

## SCHEDULE 6 – TRAVEL DELEGATIONS

The following authorities and powers are conferred by the Council of Charles Sturt University on the officers or bodies specified in this Schedule in accordance with section 20 of the [Charles Sturt University Act 1989](#) and subject to the [Delegations and Authorisations Policy](#).

DR MICHELE ALLAN  
CHANCELLOR

No	Category	Function	Delegate	Special Condition(s) (additional to those specified in the relevant Rule, policy or procedure governing the delegation)	References
TRV1 .	Domestic Travel	AUTHORITY TO approve domestic travel and expenditure (including New Zealand and, where relevant, use of air travel, hire or rental car and taxis and other forms of transport, accommodation and allowances for meals and expenses under University Policy):			<a href="#">Travel Policy</a>
		<ul style="list-style-type: none"> <li>• Council Members</li> <li>• Pro Chancellor</li> </ul>	University Secretary and Director, Governance and Corporate Affairs		
		<ul style="list-style-type: none"> <li>• Vice-Chancellor</li> </ul>	Band 10	Despite clause 29 of the Policy, the Chancellor may authorise an officer to approve expenses in relation to approved domestic travel.	
		<ul style="list-style-type: none"> <li>• Deputy Vice-Chancellor</li> <li>• Chief Financial Officer</li> <li>• Executive Director, Human Resources</li> <li>• University Secretary and Director, Governance and Corporate Affairs</li> <li>• Director, Government and Community Relations</li> </ul>	Band 9		

No	Category	Function	Delegate	Special Condition(s) (additional to those specified in the relevant Rule, policy or procedure governing the delegation)	References
		<ul style="list-style-type: none"> <li>• Director, Strategic Planning and Information</li> <li>•</li> </ul>			
		<ul style="list-style-type: none"> <li>• Head of Campus</li> </ul>	Director, Government and Community Relations		
		<ul style="list-style-type: none"> <li>• Executive Directors</li> <li>• Deans</li> <li>• Pro Vice-Chancellors</li> </ul>	Band 8		
		<ul style="list-style-type: none"> <li>• Heads of School</li> <li>• Directors</li> </ul>	Band 7		
		<ul style="list-style-type: none"> <li>• Other Academic and General Staff</li> </ul>	Band 3		
TRV2 .	<b>Overseas Travel</b>	AUTHORITY TO approve overseas travel and expenditure and, where relevant, use of air travel, hire or rental car and taxis and other forms of transport, accommodation and allowances for meals and expenses under University Policy:			<a href="#">Travel Policy</a>
		<ul style="list-style-type: none"> <li>• Council Members</li> <li>• Pro Chancellors</li> </ul>	University Secretary and Director, Governance and Corporate Affairs		
		<ul style="list-style-type: none"> <li>• Vice-Chancellor</li> </ul>	Band 10	Despite clause 29 of the Policy, the Chancellor may authorise an officer to approve expenses in relation to approved international travel.	

No	Category	Function	Delegate	Special Condition(s) (additional to those specified in the relevant Rule, policy or procedure governing the delegation)	References
		<ul style="list-style-type: none"> <li>• Deputy Vice-Chancellor</li> <li>• Chief Financial Officer</li> <li>• Executive Director, Human Resources</li> <li>• Director, Governance and Corporate Affairs</li> <li>• Director, Strategic Planning and Information</li> </ul>	Band 9		
		<ul style="list-style-type: none"> <li>• Head of Campus</li> </ul>	Director, Government and Community Relations		
		<ul style="list-style-type: none"> <li>• Executive Directors</li> <li>• Deans</li> <li>• Pro Vice-Chancellors</li> </ul>	Band 8		
		<ul style="list-style-type: none"> <li>• Heads of School</li> <li>• Directors</li> </ul>	Band 7		
		<ul style="list-style-type: none"> <li>• Other Academic and General staff</li> </ul>	Band 7		
TRV3 .	<b>Use of Private Motor Vehicles</b>	AUTHORITY TO approve use of private motor vehicle on official business and payment of prescribed allowance.	Band 4 Officer in the Division of Finance or Manager, Travel		<a href="#">Travel Policy</a>
TRV4 .		AUTHORITY TO approve payment of excess insurance claims for damage to private motor vehicles used on official business.	Chief Financial Officer		

No	Category	Function	Delegate	Special Condition(s) (additional to those specified in the relevant Rule, policy or procedure governing the delegation)	References
TRV5 .	<b>Airline Lounge and Frequent Flyer Schemes</b>	AUTHORITY TO approve membership of airline lounge and frequent flyer schemes.	Band 8		<a href="#">Travel Policy</a>
TRV6 .	<b>Airline Travel</b>	AUTHORITY TO approve special travel arrangements outside of policy.	Band 9		