Finance Governance Procedural Manual - Procurement of Goods & Services, Corporate Purchasing Card, Travel, and Motor Vehicles

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1. Introduction

1.1 About this Manual

This manual mandates Financial Management operations for Federation University Australia in accordance with the Federation Universities Act 2010, Statute’s, and the Academic Board regulations. Active, ongoing academic oversight is required under the Higher Education Standards Framework 2021, monitored by the Tertiary Educations Quality and Standards Agency (TEQSA).

The Finance procedural manual details the processes that have been developed using previous policies, procedures to provide clear advice to Federation University Staff regarding their responsibilities, actions and accountability in accordance with the Federation University Act, Statute, Regulations and Policy and Procedures.

It is an associated document within the Federation Governance document suite and must be used as a tool to assist all stakeholders to fulfil obligations in accordance with university mandates.

The purpose of this procedural manual is to ensure that all members of the Federation community are informed, understand their requirements to perform key tasks and know where to access information as needed to adhere to mandated requirements and enhance their practice.

It is also intended to assist all staff in carrying out their functions and responsibilities with ease and completeness by providing clarity of expectation and responsibilities.

This manual will be **revised annually by the** owner and/or their nominated delegates to ensure currency of information.

Note: This manual as a pdf document will be located in the Policy Administration System (PAMS) published via Policy Central to ensure users have access to current, update to date information. Wherever possible, editors have cross referenced back to relevant Federation documents and other links.

2. Procurement of Goods & Services

2.1 General

The purpose of this document is to communicate the strategic approach to procurement and integration of this activity across the University. This outlines the obligations of staff to ensure consistent procurement practices across the University and defines the university's operational approach to procurement.

This establishes the directions that must be implemented relating to the procurement of goods and services by the University. The University is required to implement and maintain an effective internal control framework over procurement activities.

This applies to the acquisition of all goods and services by University staff, students or contractors either purchased or leased from vendors, for and on behalf of the University (including University controlled entities.

The procurement of goods and services must also:

- Only relate to business of the university and must not be of a personal nature
- Be approved in accordance with the university's Delegations - Contract, Financial, Staffing and Tender Procedure

Effective internal control procedures must be implemented and maintained by the University to ensure all procurement activities of the University are authorised in accordance with the delegated authorities and business requirements within a documented procurement framework.

Procurement to purchasing activities within the University includes ethical, compliance and financial obligations, as well as opportunities for financial savings, improved sustainability, service and quality. The University must ensure the following procurement principles are adhered to:

- Value for Money (low environmental and social impacts)
- Accountability and maintain comprehensive and well documented records
- Open and Fair Competition (Quotation and Tender processes adhered to)
- Risk Management.
- Safety
- Probity and Transparency
- Innovation
- Customer Service
- Reductions in the administrative costs of procurement processes
- Improved purchasing efficiency and control (avoid unnecessary consumption)
- Electronic transaction data for reporting, analysis and control
- Comply with any and all directions regarding the use of University contracted suppliers
- Comply with Conflict-of-Interest Procedure.

There must be sufficient justification to demonstrate that there is a need for the goods and services to be provided and that the economical and sustainability considerations have been fully considered prior to the purchase of any goods and / or services. The availability of existing funds within an approved budget, or source of funds, will be established prior to the commencement of any procurement activity.

The University recognises it has a role to play in providing support for the development of awareness,understanding and competency in relation to sustainable, social and locally sourced procurement.

2.2 Legislative Context

The establishment and maintenance of financial management policies and procedural manual is required by Direction 3.1.3 of the Minister for Finance Directions that are regulated under the *Financial Management Act 1994*. More specifically, this Manual is required by clause 3.4.5 of the Directions of the Minister for Finance under this Act.

2.3 Roles and Responsibilities

2.3.1 Procurement

Procurement is responsible for coordinating all procurement activity across the University, setting the process and providing strategic sourcing support advice and tools to the University.

2.3.2 Financial Services

Financial Services Hub staff are responsible for processing purchase requests and goods receipting, Invoice receipting, timely payment to suppliers and payment of direct invoices and accounts receivable.

2.3.3 University Staff

University staff engaging in any procurement activities are required to comply with this manual and associated local business process.

2.3.4 Segregation of Duties

Segregation of duties refers to the clear and distinct roles of each staff member in a procurement process. All staff involved in a procurement process are responsible for ensuring the sufficient segregation of duties occurs. Staff must ensure that they do not fulfil more than one key procurement role, where practicable.

2.4 Contracted Suppliers

A Contracted Supplier or a Panel of Contracted Suppliers may be appointed pursuant to a competitive process in accordance with the Procurement of Goods and Services Procedure and this manual.

Where goods or services are required for which, the University has appointed a Contracted Supplier(s), that Contracted Supplier(s) must be used unless they are unable to supply the specified goods or services as and when required.

Where agreed pricing from a Contracted Supplier reasonably covers the specific requirements of a procurement process, it is not necessary to seek/obtain Quotations. Where estimated pricing does not reasonably cover the specific requirements of a procurement process, the Threshold Value requirements set out in Table 1 do not apply, however it will be necessary to seek/obtain Quotations from two or more of the panel of Contracted Suppliers for expenditure between $50,000 and $350,000 and from three or more of the panel of Contracted Suppliers for expenditure above $350,000 to ensure competitive pricing is obtained.

Where a Contracted Supplier(s) is unable to supply the specified goods or services as and when required an exemption must be sought and approved in accordance with the Procurement of Goods and Services Processes detailed within this manual prior to engaging the broader market.

2.5 Thresholds and Processes

The following processes are a guide to the minimum requirements for procurement of goods and services for the University. Each procurement activity should be assessed for risk and complexity to determine if a more competitive and/or robust process should be used, such as a formal tender irrespective of value. The Threshold Values are to be applied on the anticipated total expenditure, accumulated over the total term of the contract, are in Australian Dollars and are exclusive of GST.

Where there is no Contracted Supplier(s), the requirements set out in Table 1 must be satisfied.

The Threshold Values are to be applied on the anticipated total expenditure, accumulated over the total term of the contract, are in Australian Dollars and are exclusive of GST.

Documented evidence of the requirements and assessment of Value for Money is required to be submitted with the request for a Purchase Order.

Type of Purchase	Threshold Value	Requirements
One Quote	$0 - $50,000	Minimum 1 documented Quotation
Three Quotes	$50,000 - $350,000	Minimum 3 Written Quotations
Strategic Sourcing	$350,000 and above	Tender Process

2.5.1 Purchases less than $50,000

For purchases less than $50,000, a minimum of one documented Quotation is required.

2.5.2 Purchases: $50,000 and up to $350,000

For purchases $50,000 and up to $350,000 a minimum of three written Quotations are required. The general process for obtaining three quotes is as follows:

- Detail a set of requirements for the goods or services.
- Issue a request for quote to a select set of suppliers identified as capable of fulfilling the requirements.
- Assess the responses according to the requirements and the value for money proposition.

If a successful supplier is determined, a purchase request is to be raised and all quotes are to be attached. Corporate Governance is to be consulted if deviation from standard University contract agreements is to apply.

2.5.3 Purchases: $350,000 and above

For purchases $350,000, and above a Tender Process is required. The general process for a tender is as follows:

1. A Procurement Plan is drafted outlining the proposed market engagement and sourcing strategy.
2. The Procurement Plan will specify if an open or closed/select Request for Tender will be utilised. Appropriate justification must be defined in the sourcing strategy.

3. Reasons for a closed/select tender may include where the University already has considerable knowledge of the goods or services being purchased and has conducted an appropriate market analysis and assessment including a reasonable shortlist of potential Suppliers.
4. A Tender EvaluationPanel is nominated in the Procurement Plan. Refer to Tender Evaluation Panel Roles and Responsibilities.
5. An Evaluation Plan is completed in the Procurement Plan or created as a separate document if required (e.g., For high-value and/or high-risk procurements).
6. The Procurement Plan is submitted to the relevant authorised delegate for approval, as per Delegations Bands – Value Limit table.
7. For strategic projects, a business case must also be developed and approved by the relevant authorised delegate.
8. A comprehensive specification and/or statement of requirements is created.
9. Conflict of Interest forms must be signed off by the nominated Tender Evaluation Panel as per the approved Procurement Plan.
10. Tender documents are published via an eTendering portal by an authorised Procurement representative and clarifications are managed through the portal.
11. Responses are received and distributed to the Tender Evaluation Panel for assessment as per the evaluation matrix in the approved Procurement Plan.
12. Mandatory Criteria are to be assessed first, with any non-compliant submissions as agreed by the Tender Evaluation Panel eliminated.
13. The Tender Evaluation Panel generally nominate a shortlist, then a preferred supplier. Negotiations and contract departures are conducted by the staff nominated in the Procurement Plan.
14. Negotiations must be conducted in a fair and transparent manner.
15. Supply chain limitations and any outsourcing or offshoring limitations are considered, and the risks and responsibilities are cascaded down the supply chain.
16. The chair of the Tender Panel produces a Procurement Report that is submitted to the relevant authorised delegate for approval as per Delegations Bands – Value Limit table.
17. Following approval by the relevant authorised delegate, the successful supplier is advised, with the contract issued for signing.
18. After both parties have signed, a purchase request is to be processed with the Procurement Report and signed contract attached.
19. Unsuccessful tenderers are notified in writing that their response was unsuccessful.

2.6 Offer Evaluation

2.6.1 Background

Setting appropriately weighted evaluation criteria is critical in ensuring a successful procurement. Evaluations must be carried out in an objective manner that is fair to all parties and uses a methodology that is fair and transparent.

Evaluation criteria are generally classified into two categories:

- Mandatory Criteria: these are pass/fail criteria. Any supplier that doesn't meet these must be disqualified.
- Comparative Criteria: these are assessed against a predefined weighting that is determined according to the complexity, risk and type of procurement. These are typically both qualitative and quantitative measures.

The evaluation criteria and weightings are to be detailed in the approved Procurement Plan.

Commercial compliance criteria will generally be assessed as comply / does not comply / partially comply and then generally taken into consideration during the determination of value for money. These are not elimination criteria.

Commercial compliance criteria may include:

- Quality Management
- Occupational Health and Safety
- Financial Viability
- Risk and Insurance
- Compliance to Conditions of Contract
- Conflict of Interest

2.6.2 Purchases between $50,000 and $350,000

There is no obligation to follow a set of predefined evaluation criteria for obtaining three written Quotations. Each procurement should be assessed according to risk and complexity in determining evaluation criteria and the respective weightings. As a guide the following factors should be considered at a minimum:

- Value for money
- Compliance to specification
- Commercial compliance criteria

2.6.3 Purchases over $350,000

Evaluation criteria and the respective weightings for use in a Tender Process are required to be approved in a Procurement Plan. Weightings are to be categorised by procurement type. These should be considered as the primary weightings with amendments made on an as required basis.

2.7 Exemptions to the Thresholds and Processes

If there is an instance where the standard procurement thresholds and processes are not appropriate, staff can request an exemption to the procurement process detailed within this manual.

Exemptions are required to be submitted formally in writing to the Accountable Officer prior to the proposed purchase(s) being commenced and or committed to. Exemptions to the procurement process may only be sought in exceptional circumstances based on business necessity and merit (such as instances of genuine commercial or confidential matters) or cases of extreme urgency and cannot be used for avoiding competition.

An exemption from the process detailed within this manual may be granted to:

- access contracts available to the University from the Victorian Government or other consortiums and buying groups of which the University is a member (such as CAUDIT and Procurement Australia).
- use an alternative to a Contracted Supplier or a Panel of Contracted Suppliers
- use an alternative to the Threshold Value requirements
- use a Sole Supplier (Exceptions may exist when an Individual/Sole Trader is engaged)

A request for an exemption to the procurement process detailed within this manual must meet one or more of the following categories to be considered:

- the Contracted Supplier or Panel of Contracted Suppliers cannot supply the goods and/or services required
- demonstrated unique technical requirements with only one Sole Supplier in the market

- standardisation of existing goods or services
- time-critical events that have been caused by unforeseen circumstances
- other exceptional circumstances based on business necessity as assessed by Procurement

A request for an exemption to the procurement process is not required for the following goods and/or services and as such these are deemed exempt from the procurement thresholds and processes. For the avoidance of doubt, each of the following activities are still required to demonstrate value for money and require approval from the relevant authorised delegate(s):

- leasing of land and/or buildings
- payments relating to research grants
- wages and other associated on-costs
- third-party payments that the University novates the procurement to another entity under contract
- donations

2.8 Tender Evaluation Panel Roles and Responsibilities

The Tender Evaluation Panel has the important role of determining which supplier is able to meet the selection criteria and provides the best Value for Money for the University.

The Tender Evaluation Panel members must have adequate technical and operational knowledge and background about the goods and/or services required such that they are capable of providing meaningful input to the Tender process.

The Tender Evaluation Panel identified in the Procurement Plan will:

- Provide input to the tender documentation, prior to release to tenderers.
- Provide input to establish the evaluation criteria that will be used to assess the offers from tenderers.
- Assist in addressing tenderer queries for response via the eTendering tool, if required.

Following the receipt of all compliant responses, meet as a group to provide input to the evaluation of all responses using the pre-determined evaluation criteria. The assessment may be developed by one member of the panel and presented to all members for critique and approval, or the evaluation panel may decide that the initial scoring exercise is carried out individually, prior to meeting as a team for a panel discussion.

Duties of Tender Evaluation Panel Members include, but are not limited to:

- Complete and sign a conflict of interest and confidentialityagreement declaring any actual, potential or perceived conflicts of interest.
- Must not accept any inducement, gift or hospitality from a tenderer that might compromise the integrity of the selection process.
- Must act objectively and fairly throughout the tender process to ensure all tenderers are given an equal chance to succeed with their response and that the integrity of the process is upheld.
- Must hold information received as part of a tenderer's response in the strictest confidence and not release this information outside of the Tender Evaluation Panel.
- Must not divulge information on the deliberations and decisions of the Tender Evaluation Panel until a formal recommendation has been approved by the appropriate delegate and all tenderers have been formally notified.

2.8.1 Selection of the Chair of the Tender Evaluation Panel

The approved Procurement Plan shall identify an appropriate Chair of a Tender Evaluation Panel.

Duties of the Chair of the Tender Evaluation Panel include, but are not limited to:

- Assist with the selection of other members of the Tender Evaluation Panel and identify voting members of the Tender Evaluation Panel.
- Request the Manager, Procurement to appoint a probity specialist when required.
- Assist the relevant manager to prepare and submit the Procurement Plan document for approval, having attached approved supporting documentation including tender documents.
- Ensure that all selected members have adequate technical, environmental and operational knowledge and background about the goods and/or services required to be able to provide meaningful input to the tender process.
- Ensure that all members of the panel declare any conflicts prior to the commencement of the evaluation process highlighting that Tender Evaluation Panel members must disclose any actual, perceived or potential conflicts of interest through the completion of a conflict of interest and confidentialityagreement.
- Develop and forward the recommendations of the Tender Evaluation Panel into the Procurement Report and assist the relevant manager to prepare and submit the Procurement Report document for approval, having attached approved supporting documentation including evaluation and scoring matrices.
- Sign-off on the selection of the successful tenderer that delivers the best Value for Money to the University.
- Ensure an accurate record is kept of the Tender Evaluation Panel's deliberations for audit purposes.
- Once approval has been provided, inform all tenderers of the outcome of the tender process.

The Chair of the Tender Evaluation Panel is to seek consensus on recommendations where possible. In the event that consensus cannot be reached, a majority decision can be accepted, and further advice can be sought from the Manager, Procurement if needed.

2.9 eTendering

To maintain effective probity, the University requires the use of an eTendering portal that supports the distribution of tender documents to potential suppliers and enables the lodgement of tenderer responses via the portal. Procurement maintain access to and provide assistance in the use of the eTendering portal.

2.10 Probity and Ethics

Probity is the evidence of ethical behaviour in a particular process. Probity is defined as complete and confirmed integrity, uprightness and honesty. It contributes to sound procurement processes that accord equal opportunities for all participants.

Probity should be integrated into all procurement planning and should not be a separate consideration. Risk management of probity in the procurement process requires a higher level of control (mitigation) over the procurement process where there is a higher likelihood of exposure to claims about the process. Requests for probity advice are to be referred to the Manager, Procurement. The Manager, Procurement has the authority to decide whether the complexity and sensitivity of a project may warrant the appointment of a probity auditor.

In summary, procurement decisions are to be made in a transparent manner, which allows them to be understood and justified subsequently.

There are five essential probity principles to achieve procedural fairness. All University procurement activities must be based upon these principles throughout all stages of the procurement process:

- open competitive process
- fairness, consistency and transparency of process
- identification and resolution of conflicts of interest

- accountability in relation to decision making
- monitoring and evaluating performance

Probity is integral to:

- ensure conformity to processes designed to achieve value for money
- provide accountability
- ensure that all bids will be assessed against the same criteria
- preserve public and participant confidence in Federation University processes
- improve defensibility of decisions to potential legal challenge or other external scrutiny

The benefits of probity include:

- avoidance of conflicts/problems
- avoidance of corrupt practices
- better outcomes against stated objectives
- improvements in organisational and attitudinal change
- reassurance to the community and those wishing to do business with the University that the process and outcome can be trusted
- provision of an objective and independent view on the probity of the process
- minimisation of potential for litigation

2.11 Purchase Method

Purchases from all suppliers must be covered by an official University Purchase Order, with the following exemptions:

1. Direct invoiceprocedures have been put in place (e.g., Utility expenses, Council rates)
2. The purchase is made with a University purchasing card used in accordance with the University's Purchasing Card Process
3. Legal expenses and legal advice fees
4. Staff reimbursements
5. Property rentals, insurance, settlement fees
6. Defined People and Culture department related expenditure for reasons of confidentiality

A purchase can only be approved and committed following approval of funds expenditure from the appropriate delegate.

All Purchase Orders must be requested and approved prior to the delivery of goods and services being entered into, and prior to any payment being made for the goods or services.

2.12 Conflict of Interest & Gifts, Benefits and Hospitality

Any perceived, potential or actual conflict of interest in the purchase of goods or services must be acknowledged and managed in accordance with the University's Managing Conflicts of Interest Procedure and/or the University's Gifts, Benefits, Hospitality, Food and Beverages Procedure.

Individuals actively involved in a tender process are not to accept any hospitality, meals, participation at events (whether paid for or not), or gifts, including items of a trivial or seasonal nature (e.g., promotional calendars, diaries, pens etc). Solicitation or acceptance of gifts, benefits and hospitality during a tender process creates conflict of interest and a perception of unfair treatment.

2.13 Document Retention

Retention periods for procurement documents are detailed in the Records Management section of this Manual.

Document retention will assist in ensuring conformity to processes, accountability, preserving confidence in Federation University processes, and will improve defensibility of procurement decisions.

Records are to be protected equivalently in all forms (electronically, paper, USB memory sticks, CDs etc) and at all times (including at rest, in transit, in envelopes etc).

2.14 Contract Management

2.14.1 Contract Management Responsibilities

Contract management planning should commence during the procurement planning stage and is to be reviewed and updated throughout the procurement process. Contracts are to be managed over the life of the agreement. At the procurement planning stage, consideration is to be given to:

- who will manage the contract?
- how the contractor's performance will be monitored
- what are the risksassociated with the contract?
- how will the contract risks be managed during the course of the contract?
- reporting required from the contractor

The above can be summarised in a Procurement Plan that should be reviewed at an appropriate interval, and in line with the criticality of the contract (annually at a minimum). At the beginning of the contract management phase, the contract manager should identify the critical clauses in the contract and any other requirements that may influence the management of the contract.

Contract Management activities may include:

- reviewing and monitoring of key performance indicators (KPIs)
- contract progress
- monitoring contract financials
- managing review meetings
- identifying high sustainability risk issues and improvements
- managing resolution of issues
- resolving disputes
- documenting variations

2.14.2 Contract Relationship Management Objectives

Contract Management requires establishment of mutually beneficial relationships with key suppliers and stakeholders (internal and external). The main objective of procurement relationship management is to establish two-way, mutually beneficial relationships between procurement staff, suppliers and stakeholders. It consists of collaborative and relationship-building activities targeted at the most strategic and critical supply partners.

Contract Relationship Management activities include:

- reducing prices and increasing efficiency beyond traditional sourcing and category management efforts by setting up long-term relationships and communications

- managing supplier risk and compliance by improving transparency and on key relationships through category management (Risk Management Procedures are located on the intranet)
- driving supplier performance in a transparent and sustainable manner with strategic suppliers
- enabling continuous improvement of operations through long-term relationships with suppliers, allowing for the creation of a more effective and efficient contract management relationship
- exploring business development and innovation opportunities

Please note when engaging an Independent Contractor, further advice must be sought prior to engaging.

Independent Contractors are not within the normal scope of contract management.

2.15 Forms

Forms.

- myFinance Goods and Services Receipting Flowchart (PDF 31.1kb)
- myFinance SWL Purchase Requisition System Flowchart (PDF 129.0kb)
- New Vendor Change Details Request (PDF 261.2kb)
- Purchase Requisition Flowchart (PDF 98.7kb)
- Purchasing and Accounts Payable Process (PDF 646.7kb)

2.16 Responsibility

The Chief Financial Officer *(as the Approval Authority)* is responsible for monitoring the implementation and outcomes and its accompanying procedure/s / manual.

The Manager, Procurement *(as the Document Owner)* is responsible for maintaining the content of this document and scheduling its review as delegated by the Chief Financial Officer.

3. Corporate Purchasing Card

This sets out the responsibilities of Federation University Corporate Purchasing Card holders and steps for the acceptable use of university corporate purchasing cards by staff for university business, ensuring all expenses incurred are correctly approved and acquitted.

This applies to all expenditure made using corporate purchasing cards by cardholders (the cardholder), managers responsible for authorising corporate purchasing card applications, and approvers of cardholder acquittals.

3.1 General

This should be read in conjunction with the Section 2 Procurement of Goods.

Federation University enables staff to make purchases on behalf of the University where there is a demonstrated business need. A Corporate Purchasing Card must be used appropriately within relevant delegations.

The University will have a system of controls and procedures in place to ensure authorised corporate purchasing card transactions are recorded in an accurate and timely manner.

University corporate purchasing cardholders must:

1. Take all reasonable measures to keep the card secure

2. Obtain and retain appropriate supporting documentation for all transactions; and
3. Ensure transactions are acquitted within relevant timeframes.

Federation University will use corporate purchasing cards ("card") to maximise the commercial advantages provided by these facilities and electronic commerce generally, to achieve:

- Reductions in the administrative costs of procurement processes
- Improved purchasing efficiency and control
- Increased flexibility
- Prompt recording of financial transactions; and/or improved purchasing and management information
- Social and sustainable procurement objectives

The University will:

- Provide training to University corporate purchasing cardholders and staff who approve purchasing card transactions
- Monitor and review purchasing card use

3.2 Eligibility

1. The purpose of the card is to facilitate and simplify the purchasing process for minor purchases that comply with acceptable expenditure, within card transaction limits and travel expenditure.
2. The applicant and applicant's nominated expense approver must undertake mandatory compliance training before the corporate card is provided.
3. Is an ongoing or fixed termstaff member whether full-time or part-time and will be issued in line with Section 7 Delegations Value Band Limit Table (DVBLT) monthly credit card limits.
4. Special permission for a corporate card may be granted to an authorised person at the discretion of the Chief Financial Officer (CFO).
5. A cardholder can request an increase in their university credit card monthly or transaction limit by submitting an email *financehub@federation.edu.au* to the Accountable Officer.
   - the proposed monthly transaction limit; and
   - details on why the increase is required.
6. Is required to travel for business purposes on a regular basis both domestically and International.
7. Can demonstrate an ongoing and regular need to purchase goods or services on behalf of a group or team which is best facilitated using a corporate purchasing card.
8. Satisfies the corporate card identity requirements (100-point check); and
9. Agrees to abide by the conditions of use as stated in the corporate purchasing card application form and to comply with this document and all other relevant University policies, procedures, manuals and work instructions.

Special permission for a corporate card may be granted to an authorised person at the discretion of the Chief Financial Officer (CFO).

3.3 Transaction and Card Limits

Standard transaction and monthly limits will apply as per Section 7 Delegations Band Value Limit Table

Cardholder Category	Transaction Limit	Monthly Limit
Chancellor Vice-Chancellor President Deputy Vice-Chancellors Chief Operating Officer/CFO	$10,000	$25,000
Financial Services HUB Central Purchasing Officers	$10,000	$25,000
Deputy Chancellor PVC, Head of Campus, Dean, Exec Director, Director, Registrar, General Manager	$5,000	$15,000
Delegation Band 8 positions And Academic Level B - E	$2,500	$15,000
Delegation Band 9 positions And Academic Level A	$1,000	$5,000

*Short term variations to the standard limits must be supported by a business case and be approved by the responsible line manager and the corporate purchasing card accountable officer.

3.4 Responsibility

Cardholders will be required to make themselves familiar with this manual and their relevant responsibilities.

The following key Council and staff members will be appointed and allocated management, administrative and monitoring responsibilities.

Role	Position	Responsibility
Certifying Officers	Chancellor, Deputy Chancellor, Vice-Chancellor and President, Deputy Vice-Chancellors, Chief Operating Officer Deans Directors and Managers	Accountable for expenditure for their particular cost centre and responsible for reviewing transactions appearing on cardholder statements and approving payment

Monitor	Director, Finance	Monitoring the effective operation of this manual. Supporting the outcomes of the escalation process and management of violations.
Accountable Officer	Associate Director, Financial Operations	Responsible for the approval of cardholder application. In conjunction with the Program administrator is responsible for informing and supporting the escalation process and outcomes. Supporting the Director, Finance.
Program Administrator	Manager, Financial Services	Responsible for providing procedural, administrative and system support. Meeting audit requirements. Monitoring expenses as outlined in the required timelines and informing the relevant officers of the escalation process and outcomes. Supporting the Accountable Officer.
Senior Accounts Payable Officer	Card Administrator	Responsible for day-to-day corporate purchasing card administration and supporting the Program Administrator.

3.5 General Terms of Use

1. Card transaction limits will not exceed cardholder's financial delegation.
2. The card is not to be used to obtain:
   - cash
   - traveller's cheques, bank cheques, postal money orders and gift cards that allow cash withdrawals
   - pre-paid phone cards
3. The card is not to be used to pay for:
   - traffic infringements, other fines or penalties
   - tips, unless undertaking travel in a country where it is customary to do so or there are compulsory gratuity charges personal expenses
   - Federation University on Campus transactions/purchases HUB, FedUni store (not including outsourced
   - facilities
   - personal items whilst travelling e.g., toiletries, medicines and clothing
   - in house leisure activities whilst travelling
   - donations
   - private telephone accounts, internet /broadband services
   - private motor vehicle fuel costs
4. The total amount of a single purchase must not be split into smaller amounts for the purpose of fitting within a financial value limit.
5. Independent Contractor payments must be processed through Accounts Payable; services cannot be paid by using a University Corporate Purchasing Card.

6. Cardholders must obtain preapproval by the appropriate financial delegate before using the card to pay for their own business expenses e.g., travel expenses as per section 3.5.7 Private use-repayment of University Fund.
7. Direct debit authorities must not be placed on cards except where business conditions necessitate.
8. Cardholders must be aware of expenditure that gives rise to an actual or perceived conflict of interest, and report to program administrator any conflict or perceived conflict immediately. Where staff identify or are concerned that there may be a conflict or a perceived conflict of interest associated with a transaction, they must review the Conflict-of-Interest Procedure and/or seek advice from Corporate Governance or People and Culture.
9. The following items should be centrally purchased by the responsible area such as ITS, Facilities services or Finance. Specific approval must be obtained from the relevant area for items to be purchased separately on a card.
   - IT Equipment
   - Subscriptions for IT platforms
   - Stationery
   - Software licenses and general memberships
   - Mobile technology
   - Home internet (unless specified as an acceptable payment method under a staff members employment agreement)
   - Furniture
   - The use of corporate purchasing cards to purchase memberships and subscriptions should only be undertaken if there is no other method for payment.
10. Noncash gift cards/vouchers (Gift cards/vouchers that do not allow cash withdrawals) may be purchased.
11. Corporate Purchasing Cards are issued to individual staff member on behalf of the University and are not transferable. The liability for transactions rests with the University, however, cardholders may be held to be personally liable for any unauthorised use, unless the unauthorised use, is the result of the card being lost or stolen (provided the cardholder took adequate measures to prevent the card from being lost or stolen or is otherwise the result of fraud on the part of some third party such as a supplier.
12. Cardholder should be aware of any fringe benefits tax implications that may arise from certain types of expenditure, and the associated requirements for acquitting such expenditure.
13. Cardholders must acquit all expenditure within the prescribed timeframe, accompanied by the necessary supporting documentation.
14. Staff are accountable for all purchases incurred on their corporate card and are responsible for reimbursing the University where a transaction is considered inappropriate.

3.5.1 Implications of Inappropriate Use

1. Failure to comply with any of the conditions and obligations outlined within this manual constitutes inappropriate use of a corporate purchasing card and is a breach of the Federation Universityprocedures.
2. The University may suspend or cancel the corporate purchasing card in circumstances of inappropriate use, or at the Universities absolute discretion.
3. Inappropriate use of a corporate purchasing card may result in:
   - The cardholder being personally liable for expenditure; and/or,
   - Relevant disciplinary action in accordance with Appendix C.

3.5.2 Purpose of Corporate Purchasing Cards

The University provides a purchasing card facility to enable the secure purchase of goods and services in support of legitimate University business.

Purchasing cards are intended to provide an efficient method of purchasing Ad-hoc travel, accommodation and minor expenses or urgent items where no preferred supplier agreement is in place.

Staff issued with a corporate purchasing card are in a position of trust regarding the use of University funds. Expenditure on a purchasing card must be in accordance with the fundamental requirements set out in Appendix A of this manual.

3.5.3 Application

1. The applicant must complete the NAB Visa corporate purchasing card cardholder request and a Federation University delegation application and forward to the Corporate Card Administrator via the ServiceNow Finance portal.
2. This form must be signed by:
    - the applicant.
    - the applicant's line manager.
3. Upon receiving the completed documents an assessment is completed based on the eligibility criteria.
4. The eligible applicants must then provide a 100-point ID verification to the Corporate Card program Administrator or other nominated verifying officer. Ineligible applicants are notified along with their line manager of the outcome.
5. The application is then approved by the Certifying officer and the Corporate Card Administrator will arrange with the bank for the corporate card to be issued (which will usually take between five and seven working days).
6. Please note the issue of University corporate cards is also subject to approval by the issuing bank

3.5.4 Collection

Corporate Purchasing Cards are issued to individual staff member on behalf of the University and are not transferable. The liability for transactions rests with the University, however, cardholders issued do so with the understanding they are personally accountable for any expenditure that appears on their card.

The *Cardholder* must personally collect the card from the *Card Administrator*. Upon receipt, the *Cardholder* will receive information regarding the appropriate and inappropriate (Refer **Appendix A**) use of the card. Cardholders are required to sign the back of the card in the presence of the *Card Administrator* along with the Cardholder agreement ('corporate purchasing card Agreement and Acknowledgement by *Cardholder* ') which lists the *Cardholder's* obligations. The *Card Administrator* is to co-sign the forms and provide the *Cardholder* with a copy for future reference.

3.5.5 Training

Transactions must be acquitted within the timelines set out in this manual (**Appendix B**) and include sufficient detail and a valid tax invoice to substantiate each transaction. Anyone involved in the use, acquittal or approval of expenses must undertake training before commencing use or approval of a University corporate purchasing card.

- **Appendix A -** Appropriate and Inappropriate Use of the Card
- **Appendix B -** The Timelines Set
- **Appendix C -** The Escalation Process
- **Appendix D -** Processing Expenses with Concur (Cardholder) and Acquittal Review (Approver)

3.5.6 Card Usage

All University corporate credit card holders have the authority to incur expenditure up to the limits on their card for approved official University business only. This means that the Card is to be used for purposes that are in direct connection with, or as a direct consequence of, the *Cardholder's* functions and duties within the University.

Cardholders in doubt as to the official or unofficial nature of a particular transaction must seek advice from a corporate card administration prior to expenditure being incurred.

Cardholder responsibility:

Cardholders must be responsible for the safe custody of the University corporate purchasing card and the security of purchasing card information. Cardholders must ensure all charges are acquitted prior to ceasing employment with the University. Cardholders must not:

- Allow another person to use their university corporate purchasing card.
- Use the University corporate purchasing cards after they have ceased employment with the University and/or.

Cardholders must use the corporate purchasing card in line with the following:

Purchase Type	Limits
Travel & entertainment expenses	In accordance with the Section 4.5 of this manual process in the manual
Consumables and General purchases	In accordance with the Section 2 Procurement of Goods and Services processes within this Manual
University Assets and Attractive Items	Goods or services considered an asset (capital over $10,000 or attractive items) must be purchased via a University Purchase Order

Inappropriate or unapproved use of the card e.g., a personal purchase is not permitted, even if the intention is to acquit the transaction to non-reimbursable/personal expense and repay. The University has an obligation to take appropriate measures to recover, and report, any expenses deemed to be unapproved or inappropriate in accordance with this manual and under the Fraud and Corruption Control Procedure. Refer **Appendix C**.

If inappropriate use or fraud is suspected the card limit will be reduced to zero and will not be available to use until a full investigation has occurred.

3.5.7 Private use - repayment of University funds

When corporate purchasing cards are used for private expenses, the following process must occur:

- Card Administrator and Line Manager must be notified immediately.
- Once transaction is available to acquit it must be coded to non-reimbursable/personal expense.
- Finance will be prompted to raise an invoice to the cardholder.
- Cardholder must repay the full amount within 7 days of receiving the invoice.

It is preferable that the cardholder initiates and advises of this occurrence, however it is at the discretion of the approving officer and/or the card administration team to deem transactions private and in breach of documented processes within this manual.

Failure to take corrective action may result in the University taking measures to recover monies owed via deduction from salary payments or from any payment of leave entitlements upon termination of employment, or any other method of recovery deemed necessary by the University.

3.6 Acquittal & Supporting Documentation

3.6.1 Cardholder Responsibility

Must comply with this manual and should also be familiar with the card acquittal timelines set out in **Appendix B** around card acquittal.

3.6.2 The Cardholder must

- Provide an accurate and comprehensive description of expenses incurred. e.g., to and from locations and business relevance for the expense. (Descriptions such as 'goods' or 'consumables' are inadequate).
- obtain enough supporting documentation in relation to each transaction made using the card to substantiate and properly acquit purchases, including:
  - Original receipt / tax invoice and merchant sales docket, with enough descriptive detail of the purchase. EFTPOS receipts for charges over $82.50 are not an acceptable receipt/tax invoice.
  - Copy of travel diary entries to support travel related expenses in accordance with this manual requirement for maintaining travel diaries.
- Promptly follow up discrepancies on the statement and advise the *Card Administrator* via financehub@federation.edu.au.
- Ensure acquired goods and services are delivered or provided.
- follow up to ensure credits on the card are raised where, for example, an item was returned, or not delivered or provided in accordance with original expectations.
- Ensure the completed monthly statement and supporting documentation has the required descriptions, account codes, GST details and is submitted to the Certifying Officer for approval within 5 working days of the end of the billing cycle.
- Ensure itemisations are correctly processed to capture FBT applicable and non-applicable charges.
- If no tax invoice or lost complete the lost receipt declaration form available through Concur (TEMS) system.

If the transaction is returned by the acquittal approver:

- provide further information or documentation supporting the legitimate use of the University corporate purchasing card in a timely manner to keep within the acquittal timeframes; and/or
- if requested, acquit the transaction to ‘private’ and follow the process under card usage.

3.6.3 Acquittal Reviewer/Approver Responsibility

An approver, certifying officer is responsible for becoming familiar with the Corporate Purchasing Card Processes and the timelines set out in **Appendix B** around card acquittal.

- Review all acquittals to ensure enough detail is provided, supporting documentation is attached and expenditure complies with **Appendix A.**
- Approvals should be completed within 3 days following the cardholder acquittal completion date noting the need for more timely approvals at financial year end (December). **Appendix B**.
- If a transaction submitted for approval appears to be in breach of these procedures, refer the transaction back to the cardholder using the expense management system.
- Do not approve the acquittal of your own expenses, or those of a person to whom you directly report.

*Please note the monthly card bank fee charged on all corporate cards, is allocated to a central account and is not expensed to individual cardholders.

If the expense approver (certifying officer/line manager) is unsure if the expense is appropriate, they must seek advice from the card/program administrator via financehub@federation.edu.au.

3.7 Disputed Transactions

1. The cardholder must contact the supplier to verify and resolve any incorrect, duplicate or unidentified transaction.
2. If the cardholder cannot verify a transaction, they must mark it as disputed in the travel and expense management system and complete the system dispute form to notify the bank.
   - The bank has 90 days to resolve a disputed transaction.
   - When a dispute is resolved and a refund is received, the transaction in the travel and expense management system should be acquitted.
   - If a disputed transaction is substantiated by the bank as having been authorised by the cardholder, a voucher retrieval fee may be charged to the cardholder's account.

3.8 Restrictions on Card Use

3.8.1 Transaction and Card Limits

Standard financial limitations will apply, according to Section 7 DVBLT refer to application & issue section. These limits are subject to restrictions on the types of goods and services for which a cardholder may use the card. Refer to **Appendix A** - *Appropriate and Inappropriate Use of the Card*.

3.8.2 Lost or Stolen Corporate Card

Cardholders must report lost or stolen cards to the issuing bank immediately and notify the *Card Administrator* no later than the next working day. Cards will be cancelled by the issuing bank and a new card will be issued.

Stop any automatic payments linked to the card.

3.9 Administration

3.9.1 Reconciliation of the Corporate Purchasing Card

Corporate purchasing card transactions must be acquitted and reconciled within 5 days of the month end cycle. Guidance on how to reconcile corporate purchasing card transactions is available on at section 5 and Appendix D and on the webpage **"Travel - Federation University Australia"**

The cardholder must certify that all charges shown are correct and were incurred for specific business expenditure purposes. For each individual transaction a clear description and accurate coding of what the expense relates to must be provided.

It is the responsibility of the Card Holder to obtain enough supporting documentation from the supplier in relation to each purchase made on their corporate purchasing card. This documentation must evidence that a transaction has been processed on the purchasing card and support the transaction as a valid business-related expense.

The below outlines the course of actions where corporate purchasing card transactions remain unreconciled:

Period outstanding	Action to be taken as per this Manual
30 - 60-day balances	Regular **warning** emails will be sent to the Card Holder and Card Supervisor, advising the corporate purchasing card will be suspended if action is not taken immediately. Contact the corporate card program administrator immediately.
61 + day balances	The corporate purchasing card will be **suspended** without further warning. A letter will be sent to the Dean/Head of School/Director/Manager or delegate advising of the action taken. In the absence of exceptional circumstances, expenditure on the corporate purchasing card in the period which has not been reconciled and approved may be treated as private expenditure, meaning that the amount must be repaid, and the use of the card will be treated as a breach of the Corporate Purchasing Card use agreement.

3.9.2 Approval of the corporate purchasing card transactions

Certifying Officers must verify that expenditure is in line with the requirements of these processes and ensure appropriate tax invoices/receipts/approvals are electronically attached. Staff members cannot approve their own expenditure.

3.10 Non-compliance and Suspension/Cancellation of a Corporate Purchasing Card

Failure to use the corporate purchasing card in compliance with Federation University processes may result in suspension or cancellation of the corporate purchasing card and a possible requirement for repayment by the employee. Non- compliance will be monitored by Finance, with significant cases assessed in accordance with the Escalation Process (refer **Appendix C**). Any non-compliance suspected of being intentional will be treated in accordance with the Federation University Fraud and Corruption Control Procedure.

Card Holders who resign are responsible for completing the online on boarding staff exit via ServiceNow two weeks in advance of their exit date to ensure a timely cancellation of their Federation University Corporate Purchasing Card.

The Program Administrator along with the Accountable Officer in consultation with the relevant parties, may cancel or suspend a Corporate Purchasing Card in the following instances:

1. They consider there has been a breach of these processes or any other relevant University procedures or manuals.
2. The cardholder has unacquitted transactions (excluding disputed transactions) over 60 days and has not provided justification for the delay.
3. Fraud, or suspected fraud, has been reported.
4. The card has been inactive for 12 months or more/or the card is being used less than 12 times a year.
5. The cardholder has resigned or otherwise left the University.
6. The cardholder has not provided requested documentation to any of:
   i. their line manager.
   ii. the Corporate Purchasing Card Administrator; or
   iii. Internal Audit.

7. The cardholder assumes duties in another position which no longer warrants use of the card facility.
8. If a cardholder is on extended leave, secondment or long-term higher duties in another position, i.e., in excess of three months, arrangements should be made with the Card Administrator for temporary return of the card.
9. Where a Cardholder is employed in a different School or Section, it is the cardholder's responsibility to advise their new manager that they are a card holder and seek approval to continue as a Cardholder. The Cardholder must also advise the Card Administrator of the change in employment and / or Corporate purchasing card requirements by completing the online ServiceNow corporate card request.
10. The cardholder must return a cancelled card to their line manager and cancel any automatic payments linked to it.

A cardholder's line manager must notify the Corporate Card Administrator and return the corporate card if:

a. The cardholder resigns or otherwise leaves the University by completing the online on boarding staff exit form.
b. The cardholder moves to another area of the University; or the card is no longer required.

The Corporate Card Administrator will:

a. Notify the bank to cancel or suspend the card; and
b. Advise the cardholder to stop any automatic payments linked to the card.
c. Destroy the Corporate credit card.

3.11 Monitoring and Reporting

3.11.1 Monitoring - Certified Officers

Certified Officer, expense approvers must review acquitted expenditure and reports of all transactions, ensuring that transactions are appropriate and consistent with the general terms of corporate purchasing card use, and are within budget constraints for corporate card use within their relevant area.

3.11.2 Monitoring - Finance

Continuous monitoring of corporate purchasing card use will be undertaken by Manager, Financial Services (or delegate) to ensure efficient operational practice, identification of inappropriate expenditure, and compliance with acquittal timeframes.

Auditing of expenditure made by cardholders will be undertaken in a manner that is appropriate, comprehensive and reasonable to detect, correct and prevent process errors and cardholder's non-compliance.

3.11.3 Reporting - Finance

Manager, Financial Services (or delegate) will regularly run reports to identify inappropriate and/or un-acquitted transactions and will report in accordance with **section 3.6** Acquittal and supporting Documentation and **Appendix C**.

Special permission for expenditure outside of these processes in exceptional circumstances on a corporate purchasing card may be granted to an authorised person at the discretion of this manual regarding e Director of Finance.

3.11.4 Responsibility

Cardholders will be required to make themselves familiar with the requirements of this manual **Section 3** Corporate Purchasing Card and the contents of all the relevant documentation.

The following key Council and staff members will be appointed and allocated management, administrative and monitoring responsibilities:

3.12 Credit Card Record Management

Title	Location	Responsible Officer	Minimum Retention Period
Application for Corporate purchasing card Form	Financial Services	Card Administrator Financial Services	5 Years
NAB Visa Corporate purchasing card Cardholder Request Form	National Australia Bank	N/A	N/A
Corporate purchasing card Agreement and acknowledgment by Cardholder	Financial Services	Card Administrator Financial Services	5 years
Bank Conditions of Use	Issued to Cardholder	Card Administrator Financial Services	N/A
Corporate purchasing card Activity Statement and supporting documentation.	Concur (TEMS) system	ITS	5 Years

4. Travel

4.1 General

The University recognises the need for travel on University Business. The University's protocols regarding travel, and details of the processes to be followed by employees, students and any other approved persons undertaking University-supported or official business travel to enable:

- clearly defined accountabilities associated with managing travel on behalf of the University.
- A travel environment, which strives to achieve the highest standard of safety and security for travellers.
- maximised value obtained from University funds, expended on travel.
- anyone undertaking or approving official business travel fully or partially supported by the University for University-related business or study, regardless of funding source or whose travel is funded by the University (this may, in appropriate circumstances, include travel for visiting scholars, recruitment interviews and relocation of new appointees where the travel is funded by the University).

4.2 Section 1 - Applying to Travel

4.2.1 Purpose of Travel

Persons intending to travel may engage in business-related travel for any of the following reasons:

- attending a conference, symposium, colloquium or workshop

- undertaking OSP which has been fully endorsed by the University
- conducting commercial business on behalf of us, including consulting
- specific approved tours, including student study tours
- undertaking research and fieldwork
- teaching and training at other campuses, and
- visiting other universities or centres.

4.2.2 Requesting Travel

Any staff member wishing to undertake business-related travel on behalf of the University must apply to do so using the official pro forma, either Domestic Travel / Online Conference Application / International Travel Application except where a member of the VCST is travelling domestically.

Completion and approval of this pro forma must be undertaken prior to using the Travel Management System (TEMS) to request flights / accommodation.

a. A Domestic Travel / Online Conference Application is not required to be completed when undertaking cross campus travel or same day travel. Where a staff member is undertaking either of these forms of business travel, staff should either register their business travel via the HR Employee Self-service System (ESS) or ensure their supervisor is aware of where staff are located.
b. For international travel, quotes should be requested from the TMC to assist with completing the application's budget. For domestic travel, flight estimates should be sought via a web-based portal (i.e., Flight Centre, STA Travel, Webjet etc).
c. Where air travel is being requested a Domestic/International Travel Application should be submitted as early as possible to secure the best possible fare.
d. Where the University is funding a non-staff member's travel, approval to book travel is required using either a Domestic or International Travel Application.

4.2.3 Determining the travel day type

1. **A Business Day** is any day where university business is undertaken for a period exceeding four hours of the day, not including meal or rest breaks. This can include transit days when travelling to or from a business destination. Anything less than this will be treated as a *Private Day*.
2. **A Travel Day** to/from a destination where university business will/has been conducted is classified as a *Business Day*. Any *Travel Day* during a trip to/from an Annual Leave destination will be classified as a *Private Day*.
3. A maximum of two (2) *Travel Days* are allowed for travel from or to Australia, travel days in excess of this are counted as a *Private Day,* 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.
4. The University operates under a three-day rule for long-haul international travel, whereby the expectation is staff will commence their official university business directly after a maximum of two Travel Days and one Recovery Day. The expectation is once official business has ended; departure flights should be scheduled within 24 hours from cessation of business.
5. A **Travel Recovery Day** is permitted for physical recovery after a long-haul international flight, from and to Australia, and is treated as a *Business Day.*
6. Weekend days will be excluded from the overall trip day count when official university business directly precedes and follows a weekend. In such circumstances staff should classify weekend days as **Non-business Weekend Days**.

7. If a staff member opts to extend their trip for personal reasons, any weekend days included in the extension are classified as **Private Days** for FBT purposes and all on the ground expenses must be covered by the traveller.

4.2.4 Determining the type of Travel

1. University sanctioned business travel which includes private travel in excess of the incidental private travel limit thresholds will be classified as Dual-Purpose travel.
2. The following limits are used to determine whether the private days within a trip will be treated incidental:
   a. For a trip 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
   b. For a trip 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.
3. To determine the travel type and any possible Fringe Benefit Tax implications, staff are required to complete and attach the Travel Calculator & Diary when completing their Domestic/International Application.
4. Where deemed to be Dual Purpose, travel may only be approved where the staff pay half of the Australia return ticket airfare and all private costs relating to the private travel. This will prevent a Fringe Benefits Tax liability for the University.
5. Payment of a Dual-Purpose travel airfare contribution by staff must be paid directly to the University's TMC. The payment of this contribution is deemed to be personal and should not be managed via reimbursement to the University.

4.2.5 Security and health risk assessment

1. Staff requesting to travel internationally are required to declare, where requested in the International Travel Application, the current Department of Foreign Affairs Trade DFAT status for all countries being visited. Verification of current risk ratings can be determined from the DFAT Smartraveller website.
2. DFAT uses 4 risk advice ratings:
   - Green - Exercise Normal Safety Precautions
   - Yellow - Exercise a High Degree of Caution
   - Orange - Reconsider your need to Travel
   - Red - Do Not Travel
3. If applying to undertake business travel to, or through, a country containing any regions listed by DFAT at Code Red either at the time of applying to travel or pre-departure, applications to travel will not be approved or approval to travel will be rescinded.
4. If applying to undertake business travel to, or through, a country containing any regions listed by DFAT at Code Orange either at the time of applying to travel or pre-departure, permission to travel will be referred the DVC(A) who will have overarching authority to approve or not approve travel based on the determined risk. The DVC(A) will work with both the accountant - Taxation, Treasury & Insurance and Dean/Director to provide relevant advice.
5. The University has a Travel RiskAssessment Plan, which staff can refer to as a decision-making framework and workflow for managing international travel risks.
6. All travellers to be covered by the University's Business Travel Insurance must declare if they have any pre-existing health condition. This declaration should be made in the Travel Application – Risk Management section. Any traveller declaring, they have a pre-existing medical condition must obtain travel clearance from their medical practitioner declaring they are fit to travel.

4.2.6 Airfare class

1. Economy class airfares must be quoted and selected when requesting to travel (unless where 4.2.6.2 or 4.2.6.3 applies).
2. Staff in the following categories maybe granted permission from their authorising Financial Delegate for payment of a premium economy or business class ticket when either of the following occurs and is documented with HR:
   - if it forms part of a contract of employment, or
   - is required for exceptional health reasons, which is supported by a medical certificate and authorised by the Vice Chancellor.
3. Staff are eligible to book a matching class of travel if accompanying any of the following members of staff - Chancellor, members of the VCST or PVC on university business travel.

4.2.7 Cross-campus travel

Staff undertaking business travel to another campus, which has student accommodation facilities are required to utilise these facilities in the first instance, unless any of the following occurs:

- there are no vacancies
- only shared accommodation options are available,
- there is no single accommodation ensuite facilities available, or
- authorisation from a VCST member has been given not to utilise student accommodation.

4.2.8 Approval to travel

1. A decision to authorise or approve travel must be based on:
   - whether the intended travel is integral to the requesting traveller's work for the University
   - there being sufficient fundsavailable from the nominated account listed in the Application
   - an understanding of any potential FBT implications for the University based on sighting a completed Travel Calculator & Diary, and where it is indicated the proposed travel will attract FBT, appropriate action taken to offset this liability
   - awareness of any intended travel to, or through, countries listed by DFAT at a code orange and red and sighting clearance to travel by the DVC(A).
   - where the travel is funded by a researchgrant, an understanding of any restrictions and limitations that may be imposed by the grant funding organisation.
2. Approval for expenditure of University funds to travel must be given by the appropriate Financial Delegate (in addition to your supervisor if different), clearly stating the amount authorised for expenditure on the Domestic/ International Travel Application pro forma.
3. Travel is approved via a two-step approval process.
   - Step 1. An offline step where requesting staff complete the Domestic/International Travel Application. Only when the Application has been given approval should staff proceed to Step 2.
   - Step 2. Uses the TEMS to initiate bookings by creating a travel in Request. For domestic travel, this will result in an auto-approve. For international travel, the Request will automatically route to a Financial Delegate for approval within the TEMS.

4.2.9 Business travel insurance

1. The University provides comprehensive travel insurance cover for all staff and students (including any accompanying spouse/partner and/or dependent children), as well as consultants undertaking University business travel. Contact should be made with Accountant-Taxation, Treasury & Insurance if any traveller is over the age of 75 years.

2. Any additional traveller(s) accompanying the primary traveller on University business travel must be declared on the Domestic/International Travel Application and declare any pre-existing medical conditions.
3. Travellers electing to include Private Days within business travel are eligible for University travel insurance for a period of up to 30 private/personal days. Additional insurance will need to be arranged by the traveller when Private Days exceeds 30 days. Travellers should be aware that insurance coverage thresholds do not alter requirements to avoid any FBT liabilities.
4. If additional travel insurance is required, coverage may be sourced via the University's travel insurance provider's online portal and purchased at own cost.
5. Individual travel insurance should not be taken out and reimbursed to staff as this would attract Fringe Benefits Tax (FBT).
6. Where a staff member or student is taking personal leave as part of their travel, the personal component of the trip must be within the thresholds stipulated in the Travel Calculator & Diary to ensure coverage under the University's Business Travel process detailed in **section 4** of this manual.

4.2.10 Health and vaccinations

1. Some countries require proof of vaccination against specific diseases as a condition of entry. Staff are required to check the travel advice for their destination, or the embassy or consulate of the countries you intend to visit or transit. If you are not vaccinated, you may be refused entry or be required to have the vaccination at the border.
2. It is the traveller's responsibility to check what vaccinations are a condition of entry into a country, or what diseases are present where it would be prudent to immunise against. The Smartraveller website should be reviewed where overseas travel is being considered.
3. Where it is a condition of entry to be immunised for a particular disease, as determined by a government agency (e.g., Department of Foreign Affairs and Trade, Department of Health), by the World Health Organization, or by an organisation that is an essential service provider for the travel (e.g., an airline or travel insurance company), the Universitywill cover the cost for the immunisation. The University will not cover the costs of any immunisations/medications travellers elect to take for precautionary immunisation against other diseases.
4. The cost of immunisation should be disclosed in the budget section of the International Travel Application and form part of the overall approved value authorised for expenditure.

4.2.11 Other transport

4.2.11.1 Use of employee's privately owned vehicle

- Staff undertaking university business are required to use a university fleet vehicle or Car Rental Company where a university fleet vehicle is unavailable. Circumstances may arise whereby the most effective and efficient means to conduct university business entails the use of a staff member's personal vehicle (regardless of pool vehicle or hire car availability). For example, a staff member routinely travels between the Ballarat campuses and where approval/reimbursement is not requested for that vehicle use. Or the staff member resides more than 40kms from a university campus and their destination of travel is in another direction.
- Where such circumstances arise the Universitywill only endorse the use of a private vehicle where the owner declares and provides evidence of their comprehensive motor vehicle insurance policy, which must include coverage and endorsement for business usage.
- Any staff wanting to use their privately owned vehicle must complete the Private Vehicle Use Approval Request and have this approved before proceeding.
- An approved Private Vehicle Use Approval Request must be attached to any Personal Car Mileage claim in the TEMS for any reimbursement to be processed. Unless the staff member has a salary packaged vehicle or is a Council Member.

- Students are not to be transported in staff private vehicles.

4.2.11.2 Fleet vehicles

- There is a pool of university fleet vehicles available at each campus. Accessing a fleet vehicle, via the fleet booking system, should be the first option when undertaking business road travel. An exception to this is when the journey is to the airports where the vehicle will be parked for longer than overnight. In this situation Car Rental Company or airport buses should be used where available.
- Authorised staff and students holding a current licence are eligible to use the University's fleet vehicles.
- Where more than one University Representative is travelling to the same destination every effort should be made to share a vehicle.

4.2.11.3 Vehicle hire

- All car hire should be managed via the TEMS using the University's preferred Car Rental Company.
- All commercial vehicles hire (trucks, buses) should be managed by contacting the nearest Car Rental Company depot directly as these vehicle types are not loaded in the TEMS.
- When hiring a vehicle staff should ensure it is always returned to the depot refuelled to avoid the University being charged a fuel premium by the supplier.
- FleetCard fuel cards are available to borrow when staff do not have a university purchase card. These fuel cards can be used at any outlet.
- Staff should refer to the Vehicle Hire Ref Guide for further guidance with vehicle hire and fuel card borrowing.
- Where more than one University representative is travelling to the same destination every effort should be made to share a vehicle.

4.2.11.4 Use of employment contract vehicles

- The Employment Contract Vehicle **Section 5.1.3** 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 manual.
- Drivers using vehicles that are assigned to their School or Section should make themselves aware of the conditions of the Motor Vehicle use **Section 5**.

4.2.11.5 Taxis and public transport

- An authorising Financial Delegate may give prior approval for the use of taxis to and from places of business in connection with approved university business.
- The University endorses the use of ride-sharing companies as a means of transport for university business.
- Staff are encouraged to use public transportation whenever feasible and access a university myki card from their School/Directorate where applicable. Auto top-ups should be set on each myki card to ensure travellers have availablefunds to cover their trip. Top-up setup can be processed via the myki Portal.

4.3 Section 2 - Booking travel

4.3.1 Booking travel via the TEMS

1. All staff travelling on approved Business Leave and HDR students travelling using university funds are required to book air, accommodation and/or car hire via the TEMS and the University’s TMC as the booking agent, except where:
   - the airfare or travel expenses are being paid for directly by an external party (e.g., flight is paid directly to the travel agent/airline by an external organisation)

- travel is being undertaken during Annual Leave and is fully self-funded
- specific travel arrangements (i.e., Conference packages) cannot be facilitated via the TEMS and TMC
- students travelling under a Commonwealth Government Student Mobility Program can source a (cheaper) group booking
- staff are travelling to another Federation Universitycampus and being accommodated via FedUni Living.

2. All current staff (regardless of employment type) and Higher Degrees by ResearchHDR students are profiled in the TEMS. Travel bookings for HDR students need to be managed by a professional staff delegate, as HDR students do not have access to self-book or acquit expenses in the TEMS.
3. The University is not obligated to provide a reimbursement where 4.3.1.1has not been adhered to.
4. Once signed approval has been given on the official Domestic/International Travel Application by a Financial Delegate, travellers should proceed immediately to the TEMS to initiate their travel booking. No booking requests should be created in the TEMS until travellers have a copy of their approved Travel Application to attach (except for domestic travel being conducted by the VCST).
5. For domestic flight, accommodation and car bookings the Trip Search tool should be used in the TEMS. This enables the traveller to make live bookings via the Global Distribution System (GDS), reduces agency wait times and also reduces the booking fee charged to the University. Staff can refer to the Domestic Travel Booking – Quick Ref Guide for step-by-step instructions using the OBT in the TEMS.
6. The University currently has domestic auto-approve setup in the TEMS, so it is imperative for audit purposes there is an approved Domestic Travel / Online Conference Application attached to the booking Request.
7. For international flight and accommodation bookings, a Request needs to be created and submitted in the TEMS, providing the necessary details for the TMC to load data, which will then route to the traveller’s Financial Delegate for approval. Staff can refer to the International Travel Booking – Quick Ref Guide for step-by-step instructions submitting a Request in the TEMS.
8. Staff undertaking travel as part of an Outside Studies Program OSP, and using funds paid direct via payroll for any flights or accommodation, are required to book their travel via the TEMS and advise the TMC to invoice direct to the traveller. Invoices should not be raised by the University to recoup costs.

4.3.2 Best fare of the day

Where possible, you must accept the best fare of the day. The best fare of the day is the lowest fare offered by any airline at the time of booking, provided that the fare satisfies your business requirements (including but not limited to time of flight/s, class and connecting services).

4.3.3 Accommodation

1. All accommodation should be booked via the TEMS to ensure charges are assigned to the University's virtual card.
2. When selecting accommodation, properties listed as *Preferred Hotel/Chain for Federation University* should be selected wherever available to ensure negotiated rates with the University are being secured.
3. The choice of accommodation while travelling should be based on safety and security while enabling optimal working conditions and should:
   - provide a safe and secure environment
   - be convenient to the place of work and
   - provide value for money appropriate to the country (i.e., in many countries, appropriate accommodation will be at the 3-to-4-star rating level).
4. Staff undertaking business travel to another campus, which has student accommodation facilities are required to utilise these facilities in the first instance, unless any of the following occurs:
   - there are no vacancies

- only shared accommodation options are available, or
- where single room ensuite is not available.

5. Vacation rental sites such as Airbnb, Flipkey, HomeAway etc cannot be used to book accommodation for university business. The University will not incur any costs associated with the use of these sites. Staff will be invoiced for any charges made on purchase cards.
6. Any accommodation or associated costs which are not business-related (e.g., mini-bar and newspapers) or are incurred as a direct result of the attendance of an accompanying person or family member are considered to be of a personal nature and must be paid separately to the business expenses of travel using a personal credit card or personal funds.
7. Travellers can refer to the ATO Reasonable Travel & Meal Allowance amounts as a guide for budgeting purposes. This Taxation Determination is a guide only.

4.3.4 Approving bookings

1. When a Financial Delegate receives a Travel Request for approval, they are required to check the loaded costs in the TEMS against the amounts approved in the attached International Travel Application and take necessary action if the costs for approval exceed amounts pre-approved.
2. A Financial Delegate must only approve a Request if it falls within their delegation limit. It the amount is above then they can complete initial checks but must then use the Approve and Forward function in the TEMS to route the Request to a Financial Delegate with the appropriate delegation limit.

4.4 Section 3 - Pre-Departure

4.4.1 Submitting leave request

All private travel days taken in association with approved Business Leave, as declared in the Travel Calculator & Diary, must be taken as Annual Leave and lodged via the Employee Self-serve System (ESS) for approval prior to departure. 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.

4.4.2 Travel advice

1. If approved for travel, travellers are required to register with the DFATSmartraveller to keep abreast of any alerts or updates relating to their country of destination.
2. Checks will be conducted for all imminent international departures to verify the current DFAT travel advice levels. A traveller booked to fly to a destination previously rated by DFAT (at the point of applying to travel) at Code Green and Yellow, which has escalated to a Code Orange or Red, will be contacted by the office of the DVC(A) to discuss travel plans and advised if they are still authorised to travel or required to cancel their trip.
3. Where a traveller is required to cancel or change their travel plans due to undue risk, the University's Business Travel Insurance would then likely cover the cancellation or additional expense for this change as it is deemed an unforeseen circumstance.

4.4.3 Visa/work permit and passport

1. Staff/students travelling internationally must ensure their passport has six months validity from the date of re-entry into Australia.
2. Staff/students should check Smartraveller to verify if there are any visa or permits required for entry or particular conduct being undertaken, i.e., active research.

3. The TMC will advise if there are any entry visa requirements for countries being travelled to. Where visa(s) are required, the following should occur:
    - TMC will lodge an application via Visas Direct to process visa requests, this will also trigger a request for a Courier
    - Traveller should arrange for their passport and all accompanying required documentation to be put into a sealed envelope, clearly marked Visas Direct and with traveller's name and taken to their campus Mail Room
    - Toll Couriers will collect envelope from the Mail Room and will supply a satchel and Consignment Note for the consignment
    - Toll Couriers will return processed passport back to the Mail Room for collection by the traveller or nominated person.

4.4.4 Airline club membership and Frequent Flyers

University funds can only be used to purchase airline club memberships for staff members where those staff have this written in their contract of employment.

4.4.5 Cash advances

1. The University may pay reasonable amounts for incidental travel costs for a staff member as a Cash Advance.
2. The amount issued in a Cash Advance must be reflected in the Travel Application budget section.
3. A Cash Advance is requested through the TEMS. A Cash Advance will be made as direct deposits into the employees' nominated payroll bank account.
4. Payment of a Cash Advance for incidental travel costs will exclude a staff member from applying for a Travel Allowance.
5. Staff will not be issued a Cash Advance if they have been issued a prior Cash Advance not yet acquitted.

4.4.6 Travel allowances

1. The University may issue a Travel Allowance when travelling to a country which operates largely under a 'cash economy' and were obtaining receipts for on-the-ground expenses are difficult to obtain.
2. The amount of the Travel Allowance to be paid shall be at the discretion of the School/Directorate approving Financial Delegate. The University is not obligated to issue a Travel Allowance based on the ATO Reasonable Daily Allowance schedule (it is a guide only).
3. 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.
4. The payment of a Travel Allowance will exclude a staff member from applying for a Cash Advance.
5. An application for Travel Allowance should be made via the TEMS, selecting expense type Travel Allowance.
6. Where a Travel Allowance is paid, the amount of the travel allowance, will be included on the staff member's Income Statement as taxable income.
7. It will be the responsibility of the staff member to retain any receipts for costs incurred for their personal taxation records.

4.4.7 Insurance

1. Travellers should obtain a copy of the Business Travel Insurance Certificate of Currency in case it needs to be provided to Australian Consular officials or medical provider whilst travelling.
2. Travellers should document the Emergency Assist contact number, available from the Travel Insurance webpage and if contacting Emergency Assist, state they are from Federation University Australia and provide the Policy Number on the Certificate of Currency.

3. Details regarding Certificate of Currency and Emergency Assist are available on the University's [Travel Insurance] webpage.

4.4.8 Phone/data and accessing university systems remotely

1. Staff intending to access university systems whilst travelling should ensure they do so via the University's Virtual Private NetworkVPN and install this software before departure. This will ensure online privacy and maintain data security. Staff should refer to the Knowledge Base Article (KPA) to Access the FedUni VPN.
2. Staff travelling who do **not** hold a university provisioned mobile phone will need to ensure they have made their own arrangements for voice and data access, either through their local Telco provider or by purchasing a sim card at their destination point. ITS may be able to assist with advice on the most economic method of communication appropriate for the destination country.

4.5 Section 4 - During travel

4.5.1 Meals, beverages and incidentals

1. Staff undertaking single day return travel (travel not requiring an overnight stay) may claim costs up to $30.00 for meals incurred whilst travelling, which must be substantiated with Tax Invoice(s). Day Travel Meal costs will not be paid as a Travel Allowance.
2. The University will not fund the purchase of alcoholic beverages whilst staff and/or students are undertaking university business travel, unless where the following exists:
   - the purchase of alcohol facilitates the development of business relationships, outcomes or where it is culturally appropriate to do so, and
   - where such purchase is authorised by a member of the VCST.
   - Where alcohol consumption is authorised for such situations, it should be restricted to a level that does not impair behaviour or bring the University's reputation into disrepute.
3. The University will not fund expenses incurred from a hotel minibar.

4.5.2 Telephone/data usage and IT equipment

1. Staff who hold a university provisioned mobile phone will be automatically set for global roaming once landing in another country. A daily allowance of both voice and data will be available without having to register before departure.
2. Staff travelling who do not hold a university provisioned mobile phone may be reimbursed for business phone calls, where:
   a. the cost is reasonable and necessary for conducting business and where there is evidence of the cost incurred, and
   b. an invoice with the calls itemised is attached to any travel reimbursement claim.
3. Any staff travelling with university owned equipment must take appropriate precautions to ensure its security. If, in the event a university owned device is stolen or lost, staff are required to report this to ITS via the ServiceDesk as soon as possible, which will enable the University to action necessary security measures.

4.5.3 Substantiating expenses

1. Travellers must ensure they collect Tax Invoices (domestically) and receipts/invoices (internationally) to substantiate expenditure. This documentation is required for reconciliation of purchase card expenses, claiming a Staff Reimbursement or acquitting a Cash Advance.

2. It is the responsibility of the traveller to collect a copy of their hotel Tax Invoice/Invoice, itemising all expenses, when checking out. The Service Voucher provided to domestic hotel states a Tax Invoice must be provided to the guest on check out.

4.5.4 Emergency assistance

1. If injured during travel and hospitalisation is required a copy of the Certificate of Currency should be provided to the hospital. If the injured party is unable to contact the Emergency Assist, the hospital should do so on behalf of the injured party state stating Federation University Australia and provide the Policy Number on the Certificate of Currency.
2. Details regarding Certificate of Currency and Emergency Assist are available on the University's Travel Insurance webpage.

4.6 Section 5 - Upon return from travel

4.6.1 Reconcilliation of expenses

1. Staff are required to reconcile all associated expenses with completed business travel no later than 30 days from the date of re-entry into Australia or before the end of year university shutdown (whichever occurs first).
2. 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 Universitywill be required to be paid back or will be deducted from the Staff Reimbursement claim or Cash Advance acquittal.
3. University funds may not be used to pay for own-use medications, prescription medications, passports or luggage items.

4.6.2 Cash advances

1. Upon completion of travel, all receipts for work related expenses are to be reconciled against the Cash Advance transaction in the TEMS. Any further reimbursement can be requested within the existing Cash Advance, 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.
2. Approvers will be notified where a member has failed to submit their Cash Advance acquittal within 30 days of completion of travel.

4.6.3 Claiming a reimbursement

1. Staff who have incurred out-of-pocket expenses and have not been issued a Cash Advance and can
2. substantiate expenses with either a Tax Invoice (domestically) or receipt/invoice (internationally), can claim a reimbursement by lodging a Claim Report in the TEMS. Staff can refer to Process a Staff Reimbursement – Quick Ref Guide for guidance.
3. HDR students who have incurred out-of-pocket expenses for university funded travel and can substantiate expenses with either a Tax Invoice (domestically) or receipt/invoice (internationally), can claim a reimbursement by contacting a researchofficer in their School to facilitate an EFT Request.
4. It is the responsibility of the approving Financial Delegate to verify that expenses:
   a. Directly relates to, and were required to undertake, approved university business travel
   b. Form part of the total approved budget for the travel
   c. Supporting documentation is an official Tax Invoice/receipt from the merchant
   d. Are charged to the correct cost centre.

5. Reimbursement may not be approved where:
    a. Other approved purchase methods were reasonably available
    b. Private/non-business-related expenditure e.g., entertainment, alcohol, personal items, clothing, etc.is being claimed
    c. The amount being claimed, or expense incurred is unreasonable
    d. There has been a failure to comply with the University’s documented Purchasing and Travel processes.

4.6.4 Travel diary

1. A Travel Diary is required to be submitted when travel, either domestic or international, is for six nights or greater (commencing from the point of leaving home to start travel and concludes when arriving back to your home).
2. It is the responsibility of the traveller to submit their Travel Calculator & Diary via the TEMS upon return from travel. Before submitting, the Travel Calculator & Diary should be reviewed to ensure any changes are reflected from when it was submitted at the point of applying to travel.
3. A Travel Diary should be submitted no later than 30 days after travel is completed. Travel Approvers will be notified where a traveller has failed to complete their Travel Diary within 30 days of completion of travel.
4. Failure to provide a complete and signed Travel Diary for travel requiring a Travel Diary will mean the primary purpose of the travel is unsubstantiated and the travel will be deemed to be private purpose

5. Motor vehicles

5.1 Business use only vehicles

For operational reasons, the University may provide a Business Use vehicle to an Authorised User, this falls into three classifications:

1. General Use Passenger Vehicles – Pool Vehicles.
2. Specialist Vehicles (vans, utilities, twin cabs, sedans, trucks etc.) – Departmental Vehicles.
3. Allocated Vehicles - For certain positions, the University can provide a vehicle to an Eligible Officer as part of their contract of employment. An employment contract vehicle must be made available to other staff (Authorised Users) to undertake University business during normal business hours.

University vehicle users must hold a current Drivers Licence and be competent to drive the particular vehicle type being booked (i.e., 4WD, manual gearbox vehicle). Where applicable, consideration should also be given to the drivers experience in relation to load carriage(load security / configuration) and where towing is a requirement.

Smartfleet Drivers Kit provides staff with important information in relation to their use of university vehicles, including safe driving behaviours, what to do in a notifiable event, accident/emergency, or if you experience vehicle trouble (i.e., flat tyre or other mechanical failure).

Staff should be aware that driving a University vehicle in a manner that is contrary to the behaviours identified in the Driving Guideline has the potential to create a negative public perception of the University. Accordingly, staff identified as responsible for poor driving behaviour and/or misuse of a University vehicle may be subject to disciplinary action in accordance with this manual.

5.1.1 General passenger use vehicles

For general passenger use vehicles, the University has moved to a standardised, economical and limited range of vehicles. The approved vehicles will be reviewed annually by the Fleet Manager taking into account experience with resale values, safety and operating costs. A current list of approved general passenger use vehicles is available from the Fleet Manager. Please note that general passenger vehicles should not be used for private purposes as any such use will attract a FBT liability.

5.1.2 Specialist vehicles

Where a School/Portfolio requires a specialist application vehicle, they should consult the Fleet Manager as to suitable available options prior to ordering the vehicle. Vehicle selection should be based on School/Portfolio business use requirements.

Specialist vehicles must not be used for private purpose. Exceptions for private use may only occur if the vehicle is taken home as part of work requirements e.g. on call or working between multiple locations.

5.1.3 Employment contract vehicles - allocated vehicles

For certain positions, the University can provide a vehicle to an Eligible Officer as part of their contract of employment. An employment contract vehicle must be made available to other staff (Authorised Users) to undertake University business during normal business hours.

An employment contract vehicle is available for private use. The cost of vehicle use is allocated to primary salary department accounts and is included in the calculation of total remuneration package. The vehicle costs will include FBT.

- Drivers using vehicles that are assigned to their School or Section should make themselves aware of the conditions set out in Section 6 of this manual.

5.1.4 Accessing a university pool vehicle - Smart Fleet booking system

There is a pool of university fleet vehicles available at each campus. Accessing a fleet vehicle, via the fleet electronic booking system should be the first option when undertaking business road travel. An exception to this is when the journey is to the airports where the vehicle will be parked for longer than overnight. In this situation Car Rental Company or airport buses should be used where available.

Authorised staff and students holding a current licence are eligible to use the University's fleet vehicles.

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

ACTIVITY	RESPONSIBILITY	STEPS
Seeking Approval to Travel	Travelling member Line Manager	1. Discuss rationale for business travel with line manager. Document line managers approval to travel (email is sufficient).
Requesting access tothe online booking system.	Travelling member	1. Log on to FedUni intranet. 2. Navigate to staff resources. 3. Select University pool vehicle booking. 4. Request access to the online bookingsystem.
Booking a vehicle.	Staff Travelling Member	1. Log on to FedUni intranet. 2. Navigate to staff resources. 3. Select University pool vehicle booking. 4. Select Online pool vehicle bookingsystem. 5. Follow Smart fleet step by step booking process. 6. Finalise booking.
Collecting a pool vehicle	Travelling member	1. Go to the pool vehicle compound at nominated campus 2. Use the Ezikey key box to enter your Smartfleet username and password to gain access your vehicle's key
Returning a pool vehicle	Travelling member	1. Use the fuel card provided in the car's console to refuel your vehicle before returning to the vehicle compound. 2. When refueling ensure you check fuel type and refuel appropriately. 3. Once the vehicle is returned to the compound, take note of the vehicle's odometer reading and log this in the Ezikey box when prompted on returning the key.

5.2 Booking a hire car

All car hire should be managed via the TEMS using the University's preferred Car Rental Company.

All commercial vehicles hire (trucks, buses) should be managed by contacting the nearest Car Rental company depot directly as these vehicle types are not loaded in the TEMS.

- Staff should refer to the Vehicle Hire Ref Guide for further guidance with vehicle hire and fuel card borrowing.
- Where more than one University representative is travelling to the same destination every effort should be made to share a vehicle

ACTIVITY	RESPONSIBILITY	STEPS
Accessing the TEMS.	Travelling Member	1. Log on to FedUni intranet. 2. Navigate to Staff Resources. 3. Select *Concur-Travel andexpense system*. 4. Use your FedUni credentialsto log in.
Booking a hire car.	Travelling Member	1. On the Concur home page, navigate to Company Notesand select *Domestic Travel Booking – Quick Ref Guide*.This will guide you through the steps of booking travel including car hire. 2. Include any specific requirements such as child booster seat, GPS, or vehicledelivery to campus.
Refuelling a hire car	Travelling member	1. A hire must be returned to the depot refuelled to avoid the University being charged a fuel premium by the supplier. 2. Staff who hold a Purchasing Card should use this to refuel. 3. Travelling members who do not have a Purchasing Card can borrow a FleetCard fuel card (useable at any outlet) from Facilities Services.
Borrowing a fuel card	Travelling member	1. Go to the Staff Resources web page. Select Finance. Select Log a service request and select Fuel Card under Category picklist. 2. In the Description field quote your Concur Request ID / PO #, dates for card pick-up and return. 3. You will be notified if a card is available. Please allow 24hrs request lead-time. 4. Collect and return your fuel card from your nominated Facilities Services location: • Mt Helen | G300 | 8.00 – 5.00 • SMB | A023 | 8.30 – 4.30 • Berwick | Bldg. 903, G114 | 9.15 – 5.15 | Dropbox return G114 • Churchill | 3W245 | 8.00 5.10 | Dropbox return 3W245

5.3 Use of Employee's Private Vehicle Approval and Reimbursement

Please note: It is University procedure that staff utilise a pool vehicle or hire car in preference to use their own vehicle, particularly where the travel requirement is further afield than their immediate workplace location/ surrounds.

The following guidance is provided to clarify when private vehicle use may be considered:

Staff undertaking university business are required to use a university fleet vehicle or Car Rental Company where a university fleet vehicle is unavailable. Circumstances may arise whereby the most effective and efficient means to conduct university business entails the use of a staff member's personal vehicle (regardless of pool vehicle or hire car availability). For example, a staff member routinely travels between the Ballarat campuses and where approval/ reimbursement is not requested for that vehicle use. Or the staff member resides more than 40kms from a university campus and their destination of travel is in another direction.

- Where such circumstances arise, the University will only endorse the use of a private vehicle where the owner declares and provides evidence of their comprehensive motor vehicle insurance policy, which must include coverage and endorsement for business usage.
- Any staff wanting to use their privately owned vehicle must complete the Private Vehicle Use Approval Request and have this approved before proceeding.
- An approved Private Vehicle Use Approval Request must be attached to any Personal Car Mileage claim in the TEMS for any reimbursement to be processed. Unless the staff member has a salary packaged vehicle or is a Council Member.
- Reimbursement of fuel is based on mileage declared in the Personal Car Mileage Claim via Concur. Reimbursement of fuel is not paid on presentation of fuel receipts.
- Students are not to be transported in staff private vehicles.

Use of a privately owned motor vehicle for conduct of University Business is subject to the following conditions:

- Written authorisation must be obtained before travel is undertaken using the Private Vehicle Use Approval Request Form. This authorisation should be obtained from the individual's line manager (or the line manager's nominated delegate).
- The University will not accept any liability arising from the use of a privately owned motor vehicle on University Business.
- Approval for the use of a privately owned motor vehicle on University business is dependent upon the vehicle being registered, roadworthy and covered by a current comprehensive insurance policy.
- Where a staff member uses their privately owned motor vehicle and the value of the employees claim exceeds the cost of an economy airfare, the lesser amount will be paid. This circumstance may arise where a staff member wishes to use their private vehicle for interstate travel; the cost of an airfare may be less than the cost of reimbursement.

ACTIVITY	RESPONSIBILITY	STEPS
Accessing the Private Vehicle Use Approval Request form	Travelling member	1. Go *Staff Resources* web pageand select *Finance*. 2. Select *Travel* tile. 3. Select *Policies, procedures,and forms* tile. 4. In Forms section select *PrivateVehicle Use Approval Request*. 5. Download form and open inAdobe to complete.
Seeking Authorisation to use yourprivate vehicle.	Travelling member	1. Complete all Steps in SectionA of form. 2. Attach copy of vehicle Insurance policy. 3. Submit the completed requestto your School/Directorate's Financial Delegate for approval. 4. Approved form must be completed and received backprior to travel.
When there is no mileage reimbursement claim being made	Travelling member	1. Private vehicle usage needs tobe registered with Finance in every instance. 2. Email your approved *Private Vehicle Use Approval Request*to financehub@federation.edu.au
Making a mileage reimbursementclaim	Travelling member	1. Complete Activity A & B prior toany claim being made (except in the case of a Salary package/Council member Accessing the TEMS update your profile settings and selectpersonal car in the profile options. Select New to add in your vehicle registration. Please note this only needs tobe done once unless you change over your nominated vehicle. 3. You then proceed with Processing a staff reimbursement as per the Quick Reference Guide. 4. Submit the completed request to your School/Directorate's Financial Delegate for approval. 5. Once approved Finance will review the claim along with the relevant documents and submit to payroll for processing. These are fortnightly included with the general pay roll 6. Any rejected/incomplete claims will be referred to the employee.

5.3.1 Allowance rates

A mileage allowance in line with the current ATO cents per km method will apply for private vehicle use.

5.3.2 Salary package vehicle use

Salary Package Vehicles will be reimbursed at the current ATO cents per km rate where an individual is required to travel more than 40km from their usual place of work on University Business.

5.4 Traffic fines and/or infringements

All fines and/or infringements incurred through use of pool, allocated, hire car or privately owned motor vehicles such as speeding offences or parking infringements, are the responsibility of the driver to pay and are not reimbursable by the University.

5.5 Hire cars

In the instance where no pool vehicles are available, a hire car should be considered as an alternative. Hire cars may be booked through the Concur travel and expense management system.

5.6 Fuel Cards

The University will arrange to issue fuel cards with all business use vehicles and employment contract vehicles.

5.7 Overnight garaging and private use of pool vehicles

The use of University pool vehicles for business purposes may include some incidental private use. Examples of incidental private use of a pool vehicle may include (but is not limited to):

- **Overnight garaging:** Business Use Vehicles – Pool Vehicles are permitted to be garaged at a staff member's home address:
- as preparation for a meeting early the next day (the vehicle should be picked up after 2.00pm and the meeting should commence prior to 10.00am).
- where that arrangement is deemed to be the most efficient in relation to the individuals travel plans (i.e., it may be unreasonable or impractical to expect to pick up or drop off from a particular campus with regard to time of day and/or home address and business destination); and
- approval for overnight garaging is required from the University Fleet Manager prior to booking the vehicle via email request to Property and Infrastructurepropertyinfrastructure@federation.edu.au
- travel between home and work where the vehicle is a utility or panel van; and
- travel incidental to travel in the course of performing employment-related duties.

Use of University pool vehicles for private purposes which are determined to be greater than incidental use will create a fringe benefit for the staff member and may create a FBT liability for the University.

Where use of a pool vehicle would necessitate extensive private purpose use (i.e., because your personal vehicle was being garaged at a campus overnight), staff are recommended to consider renting a hire car or alternatively, using their own motor vehicle and claiming a mileage reimbursement.

5.8 Acquisition and disposal of vehicles

Only the University's Property and Infrastructure Directorate is authorised to place orders for purchase of University vehicles and to arrange disposal action with respect to University vehicles. The following should also be noted:

a. All vehicles are purchased based on the Australasian New Car Assessment Program (ANCAP Safety) ratings. Only vehicles meeting a 4-or 5-star rating are purchased.

b. General passenger vehicles are to be automatic, white in colour and be fitted with LED Daytime Running Lamps where available.
c. The only optional extra that will normally be approved is a tow bar, wiring and electric brakes where this is a requirement of university business use, for example where load carriage is a routine business need.
d. Only the approved vehicles will be ordered by the Fleet Manager or Director, Property and Infrastructure for general passenger use.

Unless otherwise stated in the Eligible Officer's contract of employment, the type of vehicle purchased, and the timing of a changeover will be subject to recommendations from internal and/or external fleet managers to achieve the best value for money outcome for the University. The value for money assessment will include consideration of other factors such as impact on the environment, driver safety and discount availability through Victorian Government Fleet Contracts. Over time, it is expected that the composition of the University's fleet will vary.

The Fleet Manager or Director, Property and Infrastructure will coordinate the acquisition and disposal of all Business Use Vehicles and Employment Contract Vehicles. They will advise the Eligible Officer when the Employment Contract Vehicle has reached the optimum change-over time and advise which vehicles are currently providing better changeover value, consistent with the Eligible Officer's employment contract.

6. Responsibilities

6.1 Motor vehicles

- Director of Finance (as the Approval Authority) is responsible for monitoring the implementation, outcomes and scheduled review of this manual.
- Manager, Financial Services (as the document Sponsor) is responsible for maintaining the content of this manual as delegated by the Director of Finance.
- The Vice Chancellor and President, the Senior/Deputy Vice Chancellors, Deans and Directors of Schools/ Portfolios and Sections,Managers or nominees will approve the use of a Pool Vehicle and staff members privately owned motor vehicle for University business. They will also negotiate remuneration packages for Employment Contract Vehicles (Allocated).
- The Chief Financial Officer will have the responsibility for Schools or Portfolios to be allocated a Specialist vehicle/ Departmental vehicle.
- Authorised Users who drive a Business Use Vehicle and each staff member with an Employment Contract Vehicle or a claim for University use of their privately owned motor vehicle must comply with the provisions of this manual.
- The Chief Financial Officer will be responsible for reimbursing approved claims for business use of privately owned motor vehicles.

6.2 Travel

Position	Areas of Responsibility
Vice-Chancellor and President	Travel approval for Deputy Vice-Chancellors.
Deans / Directors / Deputy Vice-Chancellors	Approval for domestic and international travel applications. Adherence to all travel related policies and processes.
Financial Delegates	Approval of travel related expenses as per Section 1.1 of the Delegation Band Value Limit Table.

	Adherence to all travel related policies and processes.
Travellers	Arrange and conduct travel in accordance with all travel related policies and processes. Risk assessment undertaken as applicable.

6.3 Corporate Credit Cards

Cardholders will be required to make themselves familiar with this manual and their relevant responsibilities.

The following key Council and staff members will be appointed and allocated management, administrative and monitoring responsibilities.

Role	Position	Responsibility
Certifying Officers	Chancellor, Deputy Chancellor, Vice-Chancellor and President, Deputy Vice-Chancellors, Chief Operating Officer Deans Directors and Managers	Accountable for expenditure for their particular cost centre and responsible for reviewing transactions appearing on cardholder statements and approving payment
Monitor	Director, Finance	Monitoring the effective operation of this manual. Supporting the outcomes of the escalation process and management of violations.
Accountable Officer	Associate Director, Financial Operations	Responsible for the approval of cardholder application. In conjunction with the Program administrator is responsible for informing and supporting the escalation process and outcomes. Supporting the Director, Finance.
Program Administrator	Manager, Financial Services	Responsible for providing procedural, administrative and system support. Meeting audit requirements. Monitoring expenses as outlined in the required timelines and informing the relevant officers of the escalation process and outcomes. Supporting the Accountable Officer.
Senior Accounts Payable Officer	Card Administrator	Responsible for day-to-day corporate purchasing card administration and supporting the Program Administrator.

7. Records management

Title	Location	Responsible Office	Minimum Retention Period
Domestic Travel / Online Conference Application	Travel & Expense Management System	Manager, Financial Services	Two years
International Travel Application	Travel & Expense Management System	Manager, Financial Services	Two years
Travel Calculator & Diary	Travel & Expense Management System	Manager, Financial Services	Seven years
Private Vehicle Use Approval Request	Local School / Directorate	Authorising Supervisor	Seven years
Private Vehicle Use Approval Form (Use of Staff's own private vehicle for University business)	Manual and Forms webpage	Chief Operating Officer/CFO	7 years

8. Legislation

- Financial Management Act 1994
- Corporate purchasing card rules for use and administration (Issued pursuant to the Financial Management Act 1994)
- Fringe Benefits Tax Assessment Act 1986 (Commonwealth)
- Financial Management Act 1994.

9. Forms

- Travel Risk Assessment Plan
- Smartfleet Drivers Kit

Forms.

- Domestic Travel Online Conference Application (PDF 170.3kb)
- International Travel Application (PDF 280.4kb)
- Private Vehicle Use Approval Request (PDF 179.3kb)
- Travel Calculator & Diary (XLSX 142.1kb)
- Vehicle Hire Reference Guide (PDF 340.2kb)

10. Rescinded Documents

This manual replaces the following documents that have been rescinded when this Manual was issued:

- Procurement of Goods and Services Policy FN1523
- Procurement of Goods and Services Procedure FN1454
- Corporate Purchasing Card Policy FN1284
- Corporate Purchasing Card Procedure FN1285

- Travel Policy FN936
- Travel Procedure FN937
- Motor Vehicle Policy FN1830
- Motor Vehicle Procedure FN1831

Appendix A - Appropriate and inappropriate use of the card

The following list provides examples of what is deemed acceptable and unacceptable use of the University corporate credit card. This list is not exhaustive, and cardholders are expected to exercise reasonable judgement on what's appropriate at the time, particularly whilst travelling on university business.

Cardholders must familiarise themselves with the list of university suppliers and University panel suppliers. Where a supplier or panel supplier exists, the goods or services should be purchased through these suppliers by raising a purchase order rather than being paid via Corporate Purchasing Card in accordance with the University Procurement of Goods and Services **Manual Section 2.**

Payments to an Independent Contractor must also be processed via Accounts Payable, services cannot be paid using a University Corporate Purchasing Card.

Example	Acceptable	Unacceptable
General purchases where a current vendor **does not** exist for the goods or services to be purchased	✓	
Deposits and payment for University events and catering e.g., functions and workshops	✓	
Conference fees (only after approval has been given) - Central HUB credit cards should be used on this occasion	✓	
Travel and entertainment expenses in accordance with the Section Travel Processes.	✓	
Costs for obtaining visas (must be purchased via FCM Travel Solutions)	✓	
Fuel costs for hire vehicles hired in accordance with the Travel Processes Documented in this manual	✓	
Expenses relating to the legitimate entertainment of visitors on University business e.g., a meal at a restaurant (can include staff, students or affiliates, noting that FBT is applicable)	✓	
Approved staff functions and events only where available expenses have been approved by a financial delegate and comply with the Gifts, Benefits, Hospitality, Food and Beverages Procedure.	✓	
Official and Unofficial charges on a single bill - Cardholders must settle all unofficial expenses prior to charging the balance on the card (for example, personal accommodation or charges that are in addition to business related expenditure such as the costs associated with an accompanying partner or family member(s) must not be paid using a University Corporate purchasing card).	✓ Official Charges only	
Gifts - Gifts may be purchased to welcome guests, facilitate the development of business relationships or outcomes. Any gift proffered must be reasonably seen as a gesture or token of goodwill in the circumstances and should be in line with community expectations and standards in terms of cost, scale, modesty and suitability. *Gifts should not be purchased for staff. Gifts for family or associates may attract FBT. If unsure further advice from the Accountant Taxation Treasury & Insurance is to be undertaken.	✓	
Flowers - The purchase of flowers for staff who are leaving the organisation or are ill, must seek advice and prior approval from their DVC, Dean or Director level or above. **These purchases have been capped to a value of $75.00 or below including delivery.**	✓ Capped Value < or = $75.00	
Gift Cards, Vouchers, Movie Money and Entry Passes – The issue and use of a *Vouchers* should be restricted to		X

Example	Acceptable	Unacceptable
students, research participants, focus group members and volunteers. **Staff are not to be issued Vouchers.** **All uses of University funds are required to be substantiated, the purchase and issue of a *Voucher* as a *Gratuity* must be substantiated using a Gratuities Register** Please refer to the Gift Card/Voucher Guidelines for further information		Staff Members
Alcohol purchases with or without a meal		X
Social drinks or coffee at a cafe with another staff member		X
Fuel costs for use of private vehicles or University owned vehicles (use fuel card)		X
Costs associated with passports e.g., application, renewals and photos – even if required to travel on University business		X
Personal Expenses/ Personal items whilst travelling e.g., make up, over the counter medicines, toiletries and clothing		X
Expenses incurred by a partner or family members		X
In house Leisure activities additional to conference costs and optional extras at hotels e.g., spa treatments, hairdressers		X
Payment of fines, penalties, late or "no show" fees		X
Purchases from multivendor websites such as eBay Refer to the Procurement framework web page	By Exemption Only	X
Purchasing goods or services defined as a University Asset		X
Internal payments to the University (e.g., FedUni Living, The HUB) *Contact the Financial Services HUB Team financehub@federation.edu.au who can assist with raising an internal funds transfer journal		X Internal Journal*
Donations in any form		X
Private telephone accounts e.g., internet / broadband services, pre-paid phone cards (Unless stipulated in a staff member's employment agreement).		X
Cash or cash like transactions (e.g., travellers' cheques, postal money orders and gift cards) that allow cash withdrawals		X

Example	Acceptable	Unacceptable
Splitting of expenses into more than one transaction to ensure that limits are not exceeded		X
Direct debit authorities	Specific approval must be obtained by the relevant areas	X
Centrally purchased items (e.g., IT equipment computers, telephone etc, software licences, furniture) Please refer to the General Terms of Use Corporate Purchasing Card Manual	Specific approval must be obtained by the relevant areas	X

Any personal expenses charged to corporate purchase cards need to be expensed to non-reimbursable/ personal expense.

Please refer to the cardholder responsibility and Appendix C Escalation process

Appendix B - Timelines Set for Credit Card Acquittals

Timelines are set to ensure that expenses are acquitted within a timely manner and are allocated to cost centres in the relevant periods allowing up to date budget figures.

Task	Timeline
NAB monthly cycle	21st of month - 20th following month
Cardholders acquittal - all available card transactions in the travel and expense management system (Concur)	25th of each month
Managers approval	28th of each month
Finance Check and Approval – card administrators	By the end of Current Month

a. Transactions that are unassigned or not coded by the end of the month will be accrued to the cardholder's default account codes. A reversal journal for posting to the correct accounts will occur in the subsequent month.

b. Transactions that are submitted for approval but not approved by either the line manager or card administrators by the end of the month will be accrued to the cardholder's default account codes. A reversal journal for posting to the correct accounts will occur in the subsequent month.

Appendix C - The Escalation Process for cancelling credit cards

The Program Administrator along with the Accountable Officer in consultation with the relevant parties, may cancel or suspend a Corporate Card in the following instances:

Issue	Informed Officer	Outcome
30-60-day Balances	• Cardholder • Line Manager • CC program administrator	Regular **warning** emails will be sent to the Card Holder and Card Supervisor, advising the corporate purchasing card will be suspended if action is not taken immediately. Contact the corporate card program administrator immediately.
Card Cancelled. Card facility will reissue a new card. Transactions refunded	• Line manger notified • Certifying Officer • CC program administrator • Card facility • Card Administrator	The corporate purchasing card will be **suspended** without further warning. A letter will be sent to the Dean/Head of School / Director / Manager or delegate advising of the action taken. In the absence of exceptional circumstances, expenditure on the corporate purchasing card in the period which has not been reconciled and approved may be treated as private expenditure, meaning that the amount must be repaid, and the use of the card will be treated as a breach of the Corporate Purchasing Card process and this manual. **Card limit reduced to $1until transactions acquitted
Repeated Non-acquittal or late acquittal of transactions. Two warnings and then staff member will be notified card to be cancelled.	• Line manger notified • Certifying Officer • CC program administrator • Card Administrator • Card facility	Card cancelled
Use of corporate card for small value private expenses <$100.00	• Line manger notified • Certifying Officer • CC program administrator	Cardholder receives warning. If it occurs again card will be cancelled
Use of corporate card for large value private expenses >$100.00	• Line manger notified • Certifying Officer • CC program administrator	Card is suspended for 3 months. If it occurs again card will be cancelled.
Use of the corporate credit card for inappropriate expenses	• Line manger notified • Certifying Officer • CC program administrator • Card Administrator • Card facility	Card cancelled
Consistent loss of receipts. (Missing receipt affidavit regularly). Three warnings and then staff member will have card suspended 3 months	• Line manger notified • Certifying Officer • CC program administrator	Card is suspended for 3 months. If it occurs again card will be cancelled

Issue	Informed Officer	Outcome
Suspected fraud by cardholder	• Line manger notified • Certifying Officer • CC program administrator • Director, Finance • COO/CFO • People and Culture	Card limit reduced to $1. Escalated under the Fraud & Corrupt Conduct procedure.
Suspected fraud by lost / stolen card	• CC program administrator • Card Administrator • Cardholder • Card Facility	Card Cancelled. Card facility will reissue a new card. Transactions refunded

Appendix D - Credit Card Expenses Processing with Approval

The following list provides guidance on the checks to be made on transactions by the cardholder and the acquittal approver.

NOTE: all items listed below may not be applicable to every transaction. Also refer to the Finance Travel Section 4.

Card Holder	What is Required
Supporting documentation tax invoice / receipts	• Enough detail is provided • Compliant tax invoice / receipt • Amounts and dates align to transaction • GST has been claimed correctly • Expense is compliant to the process detailed in this manual • Gratuities register for any vouchers purchased • Conference registrations • Meeting agendas
Coding of transaction	• Account codes match the expense • Meals and catering expenses are coded correctly • Personal or private expenses coded to non-reimbursable / personal expense • Attendees are populated for meal expenses (FBT)
Entertainment / Gifts	• Names of recipient of gift Fringe Benefits Tax purposes (FBT) • Appropriate use of Universityfunds re entertainment/gifts
Travel	• Domestic or International travel approval • Same project code on travel requisition as used in acquittals • Accommodation Itemisation • Meal expenses correctly coded

	• Travel diary requirements
Personal/Inappropriate or unauthorised use.	• Expenses coded to non-reimbursable / personal expense • Invoice raised to cardholder (7 days payment due date)

Approver	What is Required
Supporting documentation tax invoice / receipts	• Sufficient detail is provided • Compliant tax invoice / receipt • Amounts and dates align to transaction • GST has been claimed correctly • Expense is compliant to the process documented in this manual
Coding of transaction	• Account codes match the expense • Meals and catering expenses are coded correctly • Personal or private expenses coded too Non-Reimbursable/personal • expense • Attendees are populated for meal expenses (FBT)
Entertainment / Gifts	• Names of recipient of gift Fringe Benefits Tax purposes (FBT) • Appropriate use of University funds re entertainment/gifts
Travel	• Domestic or International travel approval • Same project code on travel requisition as used in acquittals • Meal expenses correctly coded • Travel diary requirements are met
Personal/Inappropriate or unauthorised use	• Expenses coded to Non-Reimbursable/personal expense • If misuse or fraud is suspected ensure the escalation process set out in **Appendix C** is adhered to
Expense Claim	• Ensure personal staff reimbursement claims do not reflect Corporate purchase card details on receipts

Glossary