Travel Policy

Purpose

The University recognises the need for travel on University Business and is committed to ensuring that travellers make safe, efficient and cost effective travel arrangements.

This Policy supports staff to effectively, efficiently and conveniently manage travel arrangements and expenses relating to travel on behalf of the University;

- Clearly define the accountabilities associated with managing travel on behalf of the University;
- Foster a travel environment that aspires to the highest standards of safety and security for travellers; and
- Maximise the value obtained from University funds expended on travel.

Scope

This policy applies to University staff members who are involved in conduct of University Business requiring travel.
The policy applies to travel related expenses, and those responsible for authorising and processing travel arrangements.

**Legislative Context**

- Nil

**Forms.**
- Business Travel Insurance Policy - ACE Insurance (PDF 86.3kb)

**Definitions**

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australia return ticket airfare</td>
<td>An airline ticket granting permission to travel to a place and back again.</td>
</tr>
<tr>
<td>Authorising Supervisors</td>
<td>Officers acting in authority; including the Vice Chancellor &amp; President, Senior/Deputy Vice Chancellors, Deans, Directors and Managers where appropriate delegation is in place.</td>
</tr>
<tr>
<td>Fringe Benefits Tax</td>
<td>A tax paid by employers on non-cash benefits provided to employees as a result of their employment.</td>
</tr>
<tr>
<td>Incidental Expenses</td>
<td>Are otherwise personally tax deductible expenses incidental to travel, not including meals and personal items.</td>
</tr>
<tr>
<td>Incidental Private Travel</td>
<td>Incidental Private Travel is the number of Private Travel days during a business trip, not including initial departure and final return legs, the total of which does not exceed the private day limits threshold for a trip.</td>
</tr>
<tr>
<td>Primary Purpose</td>
<td>Refers to the primary purpose of the trip, i.e.: University Business.</td>
</tr>
<tr>
<td>Private Travel</td>
<td>Private Travel is travel which is primarily for private purposes, deemed to be for private purposes not sanctioned by University.</td>
</tr>
<tr>
<td>Travel Diary</td>
<td>A travel diary is a diary or similar document to be maintained and signed by an employee to substantiate the business nature of any University sanctioned travel where the employee is required to travel from home for six or more consecutive nights. The determination of the number of nights away commences from when the employee first departs their home to start travel and concludes when the employee returns to their home.</td>
</tr>
<tr>
<td>Travel Management Company (TMC)</td>
<td>The travel agents who provide the University’s Travel Management services.</td>
</tr>
<tr>
<td>Traveller</td>
<td>A University staff member travelling either domestically or internationally on University business.</td>
</tr>
<tr>
<td>University Business</td>
<td>Activity of a business, educational or professional nature sanctioned by the University.</td>
</tr>
<tr>
<td>University Funds</td>
<td>All funds controlled by the University, including grant money, consultancy earnings, research funding, earnings from entrepreneurial ventures, donations and in-kind contributions.</td>
</tr>
<tr>
<td>University Representatives</td>
<td>Staff, Students, Volunteers and Associates of the University.</td>
</tr>
</tbody>
</table>
Policy Statement

Determination of purpose of travel

The primary purpose for any University sanctioned staff travel must be University Business.

Prior to approval of travel, an assessment must be carried out to determine whether a trip is likely to constitute a business trip. A prudent approach will be undertaken when assessing private travel. In instances where there is doubt as to the business or private nature of travel, the University will classify such travel as being of a private nature.

University sanctioned business travel which includes private travel less than the incidental private travel limit-thresholds will be classified as business purpose travel. University sanctioned business travel which includes private travel in excess of the incidental private travel limit thresholds will be classified as dual purpose travel.

Dual Purpose travel may only be approved where the University member pays half of the Australia return ticket airfare and all private costs relating to the private travel.

Payment of the dual purpose travel airfare contribution by a University member must be paid directly to the University’s Travel Management Company. Payment of the contribution should not be via reimbursement to the University.

Travel undertaken by a staff member of the University assessed to be primarily for private purposes or dual purpose travel, where the staff member does not pay half the Australia return ticket airfare, will raise a Fringe Benefits Tax liability on the University on the Australia return ticket airfare.

In assessing what the main purpose of travel is a number of factors are considered, these include the intended business purpose of the travel in the Travel Authority Approval Request, the number of Annual Leave days taken during a trip, the number of non-business or private days taken during a trip and whether a signed Travel Diary has been provided by the staff member for the travel.

Determination of incidental private travel

In determining whether private travel undertaken as part of approved University business travel is incidental private travel the nature of all days during the approved travel must be assessed.

- Where the number of private travel days is less than the private travel limit thresholds number of business travel days, then the private travel will be deemed to be incidental.
- Where the number of private travel days exceeds the private travel limit thresholds, the travel will be deemed to be Dual Purpose travel.

Incidental private travel limit thresholds

For a trip which is for a period of 20 days or less, not including private weekend days, where the number of private travel days is less than 25% of the number of business travel days, then the private travel will be deemed to be incidental.

For a trip which is for a period equal to or greater than 21 days, not including private weekend days, where the number of private travel days is less than 30% of the number of business travel days, then the private travel will be deemed to be incidental.
Assessment criteria for travel days

The nature of the activities undertaken on an approved travel day will be assessed using the following criteria

Business Days

A business day is any day where University business is undertaken for a period exceeding three hours of the day, not including meal or rest breaks.

Examples of business related activities include but are not limited to:

• attending a business related conference,
• presenting a paper at a business related conference,
• undertaking approved research,
• attending business meetings,
• transit days when travelling to or from a business destination.

Travel Days

Travel days for business purposes are classified as Business days.

• A maximum of two (2) days is allowed for travel from or to Australia, travel days in excess of this are counted as Private days unless it can be shown there were exceptional circumstances.
• Exceptional circumstances can include additional shuttle flights within a country, unforeseen strikes, stoppages or delays, pre-existing medical conditions substantiated by a medical certificate, etc.

Travel days during a trip to or from an Annual Leave destination are classified as Private Days.

Physical Recovery Days

A day which would otherwise be classified as a Private Day may be classified as a Business day where that day is a day of physical recovery immediately following international air travel from or to Australia.

Physical recovery Days do not apply to domestic Australian travel.

Private Days

Days on which substantial University business did not take place. Private days do not include private weekend days.

Weekends

Private weekend days are excluded from the calculation of private travel days for a trip.

Weekend days on which University business is undertaken are to be counted as business days for the purposes of determining the private travel days limit threshold.

All Travel Is Subject To An Appropriate Level Of Approval

Any person who is travelling on University Business must have prior approval from their authorising supervisor to be absent from the University. This is generated through the HR self-service online system University Business/Travel Leave” and approved by the employees authorising supervisor. There is not a requirement to register through the HR self-service online system where a staff member is routinely travelling (within their role) between
locally situated campuses or for a day trip to a business meeting or conference (unless that requires interstate travel). Any travel that has an overnight requirement is to be registered through the HR self-service online system.

In addition to an authorising supervisor’s approval, staff members intending to travel overseas are required to obtain written approval. This approval is required from the Vice Chancellor & President or relevant Deputy Vice Chancellor, in accordance with the Delegations - Contract, Financial, Staffing and Tender Policy. Staff members must complete the University Funded Overseas Travel Application Form (including all approvals required on the form) prior to making any bookings.

Authorising supervisors approving travel and travel related expenses are responsible for ensuring all policies and procedures have been adhered to before approving travel and associated expense claims. Authorising supervisors’ duty of care in relation to provision of a safe and healthy work environment remains applicable to their travelling staff members.

For travel within Victoria necessitated by normal business activities, staff at the Executive Dean, Director, Faculty / Portfolio Business Manager or above levels are not required to seek prior approval.

For academic staff whose routine teaching responsibilities require regional travel (i.e., TAFE course delivery, assessments) approval is through the relevant Business Manager prior to travel.

All private travel days taken in association with official University travel by an employee must be taken as Recreational Leave. The application for Recreation Leave must be generated through the HR employee self-service online system and approved by the employees authorising supervisor prior to travel being undertaken. Where a staff member wishes to take an alternative type of leave, the specific circumstance should be discussed with their line manager and advice sought from HR prior to arranging travel.

Approval to travel for University funded non-staff travel

Where the University is funding a non-staff member to travel, approval to travel is required:

- For a visitor travelling from overseas, the University Funded Overseas Travel Application Form should be completed and signed by the appropriate Delegate prior to finalising any travel arrangements.

- For domestic travel, approval to travel is to be documented in accordance with individual Faculty Business Managers’ approval processes (for academic travel requirements) or sought from line management for non-academic travel.

Travel Expenses and Allowances

Travel Expenses paid for by the University are for University Business Only

Travel costs where the primary purpose for travel is undertaking University Business will be paid for by the University. Where private travel is being taken in conjunction with University Business travel, the University will fund only those components of the travel that are directly attributable to the University Business activity.

Private travel and University Business travel

Limited incidental private travel included with University Business travel is permitted, noting that limited incidental private travel is defined as:

- for travel of a duration of less than 21 days, no more than 25 percent of the totals days of the travel, not including weekends used for private purposes, and

- for travel of a duration equal to or greater than 21 days, no more than 30 percent of the totals days of the travel, not including weekends used for private purposes.

A Travel Itinerary Day Count Estimator is available to assist staff in identifying what percentage is represented by private travel within their proposed itinerary.
Travel Allowances

- The University may pay incidental travel costs to be incurred by staff members as a Travel Allowance.
- The cost of travel to be paid as a Travel Allowance will be limited to the cost of meals, incidental costs and bus and taxi fares.
- The payment of a Travel Allowance will only be paid prior to or at the time of travel, a Travel Allowance will not be paid after the completion of travel.
- Any staff member who holds a current University Purchasing Card shall be excluded from applying for a Travel Allowance.
- The payment of a travel allowance will exclude a staff member from applying for a Cash Advance or Staff Reimbursement for any incidental travel costs for the same travel.
- The payment of travel costs paid as a Travel Allowance must be approved by the staff members authorising supervisor prior to the staff member undertaking the travel.
- The amount of the Travel Allowance to be paid shall be determined by the Faculty / Portfolio Business Manager in consultation with the Manager, Financial Services. The ATO Taxation Determination 2016/13 (pdf, 120.8kb) is to be used as a guide for maximum entitlement for accommodation, meals and incidentals.
- Where a Travel Allowance is paid, the amount of the travel allowance, will be included on the staff members Payment Summary as taxable income.
- It will be the responsibility of the staff member to retain any receipts for costs incurred for their personal taxation records.

Telephone Usage

Travellers will be reimbursed for business phone calls:

- That are reasonable and necessary for conducting business and where there is evidence of the cost incurred, and
- When the hotel bill with the itemised calls is attached to any travel reimbursement claim.

Please note that using hotel telephones, hotel internet access, University mobile communication equipment etc., may be very expensive when used in other countries. Travellers should contact Information & Communication Technology (ICT) Services with regard to International roaming arrangements prior to travel and take advice on the most economic method of communication appropriate for the country they are visiting.

When travelling on University business staff members will be reimbursed for personal telephone calls allowing them to stay in reasonable contact with their family. The length of the telephone call should be kept to a minimum period and the frequency kept to no more than one call per day.

Private costs paid by the University or claimed by a member

Any travel and associated costs identified by the Manager, Financial Services as being a staff member’s private cost which have been paid for by the University will be required to be paid back to the University.

Any Reimbursement claim or Cash Advance acquittal item identified by the Manager, Financial Services as being a staff member’s private cost will be excluded from the claim or acquittal.

Payment and Reimbursement Procedures for Travel

Payment methods:

Business travel booked through the Concur online travel and expense management tool uses the AirPlus virtual credit card for payment of airfares and accommodation. Where other expenses (i.e., taxi fares or meals) are...
incurred whilst on travel, these may be paid for with a University provided purchasing card (these transactions automatically feed into the Concur Expense Module). Where a staff member has not been provided a University purchasing card, the staff member may pay with either cash or a personal credit card and request reimbursement through the Concur online tool.

Where a Purchasing Card transaction limit is assessed as unlikely to meet expected travel expenses, the traveller should discuss a review of their limits with their Authorising Supervisor.

**Travel expenses will be paid by the University provided the following requirements have been met:**

- expenses are appropriately documented and authorised by the traveler’s Authorising Supervisor who holds the appropriate financial delegation.
- All international travel expenses were documented and approved using the University Funded Overseas Travel Application form prior to travelling.
- travel bookings made are the most cost effective means to travel for the University Business requirement and are made through the Concur online travel and expense management tool or directly with the TMC.

**The Authorising Supervisor must verify that expenses meet the following criteria:**

- the primary purpose of the trip was for University Business and travel expenses were incurred while conducting University Business and within the allocated budget for the activity.
- the information contained in the supporting documentation is accurate and in accordance with the [Travel Policy](#) and these procedures.
- the expenditure is charged to the proper account(s).
- consistent reimbursement procedures are followed in accordance with University Finance operations requirements.

**Reimbursement may not be approved in the following circumstances:**

- Where other approved purchase methods are reasonably available.
- Private/non business related expenditure e.g. entertainment, packaged alcohol, personal items, clothing, etc.
- Failure to comply with the University’s Purchasing Policy and Procedures.

**Cash Advances**

The University may pay the incidental travel costs for a staff member as a Cash Advance.

- A cash advance is requested through the Expense Module in the Concur travel and expense management tool. Cash advances will be made as direct deposits into the employees’ nominated payroll bank account.
- Upon completion of travel, all receipts for work related expenses are to be reconciled against the cash advance transaction in Concur. Any further reimbursement can be requested through Concur, or where cash is to be repaid, this will be actioned through Finance Accounts Receivable, no later than 30 days after the completion of the travel.
- Approvers will be notified where a member has failed to submit their Cash Advance acquittal within 30 days of completion of travel.
- Payment of a Cash Advance for incidental travel costs will exclude a staff member from applying for a Travel Allowance.
- Where the original Cash Advance expenditure was incurred in a currency other than Australian Dollars (AUD) the costs incurred must be converted to AUD at a known currency exchange rate applicable at the date the expenditure was incurred: e.g., from AUD cash converted into the foreign currency or from a credit card statement.
- Where a known currency exchange rate is not available an appropriate conversion rate for the method of payment for the date the expenditure was incurred should be obtained from the currency website: [http://www.xe.com/travel-expenses-calculator/#](http://www.xe.com/travel-expenses-calculator/#).
Reimbursement

The University will only reimburse staff for official travel related and minor incidental costs, which are subject to Allowable Accommodation Meal and Incidental Rates.

• Claims for reimbursement of expenses are to be processed through the on-line travel management system.
• Reimbursement claims where the original expenditure was incurred in a currency other than Australian Dollars (AUD) the costs incurred must be converted to AUD at a known currency exchange rate applicable at the date the expenditure was incurred e.g. from AUD cash converted into the foreign currency or from a credit card statement.
• Where a known currency exchange rate is not available an appropriate conversion rate for the method of payment for the date the expenditure was incurred should be obtained from the currency website: http://www.xe.com/travel-expenses-calculator/.

Travel Expenses Paid for by a University Member

Travel with private travel days in excess of the incidental private travel limits will be deemed to be Dual Purpose travel.

Dual Purpose may only be approved where the University member pays half of the Australia return ticket airfare and all private costs relating to the private travel.

Accommodation, meals and incidentals

Accommodation

The ATO Taxation Determination 2016/13 (pdf, 120.8kb) should be used as a guide.

Overseas Accommodation - The University’s standard for overseas accommodation is that rate which, in the opinion of the relevant authorising supervisor is “reasonable” i.e. appropriate and necessary to conduct business and ensure safety. Accommodation for business trips must be pre-booked where possible.

Domestic Accommodation - The University’s standard for accommodation within Australian is that rate which, in the opinion of the relevant authorising supervisor is “reasonable” i.e. moderately priced hotels or motels of good quality. Refer to the https://federation.edu.au/staff/business-and-communication/finance-at-feduni/travelwebsite as a guide.

Meals and Incidentals – The ATO Taxation Determination 2016/13 (pdf, 120.8kb) should be used as a guide.

The following items are considered as additional to ‘meals and incidentals’ and require appropriate substantiation:

• Official entertainment costs.
• Charges for official phone, internet and facsimile calls.
• Costs of taxis.
• Airport taxes.
• Visas.

Day Travel Meal Costs

• Staff undertaking single day return travel (travel not requiring an overnight stay) may claim costs up to $30.00 per meal per person for meal costs incurred whilst travelling.
• Day Travel Meal entitlement shall be calculated from the time of arrival at and departure from the final travel destination:
  • Arrive prior to 9.00am: Breakfast
  • Arrive prior to 12.00pm, Depart after 1.00pm: Lunch
• Depart after 5.00pm: Dinner
• Day return travel meals costs in excess of $30.00 per meal per person will incur Fringe Benefits Tax on the total cost of the meal cost incurred as Meal Entertainment.
• All meal costs must be substantiated as per the Records of Expenditure section.
• Day Travel Meal costs will not be paid as a Travel Allowance.

**Traveller Safety, Security And Risk Management Issues**

Travellers are required to undertake a travel risk assessment before travel commences in order to identify and if necessary, mitigate risk. The risk assessment should be scaled to be consistent with the type of travel being considered, i.e., the risk associated with a day trip to Melbourne by road or rail is very different to travelling overseas through multiple destinations.

When planning business travel, University representatives should identify the likely risks to health and safety associated with all aspects of the proposed travel. In particular, they should examine risks that may arise from:

- the methods of transport;
- the schedule and workload;
- the nature of the business-related and other activities taking place during the trip;
- the locations to be visited and their characteristics (e.g. climate and geography; environmental legal, social, political and economic environments). The smartraveller website should be reviewed where overseas travel is being considered;
- accommodation arrangements and details, even if staying with family members; and
- pre-existing medical conditions. (Fitness to Travel Certificate from a Registered Medical Practitioner may be required).

Where foreseeable risks could lead to serious injury or illness, a written Hazard Identification, Risk Assessment and Control (HIRAC) review must be conducted and recorded on the HIRAC Report. Appropriate control measures must be identified and implemented for any significant risk.

Authorising Supervisors should request that a HIRAC review be submitted to them as part of the travel planning approval process for any business travel. Where the HIRAC is associated with a medical condition a risk assessment must include a Medical Certificate signed by a Registered Practitioner and be submitted at least 14 days prior to travel. The authorising supervisor may reject proposed travel if they deem the associated risk assessment to be inadequate or if they deem risks to be unacceptably high.

The University’s Risk, Health and Safety (RH&S) Department are available to assist in either the preparation of a HIRAC or in assessing a submitted HIRAC. Staff should be aware that whilst the RH&S Department can provide input to the HIRAC process, the Occupational Health and Safety duty of care responsibilities in relation to the particular staff member/s travel remains with the travellers’ line management.

Where a travel HIRAC has identified a pre-existing medical condition the University’s travel insurer must be notified prior to travel taking place:

- ACE Insurance: 1800 815 675

**The Hazards Management webpage provides all necessary HIRAC-related information:**


**Note:** The on-line booking system has an inbuilt risk assessment function that will alert Travel Approvers to high risk itineraries prior to approving the travel. Alternate travel plans may be required where the Approver deems the risk to the individual/s as unacceptably high.

**Travel Insurance**
The University has comprehensive travel insurance cover in place for all University employees, students and consultants including their accompanying Spouse/Partner and dependent children. Any additional travellers accompanying staff members on University Business travel must be declared on travel application form. Some age restrictions apply to University Travel insurance coverage.

**Individual travel insurance should not be taken out and reimbursed to Staff as this would attract Fringe Benefits Tax (FBT)**

Staff are encouraged to download a copy of the [Product Disclosure Statement](#), make themselves aware of the cover it provides and take a copy with them when travelling.

When returning from a trip, travellers should log any incidents, illnesses or unusual health symptoms they may have/or are experiencing on the University Injury Report Form or Hazard/Near Miss report, whichever is most applicable.

**Documents:**

When engaging in University business travel University Representatives are responsible for obtaining the necessary documents including visas and passports. They are also responsible for meeting all necessary health requirements (e.g. vaccinations, medical advice, prescription medicines, etc).

Documents that may be required:

- **Visas** - The University TMC can assist with information and visa applications.
- **Vaccinations, general health** - Travellers are responsible for meeting all health requirements including vaccinations, medical advice and prescription medicines.
- **Travel insurance** - A copy can be obtained from the University website, printed and taken with travel documentation when travelling.
- **University funds can be used to pay for travel related visas, vaccinations (only where that vaccination is a condition of re-entry into Australia) and travel-related medications as recommended by a physician.**
- **University funds may not be used to pay for own-use medications, prescription medications, passports or luggage items.**

**Use of Concur and the Approved TMC (Campus Travel)**

It is mandatory for all University representatives who travel on behalf of University business to book their travel through the Concur online travel and expense management tool and/or Campus Travel. The Concur tool accesses an extensive global distribution system for all flights, ground transport and accommodation travel needs through the Flight Centre group of companies. Campus Travel are committed to price matching any flight or accommodation quote should a staff member provide satisfactory evidence of a more competitive price for the desired flight or hotel.

Travellers whose bookings are made through the mandated channels can best be guaranteed assistance if their travel is impacted by unforeseen incidents such as personal illness, civil or political unrest, extreme weather events or terrorist attack.

When making a booking through Concur or obtaining Domestic or International air fare quotes from the TMC, University Travellers should select the best fare of the day. The best fare is the lowest fare at the time of booking that best meets the business requirements of the traveller. In that case, the fare that is not the cheapest may actually be the better option. This circumstance can be addressed whilst booking travel through the Concur online booking tool – there is inbuilt functionality that allows for an explanation as to the fare selection to be included as part of the travel request process. When making travel arrangements offline, it is recommended to discuss fare options with the authorising supervisor where the lowest cost fare is not preferred for business-related reasons.
Campus Travel have been provided University policy and guidance in relation to making travel arrangements on behalf of University staff members and are responsible for ensuring that provision of their travel agency services is consistent with that policy and guidance.

### Class of Travel

<table>
<thead>
<tr>
<th>Position</th>
<th>Class of Travel (see notes below)</th>
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<tbody>
<tr>
<td>Chancellor, Vice-Chancellor and President, Deputy Vice Chancellors</td>
<td>Business Class or Economy.</td>
</tr>
<tr>
<td>(University Senior Team)</td>
<td></td>
</tr>
<tr>
<td>All Other Staff</td>
<td>Economy - Except where Contract of Employment states otherwise.</td>
</tr>
</tbody>
</table>

### Notes on Class of Travel

Travellers should only book the class of travel they have been allocated in their Contract of employment, with the exception that Deans and Directors may book business class when accompanying a University Senior Team member as identified above.

Staff who believe that for medical reasons they are unable to comply with the class of travel applicable to their employment provisions, should seek prior approval to travel at a different class as part of the travel approval process. A medical certificate stating the reason for the non-compliance and how the medical condition may be managed through an alternative class of travel is to be provided prior to travel and submitted with travel approval paperwork.

Any additional travel costs incurred due to non-compliant travel not approved prior to travel will be regarded as a private expense to be paid for by the staff member.

Staff undertaking International flights are entitled to 1 day of physical recovery after their completion of travel prior to undertaking business activities.

### Taxation and Records of Expenditure

#### FBT

University Representatives who choose to extend any part of a University business trip for private or social reasons are liable for the FBT charges on that part of the travel and any associated expense. Individuals will be invoiced directly for those FBT costs.

#### Travel Diary

- A Travel Diary must be completed to provide evidence and substantiate the primary purpose of travel.
- This is both relevant for FBT compliance requirements for the University and, where appropriate, for any personal income tax deductions which may be available to a member.
- If appropriate records (receipts etc. and a travel diary) are not available when required by the ATO, the University and the member may have a claim disallowed and be required to pay additional tax.
- A travel diary is required where University sanctioned travel requires a member to travel away from their home for six or more consecutive nights. The determination of the number of nights away commences from when the member first departs their home to start travel and concludes when the member returns to their home at the completion of travel. The determination of the number of nights away from home includes transit time.
- A travel diary must be completed and submitted to Manager, Financial Services, no later than 30 days after the completion of travel.
• Travel Approvers will be notified where a traveller has failed to complete their Travel Diary within 30 days of completion of travel.
• Failure to provide a complete and signed Travel Diary for travel requiring a Travel Diary will mean the primary purpose of the travel is un-substantiated and the travel will be deemed to be private purposes.
• Travel diaries are available to download from the Finance Forms webpage under the Travel section.

Records of Expenditure

University members are required to request, obtain, hold and submit receipts for all costs incurred as part of their travel in order to substantiate the costs incurred.

Any expenditure incurred by a member which is not substantiated by a receipt must be substantiated through the completion of Statutory Declaration.

Appropriate Records are maintained in accordance with ATO requirements

Travel diaries must be completed by travellers for all travel that requires the employee to be absent from their normal place of residence for 6 nights or more including both domestic and International travel or otherwise as required by the ATO. Where ATO requirements for travel diaries differ from this policy the ATO requirement will apply in all instances.

Airline Club Membership is provided where appropriate

University funds can only be used to purchase Airline Club Memberships for individual Staff members where those Staff have this written in their contract of employment.

All Staff travelling with Virgin Australia qualify to join the Virgin Frequent Flyer loyalty programme “Velocity”. There is no charge to join and this can be done by registering online at the Velocity Rewards site.

Personal funded Airline Lounge Memberships

Staff using their personal funds to purchase Airline Lounge Memberships should not base their business travel flight selection on flights that help accrue points if those selections incur higher air fares for the University.

Other Transport

Use of Employee’s Privately Owned Vehicle

It is University policy that staff utilise a pool vehicle or hire car in preference to using their own vehicle, particularly where the travel requirement is further afield than their immediate workplace location/surrounds. The University also accepts that circumstances may arise whereby the most effective and efficient means to conduct University Business could entail use of a staff member’s personal vehicle (regardless of pool vehicle or hire car availability). An example of such a circumstance might be where a staff member routinely travels between the Ballarat campuses and where approval/reimbursement is not requested for that vehicle use.

Where a staff member has found that a University pool or hire vehicle was unavailable at the time required, the Private Vehicle Use Approval Form should be completed by the staff member and signed by their Authorising Supervisor prior to undertaking the travel. Staff proposing to seek this permission should make themselves familiar with the Motor Vehicle Policy and the Private Vehicle Use Authorisation Form.

Where a pool vehicle or hire car is available but there are other aspects of the travel that indicate use of a staff members private vehicle is more efficient and effective, the staff member should discuss that with their Authorising Supervisor and if supported, also complete the Private Vehicle Use Approval Form prior to undertaking travel.

Use of Employment Contract Vehicles

Warning - Uncontrolled when printed! The current version of this document is kept on the FedUni website.
The Employment Contract Vehicle section of the Motor Vehicle Policy applies to the staff members who are allocated a motor vehicle as part of their contract of employment. Qualifying staff should make themselves familiar with this policy.

Pool and Portfolio Assigned Vehicles

Pool Vehicles:

The University finances a pool of vehicles for use of University Representatives. Using Pool vehicles is the most economic choice for representatives undertaking a road journey for business, noting:

The only exception is when the journey is to and from airports where the cost of airport parking would add to the expense. In this situation the most economic form of travel is by hiring a vehicle on a one way basis from a hire car supplier.

Where more than one University Representative is travelling to the same destination every effort should be made to share a vehicle.

Assigned Vehicles:

Drivers using vehicles that are assigned to their Faculty’s or Sections should make themselves aware of the conditions of the Motor Vehicle Policy.

Vehicle Rental

The hire of vehicles for University Business must be approved in advance by a Delegated Authorising Supervisor. Drivers are required to select vehicle type based on particular travel needs, i.e., number of passengers, stowage requirements.

Vehicles are to be hired through the Concur on-line booking tool. Vehicles may be requested to be delivered to the Ballarat, Horsham or Churchill campuses.

Where more than one University Representative is travelling to the same destination every effort should be made to share a vehicle.

Taxis and Public Transport

The Authorising Supervisor may give prior approval for the use of taxis to and from places of business in connection with approved University business. Employees are encouraged to use public transportation whenever feasible.

The University has introduced a system of corporate myki cards and accounts for Portfolios/Schools and Sections that eliminates the need for staff to use personal funds and seek reimbursement for public transport travel in Victoria.

Each Portfolio/Faculty or Section will have their own set of myki cards which are held by a nominated officer in each department. Staff will take a department myki if they’re travelling via public transport and return the myki on completion of the trip. The charge will appear on an account and the responsible area will pay via a nominated purchasing card.

Supporting Documents

Warning - Uncontrolled when printed! The current version of this document is kept on the FedUni website.
Responsibility

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<th>Position</th>
<th>Areas of Responsibility</th>
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<td>Vice Chancellor and President</td>
<td>Travel approval for Deputy Vice Chancellors.</td>
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<tr>
<td>Deputy Vice Chancellors and Chief Operating Officer</td>
<td>International travel approval.</td>
</tr>
<tr>
<td>Deans, Directors and Managers</td>
<td>Approval for domestic travel and travel to New Zealand. Approval of travel related expenses. Adherence to all travel related policies and procedures.</td>
</tr>
<tr>
<td>Travellers</td>
<td>Arrange and conduct travel in accordance with all travel related policies and procedures. Risk assessment undertaken as applicable.</td>
</tr>
<tr>
<td>Chief Operating Officer/Chief Financial Officer</td>
<td>Document Owner.</td>
</tr>
</tbody>
</table>

Promulgation

The Travel Policy will be communicated throughout the University community in the form of an Announcement Notice via FedNews website and on the ‘Recently Approved Documents’ page on the ‘Policies, Procedures and Forms @ the University’ website to alert the University-wide community of the approved Procedure.

Implementation

The Travel Policy will be communicated throughout the University community in the form of an Announcement Notice via FedNews website and on the ‘Recently Approved Documents’ page on the ‘Policies, Procedures and Forms @ the University’ website to alert the University-wide community of the approved Procedure.