Travel Procedure

Section 1 - Purpose

(1) This procedure supports the Travel Policy by providing details for:

a. planning and approving University travel
b. payment of travel expenses
c. transport options
d. general travel arrangements
e. accommodation
f. travel allowances and expenses
g. traveller risk, health, security, and safety
h. travel insurance
i. after-hours emergency services, and
j. private travel.

Scope

(2) This procedure has the same scope as the Travel Policy.

Section 2 - Policy

(3) See the Travel Policy.

Section 3 - Procedure

Part A - Planning and approving University travel

Domestic travel

Approval process

(4) The approval process for domestic travel is through the travel management platform (TMP)

(5) Approval is required from the traveller's direct supervisor, except for research travel which needs additional approval from the relevant delegate of the budget centre funding the travel. For travellers who sit outside of a Research Institute etc. written approval will be required from their direct supervisor through the TMP messaging function e.g. school staff travelling under research codes and recorded within the travel plan audit trail.

(6) Auto-approval for specific delegates as stated in the Travel Policy.

Guest travel

(7) Guests should book independently and seek reimbursement via invoice or non-staff reimbursement form.

(8) Exceptions may be granted for guests travelling as part of a group booking with University staff and in recruitment/relocation instances.

HDR student travel

(9) If Higher Degree Research (HDR) student travel is not fully funded by the University, the student should book independently and seek reimbursement.

(10) Fully funded HRD student travel must be requested via CSU Travel Portal using the domestic travel booking form.

Booking guidelines for domestic travel

(11) Bookings for domestic travel should be made at least 14 days in advance.

(12) Approval will be required for:

a. fleet vehicle (including pre-allocated vehicles).
b. car rental.
c. personal vehicle.
d. other forms of travel (air, train, bus).

(13) This includes single day travel which includes but is not limited to field sites, local conferences or seminars, or travel for meetings on University business.

(14) Travellers will submit a travel expense estimate in the TMP. Pre-allocated vehicle travel needs supervisor email approval if accommodation is involved.

(15) Travel and Expense are unable to provide quotes for domestic travel. Refer to FAQs on the Travel and Expense website for guidelines and estimates.

(16) In the event a traveller is unable to submit a booking directly within the TMP, the online domestic travel booking request form should be submitted to Travel and Expense.

Group travel

(17) Group travel involves 10 or more travellers to the same location/event.

(18) Group bookings must be coordinated and submitted at least 30 days in advance.

(19) Relevant executive support coordinates and distributes travel confirmations and acts as a central point of contact for the group.

(20) Pre-approval and a budget estimate are required for group travel.

(21) Complete and submit a Group travel template provided by Travel and Expense.

(22) All expenses will be charged to one common budget centre. It is the responsibility of the group point of contact to submit any internal journals to redistribute charges.

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International travel

Approval process

(23) International travel approval process requires that requests are submitted 30 days in advance to Travel and Expense and include pre-approval using the international travel pre-approval email template.

(24) Processing of official approval within the expense management system (EMS).

(25) This process applies to all University travel abroad, including learning abroad programs. Learning abroad programs require pre-approval of the program by the Director, Global Engagement for both students and academic staff.

(26) International travel requests received less than 30 days in advance of travel will require endorsement from the appropriate delegate, justification for the lack of notice and recognition of the potential increased costs associated with high demand timeframes.

(27) The process outlined within this section also applied to appropriate research and HDR travel.

Booking guidelines for international travel

(28) For international travel, request a quote from Travel and Expense.

(29) Complete and submit the international travel booking form.

(30) Travel and Expense will create an International Cost Summary within the EMS.

(31) Approval of the International Cost Summary is needed before bookings are confirmed and tickets issued.

Travel advisory

(32) Travellers are responsible for checking travel advice levels before and during travel through World Travel Protection information within the international travel booking form and Riskline.

Anti-bribery obligations

(33) It is an offence under the Criminal Code Act 1995 (Cth) for anyone acting on behalf of the University to provide a benefit (including gifts and entertainment) with the intention improperly influencing a Commonwealth public official or a foreign public official in order to obtain or retain business or a business or non-business advantage (See the Fraud and Corruption Control Policy).

(34) Travellers must:

a. complete any mandatory training if required by the University before undertaking international travel
b. avoid any type of facilitation payments (that is, minor unofficial payments to public officials either directly or indirectly to expedite or secure the performance of routine government action, for example, to facilitate the expedition of applications for visas or licences), and
c. ensure that any gift or entertainment provided to a foreign public official (see the Countering Foreign Interference Procedure) is allowed under legislation in that country (that is, it must be clearly required/allowed under written law, not local custom).

Specific considerations

Student travel

(35) Student travel is approved on a case-by-case basis in consultation with the Office of Global Engagement for exchange programs and short-term mobility programs by Travel and Expense.

Supervisor responsibilities

(36) Supervisors must ensure no travel (domestic or international) is approved under any active University or external travel restrictions.

(37) Supervisors must assure that all reasonably foreseeable hazards or risk factors associated with any driving that the traveller will be required to do have been identified, assessed, and controlled to as low as reasonably possible using the hierarchy of control (refer to the Driver Safety Guidelines).

University restrictions

(38) Travel may be restricted for any reason other than stated in the Travel Policy.

Travel rejections

(39) The Director, Financial Services can recommend the rejection or cancellation of non-compliant travel requests.

Private travel

(40) Non-compliant travel may be considered private. See Part J.

Sanctioned destinations

(41) No international travel to United Nations Security Council sanctioned countries or "do not travel" destinations should be approved.

(42) Approved travel may be withdrawn if advisory escalates to "do not travel." If travel has commenced and a classification is escalated to “do not travel” the relevant delegate in consultation with Travel and Expense should make contact with the traveller and assist in their return if warranted.

Health and safety

(43) Travellers are responsible for their own health and safety and must minimise risks to their wellbeing while travelling. In the event of a significant incident (such as, but not limited to, civil unrest or natural disaster) while traveling, the traveller must follow any advice issued by the University, the travel risk management service or relevant authorities.

Part B - Payment of travel expenses

Corporate travel credit card

(44) The corporate travel credit card (corporate card) is recommended for all University travellers.

(45) The University holds liability for the corporate card.

(46) Details and eligibility for the corporate card in the Finance Management Policy.

Expense documentation

(47) Tax invoices/receipts are required for all travel expenses.

(48) Expenses on the corporate card must be reconciled within 30 days of being incurred.

(49) Unreconciled expenses may become personal costs, and the corporate card may be suspended or cancelled if not reconciled within the 30 day time period.

Meal allowance

(50) The corporate card should not be used for meals if a meal allowance is provided, with some exceptions (see Part F).

Reimbursement

(51) In the event a traveller does not hold a corporate card, a personal card should be used and reimbursement request submitted with valid receipts via the EMS.

Part C - Transport options

Air travel

(52) Booking

a. All domestic travel must be arranged via the University's TMP; All international travel must be arranged via Travel and Expense.
b. Direct bookings with airlines are not allowed without prior approval from the Director, Financial Services.
c. Non-compliant bookings may be invoiced to the traveller if charged to University corporate cards or not reimbursed in instances of personal card usage.

(53) Airfare

a. Travellers should book the lowest logical airfare considering business needs, not personal preferences in all possible instances.
b. Wherever possible, Travel and Expense will use available unused airline ticket credits in the event of adjustments to itineraries.
c. Lowest logical airfare refers to the most economical flight option available for a particular itinerary, that aligns with the traveller's business needs and the University's Travel Policy. This involves a balance of cost, travel time, route efficiency, airline carrier terminal locations and other relevant considerations.
d. Flexible airfares require approval by the Director, Financial Services and are for extenuating circumstances only.

Changes to travel arrangements

(54) Contact Travel and Expense for changes to travel arrangements; business-related changes require supervisor approval.

(55) Personal changes to travel arrangements that incur costs are to be paid by the traveller.

(56) Changes must use the same airline/supplier as the original booking. In the event an alternative is not available with the same airline, Travel and Expense will identify suitable options and arrange ticket issuance.

(57) Compassionate reasons will be managed on a case-by-case basis.

(58) Any changes made, except those made by the airline, before or during travel made directly with the airline and not through Travel and Expense may be invoiced back to the traveller as a personal cost.

Connection times

(59) Domestic and international flights must meet airline minimum connection times. Travel and Expense and TMP will only book flights that adhere to the minimum airline set connection times.

(60) International minimum connection times will be determined by the airline schedules, transit point(s) and destinations and will adhere to the recommended airline set minimum connection times relevant to the airline(s). No exceptions to break the minimum connection times will be permitted.

Charter/private aircraft use

(61) Contact the Director, Financial Services for charter aircraft.

(62) When using a charter aircraft organisation, travellers must ensure the organisation holds a current airworthy certificate and sufficient public liability insurance. A copy of the certificate and insurance confirmation should be sent to the Director, Financial Services.

Ground transportation

(63) When using ground transportation the vehicle size category to be determined based on smallest available suited for number of passengers and luggage requirements.

University fleet vehicles

(64) University fleet vehicles are the first choice for staff with access to fleet pool vehicles.

(65) Private vehicle reimbursement is not available if fleet vehicles are available but not used.

Car hire

(66) Care hire is the second choice if fleet vehicles are unavailable.

(67) Book car hire through Travel and Expense or TMP.

(68) Use the corporate card for rental and fuel costs; Reimbursements of personal expenditure will require receipts.

(69) Travellers are advised to decline offers to reduce rental excess; the University's travel insurance policy will cover the excess if required.

(70) No private travel is allowable in conjunction with car hire.

Private vehicles

(71) Private vehicles are the third choice if fleet or rental cars are unavailable.

(72) Private vehicle use must be approved by the direct supervisor and the vehicle must be registered, hold comprehensive and compulsory third-party motor vehicle insurance (CTP) and hold a roadworthy certificate.

(73) Fuel costs are not claimable; kilometre reimbursement is based on ATO rates for the vehicle type (petrol/diesel or electric vehicles). The University is not liable for damages to private vehicles.

(74) Approval to use a motorcycle or bicycle will not be granted for workplace health and safety reasons.

Novated lease vehicles

(75) Novated lease vehicles are treated as private vehicles with relevant conditions applied.

(76) Any private kilometre reimbursement for a novated lease vehicle will form part of the traveller's taxable salary.

Driving/parking infringements

(77) The traveller will be liable for any driving or parking infringements incurred while travelling on University business.

Driver safety

(78) When driving any vehicle for University business, all University travellers must:

a. assess personal fitness, driving competency, and journey risk, and
b. hold a valid licence and operate vehicles per statutory requirements.

Taxi/ridesharing

(79) Taxi/ridesharing is preferred for ground transportation but is not funded for local travel within home campus location.

(80) Taxi/ridesharing is funded for airport/car rental depot travel, if no reasonable alternative exists.

(81) Travel to/from a venue within your home campus location will not be funded by the University.

Rail travel

(82) First class rail travel is allowed for long-distance journeys.

(83) Staff should ensure they adhere to current social distancing and hygiene guidelines.

(84) Obtain a tax invoice for reconciliation/claims.

Other transport costs

(85) The University funds airport parking for approved travel for the duration of the University related travel.

(86) Public transport smartcards may be purchase for official business travel where regularly required; top-ups via corporate credit card and no private travel to be funded by this method.

Part D - General travel arrangements

Class of travel

(87) This table shows the travel class approved for use by University travellers:

Staff member	International travel – class of travel	Domestic travel – class of travel
Chancellor	Business	Business
Vice-Chancellor	Business	Business/Economy
Deputy Vice-Chancellors/Pro Vice-Chancellors	Business	Economy
Senior Executive Level 1 and other senior staff per contract	Premium economy	Economy
All other University travellers	Economy	Economy

(88) Exceptions to the above classes (may require approval by the appropriate Band 8 delegate for the traveller):

a. University Council members may travel business class if accompanying a staff member entitled to business class.
b. A different class of travel is authorised by a staff member's employment contract.
c. Travel is funded by an external organisation, pending verification and authorisation.
d. The traveller is accompanying a traveller entitled to a higer-class, with approval from the delegated authority.
e. The proposed flight is longer than seven hours, with work commencing the same day as arrival and there are reasonable circumstances requiring a fare class other than Economy/Premium economy.

(89) Staff choosing to travel in a higher class must use a personal credit card and can seek reimbursement for the lowest logical economy fare once their travel plan is approved.

(90) Frequent flyer points can be used to upgrade tickets, with the traveller covering any fare difference for a flexible fare base ticket privately.

Excess baggage

(91) Excess baggage fees are allowed only for equipment or materials necessary for University business, with a required explanation and tax invoice/receipt.

Airline lounge memberships

(92) The University has negotiated airline lounge membership rates with the major airlines that offer a lounge facility.

(93) University-funded memberships require approval and minimum of six return flights annually, with approval from the relevant ELT member; otherwise, pro-rata personal charges apply.

(94) Personal expense memberships can use the University rate on request and may be salary sacrificed after seeking advice from Payroll. For privately funded memberships, funds held by the University cannot be used as a form of payment. External funds can cover membership with written approval from the funding body.

(95) Maximum membership period is 12 months for all staff.

Loyalty club memberships and frequent flyer memberships

(96) The University does not fund loyalty or frequent flyer memberships, including hotel and accommodation clubs.

(97) Loyalty points from University travel accrued from domestic and/or international travel and accommodation, belong to the traveller.

Stopovers (international travel)

(98) Stopovers involving an overnight stay are generally not supported unless required by airline schedules. Voluntary stopovers must be personally funded. The most direct route should be chosen to minimise the risks to the traveller and the University.

Recovery time (international travel)

(99) For physical wellbeing, a recovery day is permitted upon arrival (excluding travel to New Zealand) after long-haul flights, with supervisor approval and is not treated as personal leave. Return travel should start immediately after business completion.

Part E - Accommodation

(100) All accommodation must be booked through Travel and Expense or the travel management platform, with exemptions requiring approval.

(101) Unauthorised bookings may be invoiced as personal expenses if charged to the University's corporate card or not reimbursed if personally incurred.

(102) Conference-related accommodation incorporated into the conference attendance fee can be paid directly if not facilitated by the travel platform and must include a tax invoice/receipt. If the traveller does not hold a corporate card then payment will need to be made on a personal card and reimbursement sought via the travel portal.

(103) Accommodation should be safe, comfortable, providing value for money, with a focus on convenience, security, and cleanliness.

a. In the first instance, accommodation will be booked at the University's preferred suppliers to ensure negotiated rates are being secured.
b. The University may consider accommodation sharing sites, such as Airbnb or Stayz, unless there are travel restrictions in place that may prevent this.
c. Accommodation may include on-campus accommodation, where available, to reduce the overall costs of travel.
d. University travellers should not share rooms.

(104) Remote fieldwork accommodation (including camping or caravan park facilities) can be booked outside the travel platform but must meet comfort, security and University duty of care standards.

(105) If a University traveller is travelling with family members, the University will only fund costs equivalent to a sole use room.

(106) University travellers may choose to stay with family or friends. This accommodation will be at no cost to the University.

(107) Hotel stays at home campus locations are not funded unless pre-approved due to extenuating circumstances. Fringe benefit tax implications may exist and repeat instances of seeking exemption will be escalated to the Division of People and Culture to investigate the appropriateness of the home campus designation.

(108) Direct changes to bookings without consultation may be invoiced to the traveller.

Part F - Travel allowances and expenses

Meal allowances

(109) Meal allowances are provided per the Travel & Expense website thresholds.

(110) Rules for meal allowances:

a. Paid for overnight travel via University EMS.
b. Claimed post-travel or pre-paid into the traveller’s salary account.
c. Single-day travel meals can claim up to $30 with a tax invoice/receipt. An EFTPOS receipt will not be accepted.
d. Corporate cards cannot be used for personal meals. Personal meals identified on corporate cards will be invoiced to the cardholder as a private expense.
e. In-room or hotel meals charged back to the room account should be paid separately at time of checkout, including any mini bar expenses.

f. If entertainment expenses are claimed or incurred on University corporate cards, a meal allowance cannot be claimed or paid. In the event an allowance is paid and entertainment charges are also incurred, the traveller will be invoiced to repay the meal allowance component.
g. Non-staff and students claim actual expenses, not allowances, via the reimbursement process.
h. Gratuities or tips must be managed in line with the Finance Procedure – Entertainment Expenses.
i. The University will not fund gratuities or tips. This expenditure is the personal expense of the University traveller. Meal allowance payments (both domestic and international) should cover any gratuities or tips.
j. International allowances cover business activity duration only.
k. Low-cost airline meals are part of the allowance.

(111) Meal allowances are capped at 21 days, with exceptions requiring approval.

(112) Fieldwork/research trips can receive a grocery allowance in advance at single or couple rates as per the Travel & Expense website, with receipts submitted within 14 days post-travel. Any overpayment post reconciliation must be re-paid to the University.

Incidental/out of pocket expenses and reimbursements

(113) Work-related incidental expenses are reimbursable with receipts and a $10 minimum claim. Examples include laundry, work related telephone calls, work related internet access and parking.

(114) Wherever possible, hotel incidentals should be charged to the corporate card, excluding mini-bar items. An estimation for incidentals should be included when completing the travel booking request.

(115) Reimbursements require legible receipts/tax invoices; if unavailable, a daily log and lost receipt declaration are needed.

(116) Reimbursement requests must be within three months and the same calendar year.

(117) Claims are made via the University EMS.

Entertainment/hospitality

(118) Approved entertainment/hospitality expenses must be economical and for University business.

(119) Refer to Entertainment Policy and the Fringe Benefits Tax section for related expenditures.

Dependant care support

(120) Staff can claim up to $40.00 per day (not per child) for dependant childcare exceeding normal arrangements, included in the Domestic Travel Booking request and claimed post-travel via EMS.

Travel advances

(121) Travel advances are given in exceptional circumstances for expenses like accommodation and field trip costs.

(122) Conditions for travel advances:

a. Expenses exceed $500.
b. Pre-approval has been received by the University traveller and no corporate credit card is held.
c. Adequate justification provided that the corporate card is not accepted or upfront incurrence of expenditure and later reimbursement would cause financial hardship.

(123) Travel advances must be acquitted within 14 days post-travel with tax invoices/receipts with supporting information for relevance of the expenditure.

(124) Any unused funds must be returned to the appropriate budget codes via Travel and Expense.

Part G - Traveller risk, health, security and safety

Travel information

(125) All staff who are required to travel must refer to their relevant state government and federal government websites for the latest information on travelling.

Domestic travel

(126) Domestic travel is generally considered low risk, but travellers should assess risks and discuss with their supervisor. Consideration should be given to the individual circumstances of the traveller, the conditions of the destination and the activity being undertaken.

(127) Fieldwork travellers must submit a completed risk assessment form with their travel booking.

(128) One risk assessment form is sufficient for group travel unless otherwise specified.

International travel

(129) All international travellers must complete the International Travel Risk Assessment with their booking via the international travel booking form.

(130) The University's primary responsibility is to protect the safety and wellbeing of all persons when travelling on University business. It is the University traveller's responsibility while travelling to be mindful of potential risks in the local area and to act in a manner that will minimise the possibility of harm to the traveller.

(131) The University has a duty of care to ensure that it is aware of the whereabouts of all travellers so that it can contact and provide assistance to such travellers in the event of an emergency or other incident. All international travellers must register on the global assistance provider portal as per information provided by Travel and Expense.

(132) For travel to a place that World Travel Protection/Riskline assessed as High Risk or Extreme, the University traveller must obtain a security briefing from the University's global assistance provider. Additional high-level approval may be required.

Health requirements

(133) It is the traveller’s responsibility to ensure vaccinations, including COVID-19, are up to date.

(134) Where it is a condition of entry to be immunised and/or tested for a particular disease, as determined by a government agency, the World Health Organisation or by an organisation that is an essential service provider for the travel (e.g. an airline), the University will cover the cost for the immunisation and/or tests relevant to the business destination. The University will not cover the costs for immunisations and/or tests that are related to a destination for any private component of the travel, either on entry or departure.

(135) The cost of immunisation and/or tests relevant to the business travel should be estimated and disclosed in the budget section of the international travel booking request and form part of the overall approved value authorised for expenditure.

Visa requirements

(136) The University covers visa costs for business travel but not for private travel components.

(137) Passport costs, including renewals, are not covered by the University.

Travel Restrictions

(138) The University may deny travel based on risk assessments or travel restrictions.

Part H - Travel insurance

Domestic travel insurance

(139) Staff on approved domestic travel may be covered for work-related accidents/incidents under workers compensation, journey insurance, personal accident/injury, and motor vehicle insurance where applicable. For further clarification please contact insurance@csu.edu.au.

International travel insurance

(140) University international travel insurance is available for:

a. University travellers on University travel and where the cost of travel is paid by the University either in whole or in part, whether by reimbursement or otherwise. When the University is funding the travel expenses for guests, they will also be covered by University travel insurance.
b. Accompanying spouses, partners, and dependants when they are travelling on a special studies program internationally. All travellers must be travelling on the same itinerary as the University traveller, whose cost of travel is paid by the University either in whole or in part and whether by reimbursement or otherwise.

Private Travel

(141) Private travel is not covered by University insurance; travellers must obtain their own insurance.

High Risk Locations

(142) For travel to a destination identified as “High Risk” a further review and assessment will be required from the Director, Security and Resilience (CSO) with escalation to the Vice-Chancellor.

Lost Personal Items

(143) The University will not reimburse travellers for personal items lost whilst travelling on business, beyond the coverage provided by the airlines and the University's insurance.

Part I - After hours process

(144) Where after-hours assistance is required, travellers must deal directly with the relevant airline, accommodation provider or car rental company. If an airline cancels your flights due to weather or a technical issue you must wait for the airline to reschedule you on an alternative flight. If an overnight stay is required then you should seek accommodation from the airline as a first option.

(145) If this is not possible then you are permitted to make your own arrangements and use your corporate card or personal card for payment. You must obtain a tax invoice for any additional costs. For extenuating circumstances and disruptions that involve an overnight stay you are permitted to use your corporate card for additional meals not already included in any allowance paid to you. Accommodation and car rental cancellations/changes after hours must

be notified immediately to the relevant provider. Depending on the type of accommodation booking it may not be possible to either cancel or obtain a refund if prepaid.

(146) International travellers must follow the information provided to you when you are sent your final travel documents.

Part J - Private travel

Business Days

(147) Business days include travel days, recovery days for international travel (except New Zealand), weekends/public holidays between business days, and unavoidable delays.

Private travel types

(148) The below list defines the various types of private travel the University may permit. All private travel must meet at least one of the below criteria. The traveller must identify the relevant type on their travel request. For international travel, any private travel is only allowed if permitted under the relevant Phase.

a. Incidental private travel:
    i. Private travel combined with official University travel where the private travel component is merely incidental to the overall purpose of the trip. Private travel is considered incidental where the private component is less than 30% of the total travel period.
        - For example, the approved travel event is 12 days in duration, including two days of private travel (including weekends and public holidays). In this case, the private travel component would be deemed incidental to the overall purpose of the trip (less than 30% of the duration) and the travel event would be considered official University travel.
    ii. University permitted 'incidental' private travel guidelines:

Duration of trip (total days away, including weekends):	Private days considered 'incidental' if equal to or less than:
Between 1 to 30 days	No more than a 30% private component
31 days or more	No more than 10 days

(149) As part of the travel request, and in addition to the approval requirements in accordance with the Travel Policy and this procedure, travellers must seek approval from their supervisor to undertake private travel. Staff must also submit the necessary leave requests with the Division of People and Culture.

(150) The University will not fund the cost of private travel, regardless of whether it is considered incidental to official University travel. It is the responsibility of the traveller to make independent arrangements. Private expenses must be funded by the individual traveller (e.g. accommodation, flights, meals, incidentals, etc.).

(151) Private expenses must not be incurred on the corporate credit card. Private expenses incurred on the corporate credit card will be considered a misappropriation of funds and the traveller may face disciplinary action including having the corporate credit card cancelled. Debt recovery processes may also be initiated.

(152) University travellers who combine private travel with business travel are required to obtain personal travel insurance for the period of their private component. The University's travel insurance cover will not extend to any private travel.

(153) Where there is any doubt as to whether the travel event is of a private or business nature, the traveller must

incur their travel expenses privately and seek reimbursement upon return from travel for any identified business expenses.

Co-payments for Dual Purpose Travel

(154) Where private travel is deemed incidental as per the table in clause 146, the traveller will not be required to make a co-payment towards the cost of their travel.

(155) Where travel is deemed dual purpose, the traveller will be required to make a personal co-payment to the University to ensure fringe benefits tax is not incurred and that University funds are being used appropriately. The co-payment will be 50% of the airfares and any other costs incurred in transit (e.g. stopover accommodation if funded by the University).

(156) Where a spouse, partner or dependant accompanies a University traveller on University business travel, the University traveller must:

a. notify their authorising officer prior to travel
b. ensure that the business of the University is not compromised, and
c. any travel or health requirements are met with regards to social distancing and hygiene.

(157) The University will not fund any cost incurred for an accompanying spouse, partner, or dependant. These costs must be paid on a personal credit card and cannot be paid using the University's corporate travel card.

Fringe benefits tax (FBT) and travel

(158) The Australian Taxation Office (ATO) requires that all travel undertaken by an employee and funded or sanctioned by the employer must be primarily for business purposes. Travel costs incurred by an employer on behalf of an employee which are primarily for private purposes cause a fringe benefits tax (FBT) liability to be imposed on the employer. The University looks to minimise the extent of any potential FBT liability it may incur and as such, travel arrangements which will incur a FBT liability are unlikely to be approved. See Fringe Benefits Tax Assessment Act 1986.

(159) The FBT legislation requires that an employee must keep and give to their employer a travel diary in situations where the employer pays, reimburses or sanctions the employee's expenses of travel. This allows the employer to substantiate that the travel was for business purposes and therefore the employer is not required to pay FBT on the amount of the travel costs for the trip.

(160) A travel diary is required for all domestic travel greater than five nights. For all international travel, a travel diary forms part of the international booking request process and is included in the online international travel request form.

(161) Funds administered or held by the University cannot be used by the traveller to pay any applicable fringe benefits tax liability.

Section 4 - Guidelines

(162) The following guidelines support this procedure:

a. Driver Safety Guidelines

Section 5 - Glossary

(163) This procedure adopts the defined terms in the Travel Policy. In addition:

a. Guest – means an individual who is not an employee or student of the University, but is visiting or traveling to the University for specific purposes.
b. High risk country - means any country about which the Department of Foreign Affairs and Trade (DFAT) has issued a travel advisory warning travellers to "reconsider your need to travel" or “Do not travel”.
c. International travel – means travel to, within or between countries outside of Australia.
d. Lowest logical airfare – means the most economical flight option available for a particular itinerary, that aligns with the traveller’s business needs and the University's Travel Policy. This involves a balance of cost, travel time, route efficiency, airline carrier terminal locations and other relevant considerations.
e. Out of pocket expenses – means any expense that has been incurred by the traveller by a direct outlay of cash or a personal credit card that may or may not be reimbursed.
f. Travel management platform (TMP) – means web-based software that enables travel bookings and approvals.
g. University Expense Management System (EMS) – means the system used to control, track and process employee expense reimbursements and corporate credit card transactions.

Status and Details

Status	Current
Effective Date	17th December 2024
Review Date	17th December 2029
Approval Authority	Chief Operating Officer
Approval Date	17th December 2024
Expiry Date	Not Applicable
Unit Head	Meg McKenchnie Chief Financial Officer
Author	Tegan McKenna Director, Financial Services
Enquiries Contact	Travel Office