**Appendix 1 – Travel Approval**

**All Travel Approvals**

University funded travel must be approved by an Authorised Approver as per the [Delegations and Authorisations Policy](https://policy.vu.edu.au/view.current.php?id=00066) prior to travelling domestically or overseas.

Where the Authorised Approver appearing in the below tables does not have sufficient financial delegation for the cost of travel, approval must be sought from the appropriately authorised departmental budget owner in the position’s direct reporting line with the appropriate level of financial delegation.

1. **DFAT Approvals**

|  |  |  |  |
| --- | --- | --- | --- |
| **DFAT Rating** | **Travel Outside Of Economy Class BLFOD And BFOD** | **Authorised Approver 1** | **Authorised Approver 2** |
| 1 and 2 | All travellers, (including those travelling on Grants or other external funding) | Director/Dean |  |
| 3 | All travellers, (including those travelling on Grants or other external funding) | Director/Dean | Vice Chancellor or a VC nominated delegate |
| 4By Exception | All travellers, (including those travelling on Grants or other external funding) | Director/Dean | Vice Chancellor or a VC nominated delegate |

**2. Standard Travel Approval for Domestic and International Travel**

|  |  |
| --- | --- |
| **Traveller** | **Authorised Approver** |
| Staff, Students, all other (e.g. consultants) | Director/Dean |
| Director/Dean | Next Level of Financial and Reporting Line |

**3. By Exception Non Standard Travel Class Approval**

|  |  |  |
| --- | --- | --- |
| **Travel other than economy class** | **Authorised Approver** | **Authorised Approver 2** |
| Premium Economy Class | Director/Dean | Vice Chancellor or a Vice Chancellor nominated delegate |
| Business Class Travel | Director/Dean | Vice Chancellor or a Vice Chancellor nominated delegate/s |
| Where class of travel is nominated in Contract of Employment | Director/Dean |  |

In addition to the above approval tables, from time to time there will be exceptional circumstances where the flight requirements within the Policy directed ticketing class cannot be accessed. In these circumstances and where the cost of the overall trip is affected by less than fifteen (15)percent, the next cheapest class of air ticket may be approved by the Director, Strategic Financial Solutions and Processing as the Authorised Approver 2.