15 September 2011 (POF110919004)	Reviewed policy.
6 July 2009 (POF110919003)	Minor amendment to section 6.13.
18 February 2008 (POF110919002)	Several minor amendments made.
17 August 2007 (POF110919001)	Minor amendments made to section 6.4.4.1 and section 8 of attachment 3.
14 July 2007 (POF110919000)	Reviewed policy.
14 June 2006 (POF060531000)	New policy – renamed to <i>Travel – FU14</i> .
14 January 2004 (POH110919000)	Minor modification – policy updated to reflect taxation requirements.
4 July 2002 (POH040809008)	New policy – <i>Official Travel</i> .