

Travel Procedure

Version 4 – Approved 19 June 2025

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Purpose

This procedure provides clarity on when and how the University of Tasmania will provide for and support our travellers. The procedure also describes how all University travel is approved, booked, and paid.

The objectives of this procedure are to:

- ensure the safety, wellbeing, support, sustainability, and security of University community members while travelling; and
- provide clarity on how travellers will be provided for and supported when travelling;
- provide a consistent, efficient, and centralised process for the booking and management of all University travel.

Applicable governance instruments

Instrument	Section	Principles
<i>Procurement Policy</i>	1 Value for Money 3 Governance	1.1, 1.2, 1.4, 3.1, 3.2
<i>Safety and Wellbeing Policy</i>	1 People, safety, and wellbeing	1.1 – 1.6
<i>General Delegation Ordinance</i>	4 Delegation Principles,	4, 5, 7

Definitions and acronyms can be found at: <https://www.utas.edu.au/policy/policy-definitions>

Related policy and procedures can be found at: <https://www.utas.edu.au/policy>

	5 Profiles 7 Financial contracts, expenditure, revenue and borrowings delegations	
<i>Sustainability Policy</i>	1 Sustainability	1.1, 1.2, 1.5, 1.8
<i>University of Tasmania Staff Agreement (2021-2025)</i>	40 Allowances	40

Procedure

1. Need for Travel

Prior to any University travel being booked, travellers and line managers are encouraged to discuss the purpose and confirm the genuine need for the travel. Travel alternatives, with lower carbon emission benefits should be considered in line with the [Emission Reduction Strategic Plan \(2022-2025\)](#).

2. Introduction

This procedure applies to all University travel (including study related) undertaken by members of the University community, including:

- University council members, staff, students, and volunteers
- University visitors, guests and contractors when travelling on behalf of the University and/or the University is directly paying for the travel.

Before planning, booking or commencing any travel, travellers are advised to check the University's latest advice on the [Travel Services](#) staff intranet page. The information on this intranet page can be subject to change and will reference the latest safety directives from the People and Wellbeing, Safety and Wellbeing Team, which may override components of this procedure.

This procedure can be used as a guide to allowable travel and expenditure for students proposing bursary requests, employees considering External Study Program (formally known as Study Leave) or suppliers who are on charging their travel costs as part of the delivery of goods and services to the University.

The booking and management of approved University travel is arranged through a centralised process and system. All travel paid for by the University (in part or full) is supported by the University's contracted Travel Management Company (TMC), e.g., CTM Travel, which acts as the booking agent. The decision and appropriateness of any travel is a University responsibility. Students and University guests self-paying for their own University travel are invited to leverage our contracted TMC service, however this is not mandatory. University travel bookings for students such as travelling on an arranged University course are to be made through the University's TMC.

The TMC supports travel by providing:

- a platform for online bookings to be made through TMC's online booking tool e.g., CTM Travel's Lightning Tool; or
- offline bookings made directly with the TMC's travel consultant;

- additional protection for our travellers through comprehensive 24-hour real-time traveller support with itinerary changes (e.g. for flight cancellations) and country travel risk advice.

3. Traveller Safety and Wellbeing

The University has a duty of care to ensure the safety and wellbeing of travellers undertaking approved travel. Key to this duty is the provision of comprehensive travel insurance which includes ongoing support while travelling and the setting of additional requirements for higher risk travel where required.

Travellers also have a duty to understand and minimise risks to their own safety, health and security while travelling, including by ensuring that vaccinations, inoculations, and any other medical preventative requirements and instructions are considered and met. The Budget Centre will cover any location-specific medical costs e.g., the cost for typhoid vaccine for travel to India.

Travellers should review the University's Insurance Services staff intranet page to be aware of the applicable cover and exclusions that may apply to the intended travel.

Planning for travel may require a [Risk Assessment](#) (and a mitigation plan where necessary) to be completed. For further information to support the decision making, refer to clause 4.1 for Requests for Insurance Cover for Higher Risk Travel, clause 4.3 for International Travel Support for Planning and Emergencies and clause 5 for Approval to Travel.

Field trips can carry additional risk to safety. To ensure the safety of travellers, the [Field Activity Hazard Identification Checklist](#) is to be followed when undertaking field activities and field work at the University. This risk assessment and mitigation plan is to be discussed with the traveller's academic unit or business unit before commencing the booking process.

For international trips, travel diaries, risk assessments, mitigation plans, and any other supporting documents are to be completed before starting the International Travel Booking Request form in the Help Hub (ServiceNow). The completed documents are to be attached to the eForm.

4. Insurance and Emergency Travel Support

The University provides Corporate Travel Insurance for authorised travellers on approved travel, where:

- a) the required travel is more than 50kms from the traveller's usual place of residence or usual workplace; and
- b) for travel up to 180 days.

The insurance policy covers all travellers on official University business including staff, students, University guests, volunteers, accompanying spouses, partners, and dependent children (under 19 years).

Travel insurance does not cover daily travel between home and place of business unless it involves travelling interstate or to another campus location more than 50kms away from the traveller's primary place of employment.

4.1 Requests for Insurance Cover for Higher Risk Travel

International travel to DFAT Level 3 and 4 countries, regions and areas require an approved extension of cover under the University's Corporate Travel Insurance policy.

Requests for insurance cover for higher risk travel is to be noted and sought within the International Travel Booking form. When completed, the University's Insurance team will assist the traveller to apply for the required extension of cover to meet the higher risk.

4.2. Requests for Varied Insurance Cover for Other Purposes

Requests for varied insurance cover (e.g. cover for trips greater than 180 days) is to be noted and sought within the International Travel Booking form.

Where the traveller is travelling for business overseas back to their home place of residency (e.g. a student returning home to do PHD study work from there), travellers are similarly requested to note and seek cover to be arranged through the International Travel Booking form.

Travellers and their responsible line managers are encouraged to contact the Insurance team if they require any further guidance about their insurance cover.

4.3. Planning for Safe Travel

Before booking any travel, travellers are asked to review the Planning to Travel page on the University's Travel Services staff intranet page.

Travellers are responsible for informing their line manager of their preferred contact method whilst travelling (e.g. mobile number, WhatsApp) and also download the University's prescribed apps for Safety (e.g. SafeZone), TMC Travel app (e.g. CTM Mobile app) and International Traveller Support app (e.g. ISOS app) and also subscribing to Australian Government's SmartTraveller service for alerts and keeping up to date with government travel advice and also for any travel safety alerts issued by the University.

University travellers are encouraged to review all travel instructions on the [Travel Services](#) staff intranet and be prepared for all foreseeable situations (including changes at short notice) when travelling.

4.4. International Travel Support for Planning and Emergencies (e.g. ISOS)

When completing the risk assessment planning for upcoming international travel and for travellers during their trips, the University's contracted service for International Travel Support (e.g. ISOS) is available to assist. The service includes access to comprehensive travel safety planning advice and a 24-hour global support line for our travellers providing urgent assistance in circumstances such as political unrest, natural disasters, medical emergencies, and threats to personal safety.

5. Approval to Travel

The travel arrangements and any travel expenditure are approved by an appropriate delegate in the primary budget centre in line with the [General Delegations Ordinance](#). The traveller or line manager responsible for the traveller (e.g. for a student) should discuss travel plans and purpose with the budget centre (if different) before the booking is started. Travel booked with the University's contracted TMC will be automatically included in the reporting of authorised travel.

5.1 Domestic Travel

For staff intrastate (within home state) travel, the traveller is to ensure that the line manager has visibility of travel arrangements (be it either a one off or a regular responsibility of the role) and is supportive of the travel purpose and expenditure. All other intrastate travel (by students and University guests) is to be discussed and confirmed by the responsible line manager and budget centre (if different) before the trip is booked or completed.

All interstate (outside home state) travel is to be discussed and approved by the responsible line

manager before travel is booked. The approval does not need to be in writing. When the domestic booking is finalised through the University's contracted TMC, the line manager will receive an automatic email confirming the trip details. The Line Manager is asked to immediately contact the traveller and the TMC should they wish to decline or vary the travel.

5.2 International Travel

University travellers are required to discuss their international travel plans, including but not limited to the risks, purpose, environmental sustainability impact, funding and leave cover requirements to obtain endorsement from their responsible line manager before the International Travel Booking Request form in Help Hub (ServiceNow) is completed.

When planning international travel, travellers and their line manager need to check and determine the destination country/region risk rating and advice using the Government's Department of Foreign Affairs and Trade (DFAT) website SmartTraveller.

Travel to countries with a DFAT Level 3 or 4 is to be avoided, other than in exceptional circumstances. To request travel to DFAT level 3 or 4 country, the traveller and responsible line manager must first complete a business case along with a comprehensive risk assessment and mitigation plan (in line with [Risk Management Procedure](#)) and this must be accepted by a delegate with the appropriate residual risk acceptance delegation. When completed, this documentation is to be attached to the International Travel Booking Request form in Help Hub (ServiceNow).

Travel to DFAT Level 3 is to be discussed and approved by Head of School or Department. Travel to DFAT Level 4 is to be discussed and approved by Head of Division or Academic Unit.

5.3. Accompanying Dependent

It is understood that there will be exceptional circumstances where staff may need to have a dependent (e.g. infant) travel with them. The traveller is asked to discuss their needs and associated risks with their line manager. The associated travel costs for a dependent may be covered by the budget centre at the discretion of the Head of Division or Academic Unit.

If approved, these costs will be subject to Fringe Benefits Tax payable by the budget centre.

5.4. Unauthorised Travel

University travellers undertaking unauthorised travel will not be covered by University's Corporate Travel Insurance and the costs will not be paid for by the University.

The budget centre is responsible for ensuring recovery of paid costs from unauthorised travellers.

6. Booking Travel

6.1. Use of the TMC

All travel paid for by the University (including airfares, accommodation, car hire, and major rail and boat fares) is to be booked through the TMC except where an external funding body requires the travel arrangements to be booked through their preferred travel agent.

The TMC Offline Booking process (via email or in person for international travel) can also be used by staff for complex, group, or unusual intrastate and interstate travel where the assistance of a travel consultant is required.

Travelling staff are encouraged to make their own domestic University authorised (business or study related) travel bookings using the TMC's online booking tool where possible.

Personal travel bookings (e.g. travel that is not University authorised for business or study), are not to be booked using the TMC online booking tool.

6.2. Changes to Authorised Travel and the Use of Travel Credits

University travellers are encouraged to contact the TMC for any changes to travel arrangements as soon as practical. This includes changes to departure dates and return dates as well as changes to the travel period.

Where possible the TMC will assist to obtain refunds and the prompt reuse of any available travel credits.

University travellers are responsible for consulting with the TMC to utilise all available travel credits. If the traveller has left the University or is unable to use the travel or flight credit within a reasonable time, the credit is to be made available to other University travellers. Any questions or support required with monitoring, or the usage of travel credits can be raised with the Finance Operations (Travel Services) team. Contact and support details are available on the [Travel Services intranet page](#).

6.3. Group Travel

If nine people or more are booking the same air travel or accommodation, a group booking can be made offline, directly with the TMC. Any questions regarding the booking for travel for larger groups can be raised with the Finance Operations (Travel Services) team.

6.4. Booking Travel for non-staff (including students and University guests)

Where the travel booking is for non-staff, the travel arranger will be required to set up a one-time guest or new traveller profile with the TMC. The travel booking can then be booked with the TMC. Any questions regarding the booking for travel for students or University guests can be raised with the Finance Operations (Travel Services) team.

7. Accommodation

All accommodation paid for by the University is to be booked via the TMC. The traveller is to discuss their travel plans and risks with their line manager before selecting the most appropriate accommodation type to meet the University travel need. Hotel accommodation is the preferred lodging option for the University. The TMC can assist with hotel, motel, caravan park, and backpacker styled hostel type bookings. Booking through the TMC ensures that there is a comprehensive record of the traveller's booked arrangements for their safety and security purposes and for access to the best corporate rates where available.

If the traveller requires Airbnb style accommodation (e.g. hotel or hostel etc. are not suitable due to location or length of stay) the staff member, in consultation with their budget centre, can book directly with the host using a University credit card.

Accommodation is not to be booked directly with any aggregator type websites or online marketplaces, e.g. Stayz, Booking.com, or Trivago.

The University uses the Australian Taxation Office (ATO) Reasonable Travel Allowance Rates (updated annually) and referenced in the Staff Agreement as a guide for appropriate costs. If the only accommodation available is not through the TMC and is above the reasonable expenditure level, then the traveller should raise and confirm this exception with their line manager before booking the

accommodation.

At the time of booking and upon arrival at the site, the traveller is to ensure that the standard of accommodation meets their need. The accommodation chosen is to provide a safe and secure environment, be conveniently located, with suitable facilities and at a reasonable cost. The TMC is not liable for the traveller's safety, or the standard of accommodation that is requested and booked.

Travellers (more than one) are permitted to book multiple-occupancy accommodation (e.g., two-bedroom serviced apartment) instead of independent rooms where this meets the travellers' needs and allows for a lower overall cost to the University.

University staff are invited to leverage the University's hotel preferred listing for their own personal travel and can access the discounted rates on offer. All personal travel must be booked and paid by contacting the hotel directly and not through the TMC online booking tool. For more information, refer to People and Wellbeing staff intranet page on Staff Benefits.

7.1. Non-Hotel Style Bookings (Airbnb, Backpackers, Camping Grounds, etc.)

Airbnb, backpacker's accommodation, campgrounds, cottages and similar can be used where suitable hotel accommodation does not meet the specific needs of the trip. This may include:

- a) where remote accommodation is required, and no standard hotel offerings are available or meet the required business needs; and
- b) where the requirements of the trip stipulate the type of lodging to be sought. For example, camping grounds or cabins for field trips.

It is recommended that the traveller also books this style of accommodation (all excluding Airbnb) through the TMC, so that all travel plans and payments are recorded and monitored centrally where possible, and any assistance, changes and on-trip support can continue to be provided.

7.2. University Accommodation not being funded by the University

Where accommodation is not being paid for by the University (e.g. being self-funded by the traveller or an external party), it is still recommended that bookings be made through our TMC, where practical, so that there is a visibility of travel plans to assist with safety and support, and to leverage the University's agreed rates.

This may include the following situations:

- a) Where a third party is paying for/funding the accommodation and has specified the booking process.
- b) Third party organised accommodation as part of a conference, event, tour or similar.
- c) Staff conducting "off-grid" fieldwork staying at purpose-built research stations or similar.

It is mandatory that the traveller obtains confirmation from the University's Insurance team that they are covered under the University insurance policy or has alternate travel insurance in place for non-standard travel.

8. Ground Transport

8.1. Ground Transport Considerations

The following factors should be considered when selecting the most appropriate mode of ground transport (see Clause 8.2 for options below) for University Travel:

- necessity to travel;
- safety;
- sustainability;
- lowest total cost;
- period for which a travel is required;
- distance of the trip; and
- location e.g., inter-campus, intrastate or interstate.

Travellers are encouraged to avoid travel with excessive cost or personal inconvenience.

Where appropriate, public transport, University bus services or active transport (e.g., walking, cycling) should be considered as a cost-effective and sustainable ground transport alternative.

The University will not cover the cost of the following;

- Regular travel between home and work, this is not deemed business travel by the Australian Tax Office (ATO).
- Personal or non-business or study related trips.
- Tipping will be at the traveller's private expense unless in countries where it is an expected practice.

8.2. Ground Transport Options

To guide decision making, the University has prioritised the modes of transport that can be used for University travel. Where available, number 1 on the Order of Priority should be the preferred option, followed by 2, 3, 4, etc.

Suggested Order of Priority to support decision making:

1. *University Fleet Vehicle (intrastate only):*

A permanently allocated academic or business unit vehicle available to the driver.

2. *Public Transport (e.g., UniHopper Bus, Metro, and Redline) and alternatives:*

UniHopper bus or Public Transport services for staff and student travel within a region or intercity travel.

3. *Car-share (intrastate or interstate):*

Where available, these vehicles are available on hourly rate hire basis (e.g., Flexicar or GoGet). This service may be suitable for travel intercity between campuses.

4. *Hire Vehicle (preference is for zero or lower emission vehicles selections where available):*

- Intrastate - A hire vehicle is to be booked using the University's TMC. Preferred supplier (e.g. AVIS) is to be selected for all bookings in line with University contracts detailed on Staff Intranet unless advised otherwise by the TMC in exceptional circumstances.
- Interstate & Overseas - A hire vehicle is to be booked through the University's TMC. Supplier may vary based on availability in the country or region.

5. *Uber or Taxi Service*

Uber is the preferred means of external local point to point travel. The University has an Uber for Business corporate account that can be used by continuing/fixed term staff, AMC Search employees and all HDR students.

Using and Reviewing Trips;

- a) Users receive an invitation to join the Uber for Business account when they commence employment/study.
- b) At the time of booking, the traveller/booker is required to enter a trip description (e.g., trip from Inveresk to Newnham campus) and the project expense code where the trip costs (up to a pre-set limit) will be automatically charged to.
- c) If a trip is cancelled, Uber will charge a \$10 fee to the previously nominated project code.
- d) The line manager/primary supervisor of the traveller will receive a weekly email listing all the trips undertaken. It is a line manager's responsibility to ensure that trips are reviewed. A line manager or primary supervisor must have joined the University's Uber for Business account to receive these notifications from Uber.

Taxi's can be used as an alternate short distance option in areas where Uber is not available. A University Credit Card should be used for Taxi fare payments where available. In circumstances, where the employee does not hold a credit card, they may pay the taxi fares personally and claim a reimbursement back from the University upon presentation of a tax invoice.

6. *Micro-mobility (includes bicycles and scooters)*

Where available, the University is supportive of staff using bicycles or scooters for short commutes between campuses. Travellers should consider safety concerns when selecting this option. Many University buildings provide on-site secure areas for storage.

7. *Private Vehicles*

The use of private vehicles for business purposes increases the risks associated with the travel. Private vehicles should only be approved for use in exceptional circumstances where all the above ground transport options have been exhausted. The University does not provide insurance coverage for private vehicle use. The cost of any accident repairs, damage, and liability (including insurance excesses) for private vehicles are the sole responsibility of the driver.

- a) Approval by the employee's head of budget centre for Driver Authorisation and Private Vehicle must be obtained prior to the planning of any trips using a private vehicle. Refer to the People and Wellbeing page on [Driving for Work](#) on the staff intranet for more information.
- b) Discussion regarding any expense reimbursement needs to be held with the line manager before travel plans are finalised.
- c) Any travel over 5,000 kms per year claimed by a staff member using a private vehicle, will not be reimbursed by the University. Staff members may choose to claim reimbursement of kms over 5,000km as a tax deduction in their personal tax return and are encouraged to seek their own tax advice.

9. Air Travel

9.1. Frequent flyer/Loyalty programs and Lounge memberships

Travellers can use personal frequent flyer point accruals, bonuses, and lounge memberships, for air travel, however it should in no way influence the fare class or airline booked. In addition:

- a) Participation and joining fees will not be paid for by the University.
- b) Personal frequent flyer points can be accumulated by staff, students and external partners while travelling on University business.

9.2. University Funded Airline Club and Lounge Membership

The authorised delegate (minimum Profile G4 as per the [General Delegations Ordinance](#)) may approve for the University to fund airline clubs e.g., Qantas club or Virgin Australia membership for staff where the individual's employment contract allows for it.

9.3. Domestic Air Travel

To align with the University's financial and environmental sustainability values, all domestic air travel should be booked as economy class through the TMC. Travellers are asked not to book directly with airlines.

The University employs the "*Best Fare of The Day*" principle. Within reason, and considering the most logical fare, University travellers are encouraged to always choose the most economical flight and fare type.

9.4. International Air Travel

To align with the University's financial and environmental sustainability values, all international air travel will be booked economy class through the TMC. Travellers are asked not to book directly with airlines.

The University employs the "*Best Fare of The Day*" principle. Within reason, and considering the most logical fare, University travellers should always choose the most economical flight and fare type.

Flights with Personal Comfort Upgrades (e.g. Premium Economy, additional seats, and Business Class) are only to be booked in line with the following exceptions. Any policy or guidelines of other entities (e.g., external funders) do not override the University's commitment to preference economy class flights in our bookings.

a) *Exception to Economy Class for Long Haul International Flights – By Approval*

Personal Comfort Upgrades (e.g. Premium Economy or Business Class where the former is unavailable) may be permitted in the following circumstances:

- Where the traveller's contract (e.g. staff member's individual employment contract) specifies a varied class of travel.
- Where it is requested on medical grounds with supporting medical certificate. The medical certificate is to confirm that the traveller is (a) fit to travel and (b) requires a varied flight class for the specified trip. The certificate is to be provided to the Head of Division or Academic Unit at the time of requesting approval.
- Where the traveller's flight is not arranged, supported (e.g., insurance etc.) nor funded in full or part by the University.

- Where the travel itinerary planning cannot provide the travelling staff member with adequate acclimatisation upon arrival. The University requires the travel planner to make every effort to ensure that appropriate acclimatisation (e.g., Recovery day as per Clause 10.b below) is accommodated wherever possible for traveller safety and wellbeing, financial and environmental sustainability. Approvals under this exception can only be made by the relevant UET member. The finalised travel diary and itinerary (not yet booked) is to be attached to the approval.

The traveller is to discuss and seek approval, via their line manager, from their Head of Division or Academic Unit. Approval can be attached to the online International Travel Booking Request form.

b) *Exception to Economy Class – By Personal Contribution*

- Travellers may elect to personally pay or use frequent flyer points to upgrade a base economy class ticket to a higher class of air ticket. Personal payment for the upgrade is to be made separately direct to the TMC at the time of booking. The University will only be responsible to pay for the carbon offset at the Economy Class level and the employee may be asked to contribute to the upgraded carbon cost.
- Where an upgrade requires the traveller to purchase a higher ticket than base economy, it is the traveller's responsibility to fund the difference from the base economy fare.

10. Dual Purpose Travel - Combining Business and Personal Days

The University allows personal days to be taken while on University business and study travel.

If the traveller plans to combine business and personal days, a [Travel Diary](#) for the full trip will be required. If the calculated personal days are greater than 33% of the total trip days, the traveller will agree to pay half the airfare. The TMC will split the account and the traveller will need to fully pay their contribution direct to the TMC at the time of booking.

On the nominated personal days (and equivalent non-workdays), the staff member will pay for travel expenses e.g., accommodation, meals, and transport etc.

When the personal days are for an extended period or include higher risk location or activities, the Traveller is advised to obtain their own personal insurance for that period or activity, and this must be in place prior to commencing travel. Travellers should contact the Insurance Team if they require any guidance on policy coverage.

Booking of leave should be discussed and approved for all personal days (excluding non-workdays) before the traveller departs.

Notes for Calculating Personal Days:

- Travel departure date and return date are deemed to be 'workdays' for the purposes of calculating the split of personal/business days in the travel diary.
- Weekends (or the equivalent non-workdays) on either side of the business component are not to be included as personal days in the calculation of dual-purpose travel percentage, however accommodation and meal costs on these extra days taken will be at the traveller's expense.

Examples:

- Conference finishes on a Friday and you elect to return on the Sunday. Saturday and Sunday do not count as personal days in the calculation, noting accommodation and meals etc. will

be at the traveller's expense on these non-workdays.

- Conference finishes late on a Wednesday (and assuming no return flights available that day) and you elect to return on the weekend. Friday is deemed as a personal day. The Thursday will be your equivalent travel departure business day. Saturday and Sunday do not count as personal days in the calculator. If the conference had finished earlier and return flights were available on the Wednesday, both the Thursday and Friday would be deemed as personal days in the calculator.
- Undertook research for 4 weeks starting on a Monday, the weekends (or equivalent non-workdays) in the middle do not count as personal days in the calculator. Costs for accommodation and meals etc. on any weekends added at beginning or end will be at the traveller's expense on these non-workdays.
- Undertook research for 3 weeks and then took a one-week holiday at the end of the third week starting on the Friday night. The additional weekdays will be deemed as personal days, and the 20% personal day calculated is within allowable range.

Where the staff member is required to work over the weekend when travelling, line managers are encouraged to find alternate rest days in the Travel Diary as equivalents.

There may be incidental days during the trip, without formal University activities, that still constitute business days in the calculator which are defined as:

- a) *Event days* including:
 - i. Days that the conference, meetings etc. are spanned over (including non-workdays).
 - ii. Minimal delays between business activities e.g. a day between scheduled meetings, or 3 or 4 days between two major events, and returning home would be unreasonable. Staff members are encouraged to work remotely where possible on these days if not taking personal leave.
- b) *Recovery days (a single acclimatisation day upon arrival or return)* for long haul international travel (excludes short haul international such as Oceania and Asia) supporting traveller safety and wellbeing.

11. On-Trip Expenses (Meals and Incidentals)

This section provides clarity for the meals and incidental provisions permitted for University travellers. Tipping is permitted only in countries where it is an expected practice, tips should only be given up to the customary amount for the location. This excludes the engagement of event catering e.g., official University events, celebrations and meetings which may be attended jointly by travelling and non-travelling staff. These are covered by the [Procurement Procedure](#).

11.1. University Travel - Overnight

Overnight University Travel is defined as when a staff member is travelling to a different location to their normal workplace (more than 50kms) and staying overnight.

Meal and incidental expenditure levels relating to the travelling employee, shall be considered in accordance with the annual ATO Reasonable Travel Allowance Rates as referenced in the Staff Agreement.

Where multiple University travellers are dining together and the meal expense is not being charged back to each traveller's individual hotel room, the most senior or appropriately nominated employee attending is responsible for the payment.

11.2. University Travel - Day Trips

Where the traveller is driving one or more hours at a time on a day trip only, the University will pay for a “driver reviver” coffee/beverage.

Where the day trip exceeds four hours, the University will also pay for a lunch meal for the traveller.

Drivers will comply with all health and safety requirements as stipulated in the University’s [Safety and Wellbeing Policy](#).

11.3. Alcohol

- a) The Traveller is permitted to consume one glass of alcohol (e.g. wine or beer) with a dinner meal in line with ATO taxation rulings for reasonable travel allowances. Provisions outside of this should be discussed with and approved by the Head of Budget Centre before travel commences and may be subject to Fringe Benefits Tax. Unapproved alcohol expenditure will be at the travellers’ own expense.
- b) Catered events hosted as part of University business, which are arranged and funded by the University event coordinator, do not fall under this clause and the supply and expenditure for those events should be considered under the [Procurement Procedure](#) and instructions.

12. Paying for travel

- 12.1. The University uses the annual ATO Reasonable Travel Allowance Rates as referenced in the Staff Agreement as a guide for accommodation, on-trip meals, and incidentals. Expenditure beyond these limits is to be discussed and approved by the traveller’s line manager prior to the expense being incurred. These guide rates do not need to be checked for the contracted hotel accommodation options booked through the TMC.

Travellers are required to obtain and submit tax receipts (not EFTPOS slips) for all travel expenses. Tax invoices and receipts are required to substantiate all University costs and reimbursement claims. These documents will be required to be scanned and uploaded into the University’s Expense Management (Credit Card) system or via the app. The coding and approval of all related transactions (excluding domestic hotel bookings) is to be completed within two (2) weeks of returning from the travel.

Travel expenditure may be made in several ways:

- a) University Virtual Credit Card
This automated method is used for all domestic hotel accommodation (and charged back meals, parking etc.) when it is booked with the TMC.

The single use individually issued virtual credit card is automatically provided to the chosen hotel by the TMC at the time of booking. The accommodation costs and any associated hotel amenities (e.g., in-house restaurant, in-room meals, parking, and internet charged to the room during the stay) will be covered by the same project code and paid via the virtual credit card.

The virtual credit card removes the need for the Traveller to code and submit the expenses for approval. Similarly, budget centre approvers no longer need to manually approve the expenses. All expenses will be visible in the budget centre’s financial reporting tools.

Travellers are not required to provide a credit card to secure the booking, pay for a security

deposit or pay on checkout. If the hotel requires any further information or assistance with this payment method, they are advised to contact the TMC directly.

b) University Credit Card

- i. It is expected that all staff travelling frequently will be issued with a University Credit Card as the preferred method of payment for all expenses while travelling (excluding hotel accommodation).
- ii. For travellers without a University Credit Card, the University will prepay as many components of the trip as possible.

c) Paid by the traveller and reimbursed

- i. To be reimbursed for travel expenses, the traveller is to provide full substantiation and acquittal of domestic and international business travel expenses through the provision of appropriate tax receipts and invoices promptly upon completion of the travel.
- ii. Expenses incurred without substantiation may result in the cost being incurred by the traveller.

12.2. Carbon related travel emission costs

As a certified carbon neutral organisation, travellers should be aware that the University is required to purchase offsets for carbon emissions from land based and air travel. The related carbon offset will be charged to the nominated project.

Travellers are encouraged to calculate and consider the climate and carbon budget impact of their decision to travel. There is a carbon calculator and more information on the [Travel Services – Planning](#) page on the staff intranet.

This cost (as estimated using the calculator) should also be considered when negotiating contracts (e.g., research or service agreements requiring travel).

12.3. Airfare and Related Expenses

All airfare bookings, changes, transfers etc. will be booked through the University's TMC and a supplier or centrally held University Credit Card is used for the automatic payment where available. The funds will be automatically deducted from the project code nominated by the traveller at the time of booking.

12.4. Student Travel Bursaries

Full-time students not being engaged in paid work by the University, may request and receive a travel bursary to cover the cost of accommodation and meals while travelling, as determined by funding arrangements or the head of budget centre. In such instances the annual ATO Reasonable Travel Allowance Rates as referenced in the Staff Agreement should be used as a guide to reasonable levels of expenditure.

The bursary payment to the student (requested through the Staff Self Service Portal) does not require acquittal or repayment unless the travel is not undertaken. If the trip is not taken, the budget centre is responsible for recovery of the bursary.

13. Passports and Visas

13.1. Passports

It is the responsibility of travellers travelling overseas on University business to ensure they hold a current and authorised passport.

Passport costs will be borne by the traveller.

A trip cannot be ticketed without passport details. The Traveller will be asked to provide their passport details to the TMC before the booking can be finalised.

13.2. Visas

The University will pay visa expenses for University funded travel.

For staff, it is the Traveller's responsibility to investigate the required visas. Staff arranging travel for students and guests will work with the Traveller to ensure they have the correct visas to complete the University travel.

Travellers are encouraged to plan early and allow sufficient time (can be an extended period) to acquire a visa depending on the country and rules.

Versions

Versions of this procedure and the details of their approval are as per the following table:

Version	Action	Approved by	Business Owner/s	Approval Date
1	Approved	Chief Operating Officer	Chief Executive, University Services	10 June 2022
2	Approved	Head of Student Services and Operations	Chief Financial Officer	12 July 2023
3	Approved	Deputy Vice Chancellor, Student Services and Operations	Chief Financial Officer	15 July 2024
4	Approved	Deputy Vice Chancellor, Student Services and Operations	Chief Financial Officer	19 June 2025

* Currency of procedures is confirmed annually. For the details of when this procedure was last confirmed as current, visit the [version history page](#).