

TRAVEL GUIDELINES

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A. Rationale & Scope:

The following guidelines are provided in support of the Travel Policy and to guide University Travellers through the provisions of that policy.

B. Procedures:

The following procedure will prevail when the University Travel Policy applies.

1. **Terms of Reference** prepared
2. **Itinerary** proposed
3. **General Field Work Risk Assessment** completed (when performing field work)
4. **Insurance & DFAT Travel Advice** (considerations for international travel)
5. **'Agreement in principle'** for travel (by Supervisor)
6. **Request for quotation** from UTMC¹ (via Travel Booking Tool)
7. **Quotation** provided by UTMC
8. **Corporate Card** (card on hand and limit established)
9. **Approval** by Head of Cost-centre
10. **Approval** for international travel by Vice-Chancellor²
11. **Clearance** by FSD Travel Officer and financial commitment recorded
12. **Confirmation/Ticketing** (by UTMC)
13. **Acquittal** of incurred expenditure/entitlements and diary requirements

¹ University Travel Management Company (UTMC).

² The Vice-Chancellor may delegate this authority.

C. Guidelines:

i) Terms of Reference

All proposed travel must be supported with an explanation covering the purpose of the travel, the expected outcomes and/or benefits to the University of such travel and the period of travel.

ii) Group Travel

When organising group travel, consideration must be given to the number of staff travelling on any one method of passage at the same time for reasons including but not limited to confirmation that insurance coverage for group travel is in place and the impact to business continuity should an accident occur.

iii) General Field Work Risk Assessment

When proposed itineraries involve the performance of field-work, a [General Field Work Risk Assessment Form](#) must be completed by the traveller.

iv) Insurance and Department of Foreign Affairs & Trade (DFAT) Travel Advice

The University provides insurance coverage³ for staff, students and other approved travellers whilst travelling on official business. However, when travel to a DFAT Level-4 location forms part of any proposed itinerary, travellers are required to check with the FSD Travel Officer whether insurance coverage remains valid for the destination. As part of this assessment, travellers must complete a [Risk Identification & Assessment Worksheet](#).

Notwithstanding policy provisions relating to limitations for combining business and personal travel and/or spouse/companion travel, insurance coverage *may* be available.⁴ Travel Insurance Application Form

v) Quotations, Bookings & Fares for transportation

Unless authorised to do so by the FSD Travel Officer, all bookings are to be made through the University's Travel Management Company (UTMC), where negotiated discount arrangements with preferred suppliers are managed. Participation in any frequent flyer, lounge membership⁵ or other loyalty program will not influence the UTMC in the selection of a supplier, carrier or fare.

Fares will be prepaid by the University where-ever possible. Travellers should not pay for any bookings unless authorised to do so by the FSD Travel Officer.

³ The FSD Travel Officer can confirm level of coverage, limitations and restrictions.

⁴ Additional disclosure and insurance premium requirements may apply. Contact the FSD Travel Officer for details.

⁵ Certain travellers may be authorized membership under the University's Qantas Club program. The University will not fund or reimburse the cost of frequent flyer memberships.

vi) [Travel Booking Tool \(TBT\)](#)

The University's online booking tool which has automated the process of making travel and accommodation reservations, booking car hire and other requirements will be the accepted method of generating an official 'Approval to Travel' document. The requirement for written approval to travel as provided under D. i. of the Travel Policy will be substituted for electronic approval within the TBT.

vii) [Class of Travel](#)

Other than where a staff member's employment contract allows for travel at a higher class, or where the staff member's travel is externally funded and the conditions of the funding body stipulate travel is permitted at a higher class, or unless otherwise authorised by the Vice-Chancellor⁶, all University Travellers shall travel economy class, including air, rail and sea.

viii) [Charter](#)

Where destinations are not readily accessible by registered passenger companies, and/or it is economical to do so, requests to use Charter or personal aircraft *may* be authorised on an exceptional basis pursuant to the provisions of the Aviation Policy [in draft]. Requests must be made in writing, *authorised* by the Head of Cost-Centre and *approved* by the Director, Financial Services.

ix) [Changes to Travel Arrangements](#)

Only under exceptional circumstances or for compelling reasons (e.g. when changes are made for medical⁷ or security & safety reasons or changes in University Business necessitate changes) and these changes cannot be made by the UTMCA are University Travellers permitted to arrange or make changes to their itineraries outside of the established procedure.

In such circumstances the traveller must, as soon as practicable liaise with the University Travel Management Company or the FSD Travel Officer to minimise the financial loss to the University. The traveller must provide:

- a) details of the (proposed) change;
- b) the reason(s) for the amendment;
- c) details of any additional costs to be incurred because of the changes.

All changes to approved travel, including changes to budgets, travel destinations and/or duration of travel must be approved by the original 'approving' officer. The University will assume responsibility for any surcharge that may be imposed after tickets have been issued if changes in the original travel plans were necessitated by Official University Business or for other compelling reasons.

Changes of a personal nature or for personal convenience or preference will be treated as a deviation initiated by the traveller for which the University will not assume responsibility.

⁶ A class of travel higher than economy may be approved on an exceptional basis when in the opinion of the Vice-Chancellor special circumstances warrant, such as for duly certified medical reasons. Requests for exceptions shall be submitted in writing well in advance of travel.

⁷ Matters relating to Emergency Medical Evacuation provisions are covered under applicable Insurance Policies.

x) Deviations from the authorised route, mode, class or time of travel

Pursuant to this policy, when Travellers are permitted to travel for their personal convenience or preference by a route, mode of transportation, class or time of travel other than the authorised one, their maximum entitlement in respect of a particular journey shall be limited to the travel expenses which they would have been entitled had the travel been undertaken by the authorised route, mode, class or time of travel. In any case, the University is not obliged to reimburse or otherwise entitle any amounts above the amounts incurred by the Traveller or the entitlement whichever is the lesser. Any amounts incurred in excess of the entitlement shall be the responsibility of the traveller.

xi) Combined Official and Personal Travel, No-private-use declarations

Subject to the requirements of the Travel Policy, official travel should not be planned for the purpose of facilitating personal travel. When combining official and personal travel, travellers must declare such occasion, undertake to pay any additional costs⁸ upfront and submit appropriate leave forms.

As the University will only calculate travel expenses based on what has been actually incurred and entitled, all travel related expenses must be covered by a [No Private Use Declaration](#). However where private travel (e.g. annual leave) is combined with official travel, the private travel component must be only incidental to the overall purpose of the trip for it to be accepted as 'No private use'. For this purpose, Official Travel includes days actually spent on OUB, travel time, unavoidable time between business activities, weekends and public holidays. In circumstances where the private travel component is greater than 30% of the total travel period, the purpose of travel will be considered 'dual purpose' and the traveller will be required to pay 50% of the airfares to avoid incurring FBT.

xii) Travel Diaries

When travel within or outside Australia involves more than five nights away from home, a travel diary must be kept. The travel diary must be made before, or at the time of, but no later than 28 days after the conclusion of the travel.

Travel Diaries signed by the Staff member must outline;

- a) the day and approximate time the activity began,
- b) the duration,
- c) the nature and where the activity took place and
- d) clearly identify and differentiate between OUB and personal travel.

xiii) Passports

It is the responsibility of the traveller to ensure that they possess a valid passport. Passports are considered personal in nature and only in exceptional circumstances will the cost of arranging and/or renewal of a passport be reimbursed by the University.

⁸ This includes acceptance of substantiation requirements and liabilities under Australian Taxation Office (ATO) provisions, such as Fringe Benefits Tax (FBT).

xiv) Accommodation

Accommodation for Travellers must be convenient to where the OUB is being conducted, value for money and safe. With the exception of periods of personal leave taken whilst combining official and personal travel the following accommodation entitlements will prevail:

- a) Domestic: University travellers will be entitled to amounts for accommodation based on actual expenditure up to the [Group 1 reasonable limits](#) established on a per night basis by the ATO⁹.
- b) International: University travellers will be entitled to amounts for accommodation based on actual expenditure up to the 'accommodation as a percentage of daily subsistence amounts' established by the International Civil Service Commission ([ICSC](#)) for each location where an overnight stay is incurred.
- c) Notwithstanding these limits, accommodation for any stay exceeding 30 days in the same location will be reduced to 75% of the reasonable limit in lieu of longer term accommodation rates.

xv) Meals & Incidentals

With the exception of travel under the Special Studies Program or periods of personal leave whilst combining official and personal travel, University staff will be entitled to amounts for meals and incidentals based on actual expenses, on a per day basis up to established limits as follows:

	<u>Domestic Travel</u>	<u>International</u>
Meals	Rates established under Enterprise Bargaining	Group1 rates established by ATO
Incidentals <i>{Refer Section D}</i>	Group 1 Rates established by ATO	Group1 rates established by ATO

Any amounts for part day travel will be determined with reference to the time a journey is commenced and completed using the point of departure and arrival as reference. Any amounts incurred in excess of the established rates will be considered personal and will be recovered from the traveller and/or will not be reimbursed by the University.

When meals are provided free of charge, included in accommodation charges, conference charges or air/rail passage, the appropriate meal allowance will be reduced accordingly.

Unless contractual or compelling reasons exist, per diems will not be paid by the University.

⁹ Based on ATO tax determination (TD2009/15) until superseded. No retroactivity will apply. Exceptions to the established entitlement may apply where the Traveller is attending a conference and accommodation is part of the conference package and secured by the event organizers, or where the Travel Management Company provides confirmation that suitable accommodation cannot be secured within the reasonable limit, or the traveller is a member of the Senior Executive.

xvi) Entertainment expenses whilst on Official Travel

University Travellers who have authorisation from their Head of School or Cost Centre to incur entertainment and/or hospitality costs are expected to exercise due economy when providing hospitality or entertainment for guests and visitors. Hospitality and/or entertainment must at all times have a clear nexus with University business.

When such expenses fall under the definition of 'Entertainment' as established by the ATO for the purposes of calculating FBT, the reasonable rates for meal entitlements will be taken into account in calculating that liability. In all cases, an entertainment expense declaration form is required to be completed for all such expenditure.¹⁰

xvii) Excess Baggage

The University will only pay for excess baggage relating to equipment, items or marketing materials that are required to be carried as part of official business.

xviii) Corporate cards

The [University Corporate Card \(UCC\)](#) is to be used as the primary payment method for travel expenses. Staff members who are travelling are required to hold a UCC to facilitate the payment of travel expenses and must apply and receive a UCC in accordance with the UCC policy before proceeding on official travel. Expenses that cannot be paid via UCC should be paid in cash¹¹ and claimed separately as part of the acquittal process.

In circumstances where payment is to be made for group expenditure, the most senior official should use their UCC to settle the account and acquit the expenditure accordingly.

xix) Travel Advances

In exceptional circumstances, such as when a University Traveller will not receive a University Corporate Card (UCC) prior to departure, and/or where there exists adequate justification that a UCC cannot be used for certain expenses or in certain locations and would result in travellers being out-of-pocket or cause them financial hardship, the University *may* make cash advances available against anticipated travel expenses. Cash advances will in the first instance be made in the form of electronic transfer to the Traveller's nominated bank account¹² or deposited onto the UCC or similar, or in exceptional circumstances in cash. Should convertible foreign currency be required, Travellers must contact the FSD Travel Officer for arrangements.

xx) Acquittal of travel and additional claims

In accordance with the Travel Policy, all official travel must be acquitted and claims for additional expenditure submitted. Travellers are required to do this within 28 days of completion of travel. Should

¹⁰ Declaration Form to be completed online within the [Promaster expense management system](#).

¹¹ Any cash expenses incurred in foreign currency will be reimbursed at exchange rates established by FSD and with reference to the day the transaction occurred.

¹² Primary account used for depositing salary.

a traveller fail to acquit within 28 days of the completion of travel, outstanding advances relating to the official travel and any unsubstantiated expenditure may be recovered from the traveller.

xxi) Ground Transportation

Staff members are expected to use the most economical mode of transportation under the circumstances.

The authorised standard for ground transportation is as follows;

<u>Transport</u>	<u>Class</u>
Public transport	Standard service
Bus (Coach) and Rail	Standard economy service
University-owned pool vehicle	As applicable, available and assigned
Privately-owned vehicle	Licensed & comprehensively insured
Rental (Hire) Vehicles	Economy and mid-size ¹³
Taxis	Standard Service ¹⁴

xxii) Local Transportation & Transfer

University Travellers will be entitled to amounts for the reasonable cost of transfer between transportation hubs and places of accommodation on arrival and departure and between accommodation and places of official business. All receipts should indicate from/to location and purpose. Local transportation of a private nature (e.g. sightseeing, taxi for the purpose of dining etc) will not constitute official local transportation and will be the responsibility of the traveller. Where public transport is a safe and economical means of travelling locally, consideration should be given to using it.

xxiii) Hotel Shuttle and Airport Buses

University Travellers are encouraged to take advantage of hotel shuttle buses and airport buses whenever possible to allay the cost of transfer.

xxiv) Taxis

Where airport shuttles or buses are not available or economical; taxis should be used as preference over rental vehicles. Payment should be made by UCC or Cab-charge card¹⁵ and all receipts should indicate from/to location and purpose.

xxv) Use of University-owned (pool) & privately-owned vehicles

Where official travel commences in Armidale and the authorised mode of transportation is by vehicle, a University-owned vehicle¹⁶ must be used if one is available. Both the TBT and the Motor-pool [Motor](#)

¹³ Rental of 4WD and full-size categories should only be used to accommodate 3 or more travellers or when the intended use requires it (e.g. promotional materials, equipment). Staff members may accept an upgraded vehicle when there is no additional cost to be borne by the University.

¹⁴ Limousines can only be used when the service costs are no more than other available ground transportation.

¹⁵ As of 1 January 2010 the University will no longer issue cab-charge vouchers. All outstanding vouchers will be phased-out of circulation.

[Vehicle Requisition Form](#) are to be used to record the intention and to make the necessary reservations. All vehicle associated costs, (with the exception of traffic infringements which remain personal responsibility) should be charged to the fleet card¹⁷.

Where a University-owned vehicle is not available and it is not reasonable or economical to use rental vehicles or taxis; requests to use a privately-owned vehicle *may* be authorised¹⁸. Staff members authorised to use their privately-owned vehicle for University business are advised to check with their own insurance company about the extent of their cover for business use as the University will not accept responsibility for damage or repairs to privately-owned or third-party vehicles.

Staff members utilising their privately-owned vehicles for University business may claim [Mileage allowances](#)¹⁹.

To comply with ATO provisions all mileage allowance payments will be processed through the payroll system as un-taxed allowances²⁰.

xxvi) Rental Cars

The University has arrangements with preferred rental car agencies. Bookings for rental cars are to be made through the UTM via the TBT to receive the lowest negotiated rate. Travellers are to accept CWD (Collision Waiver Damage) insurance but decline other offers of additional insurance for official travel. Staff members are expected to refuel rental vehicles prior to returning them to the agency to avoid premium fuel surcharges. Whenever possible, rental return should be at the same location as collection to avoid return service charges.

xxvii) Accidents

All vehicle accidents and/or incidents involving rental or University-owned vehicles require the immediate reporting of all damage regardless of whether other vehicles are involved. Collisions with animals, fence posts, gates, debris from highway, vandalism, etc. will require immediate notification to the FSD Travel Officer. If the accident or incident involves other vehicles; third party driver's/owners name, licence plate numbers, driver's licence numbers, names and addresses of witnesses should be obtained where possible.

¹⁶ Includes vehicles provided as part of a salary package but excludes vehicles under salary sacrifice arrangements.

¹⁷ Where fleet-card is not accepted, the UCC should be utilized.

¹⁸ Students are not authorized to use 'privately-owned' vehicles. Students will only be authorized to use Motor-pool vehicles.

¹⁹ Rates established include **all** costs associated with the use of the privately-owned vehicle.

²⁰ Staff should keep a record of all official mileage for taxation purposes. UNE takes no responsibility for the preparation of personal tax returns nor liability for such personal taxation matters.

D. References & Web links

References: ATO TD 2010/19 Reasonable amount for 2010-11 & the University of New England 2009-2012 Workplace Agreement

Domestic Accommodation, Meals & Incidentals

The reasonable amounts for daily travel allowance expenses for the 2010-11 income year are as follows.

Table 1		
Place	Accomm. \$	Incidentals \$
Adelaide	157	17.30
Brisbane	201	17.30
Canberra	165	17.30
Darwin	189	17.30
Hobart	125	17.30
Melbourne	173	17.30
Perth	176	17.30
Sydney	183	17.30
High cost country centres	See Table 4	17.30
Tier 2 Country centres (see Table 5)	120	17.30
Other country centres	100	17.30
Meal Allowances under Enterprise Bargaining²¹	Day Total	\$71.60
Breakfast	Lunch	Dinner
\$15.00	\$21.25	\$36.25

Private Motor Vehicle Mileage Rates

Above 2600cc	31.27 cents per km
1601cc – 2600cc	29.15 cents per km
1600cc and below	24.49 cents per km

²¹ EB Allowances are CPI adjusted 1 October of each year

Country Centre	\$	Country Centre	\$
Ballarat (VIC)	127.00	Kalgoorlie (WA)	169.50
Bendigo (VIC)	122.00	Karratha (WA)	285.00
Broome (WA)	222.50	Katherine (NT)	120.50
Bunbury (WA)	129.00	Kununurra (WA)	182.00
Burnie (TAS)	125.00	Launceston (TAS)	126.50
Cairns (QLD)	127.00	Mackay (QLD)	153.00
Carnarvon (WA)	151.00	Maitland (NSW)	131.50
Christmas Island (WA)	150.00	Mount Isa (QLD)	158.50
Dalby (QLD)	133.50	Newcastle (NSW)	142.50
Dampier (WA)	174.50	Newman (WA)	195.00
Derby (WA)	181.50	Norfolk Island	189.50
Devonport (TAS)	128.50	Port Hedland (WA)	270.00
Echuca (VIC)	122.50	Port Pirie (SA)	135.00
Exmouth (WA)	194.00	Thursday Island (QLD)	180.00
Geelong (VIC)	131.00	Townsville (QLD)	134.50
Geraldton (WA)	146.00	Weipa (QLD)	138.00
Gladstone (QLD)	138.50	Wilpena Pound (SA)	144.00
Gold Coast (QLD)	170.00	Wollongong (NSW)	128.00
Halls Creek (WA)	195.00	Wonthaggi (VIC)	122.00
Horn Island (QLD)	169.00	Yulara (NT)	340.00
Jabiru (NT)	198.00		

Country Centre	Country Centre
Albany (WA)	Kingaroy (QLD)
Alice Springs (NT)	Mildura (VIC)
Ararat (VIC)	Mount Gambier (SA)
Armidale (NSW)	Mudgee (NSW)
Bairnsdale (VIC)	Muswellbrook (NSW)
Bathurst (NSW)	Naracoorte (SA)
Bordertown (SA)	Orange (NSW)
Bright (VIC)	Port Augusta (SA)
Broken Hill (NSW)	Portland (VIC)
Bundaberg (QLD)	Port Lincoln (SA)
Castlemaine (VIC)	Port Macquarie (NSW)
Ceduna (SA)	Queanbeyan (NSW)
Cocos (Keeling) Islands	Renmark (SA)
Coffs Harbour (NSW)	Rockhampton (QLD)
Cooma (NSW)	Roma (QLD)
Dubbo (NSW)	Seymour (VIC)
Emerald (QLD)	Swan Hill (VIC)
Esperance (WA)	Tamworth (NSW)
Gosford (NSW)	Tennant Creek (NT)
Goulburn (NSW)	Toowoomba (QLD)

Hamilton (VIC)	Tumut (NSW)
Hervey Bay (QLD)	Wagga Wagga (NSW)
Horsham (VIC)	Warrnambool (VIC)
Innisfail (QLD)	Whyalla (SA)
Kadina (SA)	

International Accommodation Rates

Entitlement is calculated by applying the 'room as a % of DSA' to the total DSA amount stated and converted at the USD: AUD rate applicable on the 1st of each calendar month for that month.



[Australia & Oceania ; Asia ; Europe ; North America ; South America ; Africa](#)

International Meals & Incidentals

References: ATO TD 2010/19 Reasonable amount for 2010-11

Table of Reasonable amounts by cost groups

Cost Group	AUD		
	Meals	Incidentals	Total
1	\$55	\$25	\$80
2	\$80	\$30	\$110
3	\$110	\$35	\$145
4	\$130	\$35	\$165
5	\$175	\$40	\$215
6	\$215	\$45	\$260

Table of Countries

If a country is not listed in the table, use the reasonable amount for Cost Group 1.

Country	Cost Group	Country	Cost Group
Albania	2	Estonia	3
Algeria	4	Ethiopia	1
Angola	6	Fiji	2
Antigua and Barbuda	3	Finland	5
Argentina	2	France	5
Austria	5	Gabon	5
Azerbaijan	4	Gambia	2
Bahamas	5	Georgia	2
Bahrain	3	Germany	5
Bangladesh	2	Ghana	3
Barbados	5	Gibraltar	3
Belgium	5	Greece	4
Bermuda	5	Guatemala	2
Bolivia	1	Guyana	2
Bosnia	2	Hungary	3
Brazil	5	Iceland	5
Brunei	2	India	3
Bulgaria	3	Indonesia	3
Burkina Faso	3	Iran	2
Cambodia	2	Irish Republic	5
Cameroon	4	Israel	5
Canada	4	Italy	5
Chile	2	Jamaica	3
China (includes Macau & Hong Kong)	4	Japan	5
Colombia	3	Jordan	4
Congo Democratic Republic	3	Kazakhstan	3
Cook Islands	4	Kenya	3
Costa Rica	2	Korea Republic	5
Cote D'Ivoire	5	Kuwait	4
Croatia	4	Laos	2
Cuba	2	Latvia	4
Cyprus	4	Lebanon	3
Czech Republic	4	Libya	3
Denmark	6	Lithuania	3

Dominican Republic	3	Luxemburg	5
East Timor	2	Macedonia	2
Ecuador	2	Malawi	2
Egypt	2	Malaysia	3
El Salvador	2	Mali	4
Eritrea	1	Malta	4
Mauritius	3	Senegal	3
Mexico	2	Serbia	2
Monaco	6	Sierra Leone	2
Morocco	3	Singapore	5
Mozambique	2	Slovakia	4
Myanmar	4	Slovenia	3
Namibia	3	Solomon Islands	2
Nepal	2	South Africa	2
Netherlands	5	Spain	4
New Caledonia	5	Sri Lanka	2
New Zealand	4	Sudan	2
Nicaragua	1	Surinam	2
Nigeria	4	Sweden	5
Norway	6	Switzerland	6
Oman	5	Syria	3
Pakistan	1	Taiwan	3
Panama	2	Tanzania	2
Papua New Guinea	4	Thailand	3
Paraguay	1	Tonga	3
Peru	3	Trinidad & Tobago	4
Philippines	3	Tunisia	2
Poland	4	Turkey	4
Portugal	4	Uganda	2
Puerto Rico	3	Ukraine	3
Qatar	4	United Arab Emirates	4
Romania	3	United Kingdom	5
Russia	5	United States of America	4
Rwanda	2	Uruguay	2
Saint Lucia	3	Vanuatu	4
Saint Vincent	2	Venezuela	5
Samoa	3	Vietnam	2
Saudi Arabia	2	Zambia	3

Revisions:

Date of Revision	Reason	Council Approval Required
27 January 2010	Update EB and ATO TD 2010/19 rates (formerly TD2009/18)	No
19 October 2011	Update EB and ATO TD 2011/17 rates	No
25 October 2011	Update Travel & Meal Allowance rates	No
11 October 2012	Update Mileage & Meal Allowance Rates	No

-End of guidelines document-