

POLICIES AND ASSOCIATED PROCEDURES

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| POLICY NAME: | Travel - FU14 |
| DATE APPROVED: | 18 February 2008 |
| POLICY TYPE AND CATEGORY: | General (Resourcing and Finances) |
| RESPONSIBLE OFFICER: | General Manager - Financial Operations |

1. PURPOSE

This policy defines the conditions, rules and procedures that apply to staff members, students, councillors or other persons who undertake travel on behalf of the University and where the University may contribute to the expenses associated with travel.

2. BACKGROUND

This policy replaces the previous policy that was administered by the Human Resources Department. As most aspects of travel have a financial impact, responsibility for the implementation and maintenance of this policy has been reallocated to the Finance Department.

Human Resources retain responsibility for certain aspects of travel. These are detailed in paragraph 6.14.

3. DEFINITIONS

- **Best Fare of the Day (BFOD)** - defined as the best priced airfare available for the day.
- **DFAT** – is the Department of Foreign Affairs & Trade;
- **Domestic travel** - is defined as approved University travel to any destination within Australia.
- **Incidental Private Travel** – is private travel undertaken during approved University business travel that is less than 30% of the total travel period.
- **Global Destination Management (GDM – GoBlue)** – is the University's approved online accommodation booking site used to seek the most competitive room rates for Travellers.
- **Organisational Head** – are for the purposes of this policy the Heads of Department, Heads of School, General Managers and Managers.
- **Organisational Unit** – includes, but is not limited to, faculties, departments and VU College
- **Other travel expenses** – are business expenses incurred while undertaking approved travel other than airfares and accommodation. Expenses such as reasonable business related hospitality and entertainment, domestic meals, taxi fares, business related communication, business related excess baggage and stationery are examples of expenses that fall into this category.

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- **Overseas travel** - is defined as approved University travel to any destination outside Australia.
- **Per Diem** - is a daily allowance paid by the University to a Traveller to compensate for additional expenses incurred and disadvantages (if any) suffered because the employee is required to live away from home in order to perform his or her duties of employment. Per diems are provided for personal expenses including meals, mini bar, laundry, personal entertainment, personal communication and non-work-related transport. **No daily Per Diem rates will apply to travel within Australia.**
- **Personal expenses** – are expenses of a personal nature incurred by a Traveller when on approved travel. Expenses such as personal entertainment, including the use of hotel mini bars and in-house videos, laundry and personal travel are examples of expenditure that falls into this category.
- **Personal payments** – are business related expenses paid personally (in cash or by personal credit card) by Travellers.
- **Principal Officers** – are for the purposes of this policy the Vice-Chancellor, Senior Deputy Vice-Chancellors, Deputy Vice-Chancellors, Pro Vice-Chancellor and Director - GPPS.
- **Travel Officers including Administrative Officers** - are responsible for administering this policy within their organisational unit. A schedule of Travel Officers is maintained by the Manager-Procurement and defines the University's AMEX cardholders and each cardholder's appointed Travel Officers including the administrative officers.
- **Self-Booking Tool (SBT)** – is the University's online air travel system for making air travel reservations electronically. This travel portal is administered by the Travel Management Companies (TMCs). Kistend Travel currently has the online booking system available. Trident Travel is in process of implementing a similar system.
- **Senior Officer** – an officer responsible for the administration and strategic direction of the organisational unit with a sufficient financial delegation to approve the travel expenditure being requested. Senior Officers for the purposes of this policy are the Pro Vice-Chancellors, Directors, Associate Directors (TAFE), Executive Deans and Executive Directors.
- **Traveller** – a University staff member, student, councillor, consultant, or other person, approved to undertake travel on behalf of the University.
- **Travel Management Company (TMC)** – is the University's contracted supplier that provides domestic and overseas travel reservations for Travellers. The University's contracted TMCs are **Kistend Travel** and **Trident Travel**.
- **University** – means Victoria University.

4. KEY WORDS

- Air fares
- Authority to travel
- Accommodation
- Per Diem
- Travel
- Travel Management Company (TMC)
- Travel Officer

5. POLICY

The University will approve both domestic and overseas travel to be undertaken when it can be demonstrated that travel is necessary for the transaction of University business and is in the University's best interest. This includes University, personal and externally funded travel.

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The University **may** pay up to 100% of all airfares, accommodation and other travel expenses incurred by Travellers when they are undertaking travel approved in accordance with this policy. The University would normally pay all such expenses incurred by members of staff.

Staff requiring a University VISA purchasing card to facilitate the payment of travel expenses must forward their credit card application to the Credit Card Administrator at least 15 working days prior to the travel commencing. Credit Card applications and other related documentation can be obtained from the [credit card policy](#).

Per diems are permitted to pay for the personal expenses incurred by the Traveller while on overseas business related travel only.

6. PROCEDURES

The following procedure outlines responsibilities and workflow requirements to have travel expenditure approved. Attachment 5 – 'Travel Checklist' is provided to assist in the preparation of travel documentation for international travel. In addition, Attachment 6 – 'Travel Arrangements', provides guidance with regards to various travel funding scenarios and their respective policy requirements.

These procedures are shown diagrammatically in Flowchart 1 "-Travel Process for Domestic" and Flowchart 2 "-Travel Process for Overseas Travel".

6.1 Travel Officers

To implement this policy each AMEX cardholder is required to appoint a Travel Officer.

Travel Officers are the **only** officers recognised by the TMCs to approve the release of domestic e-Tickets. Where quotes are received from the TMCs for domestic travel and such quotes are accepted, an Authorisation to Issue Domestic e-Ticket form must be provided to the TMC before an e-Ticket will be issued. Where domestic travel is booked on-line using a Self-Booking Tool (SBT), there is no requirement to provide an Authorisation to Issue Domestic e-Ticket form. Only approved Travel Officers may use a University approved Self-Booking Tool (SBT) such as KistendCampus Travel's e3 system.

The approval for release of international tickets (whether paper or electronic) must be made through the Office of the Pro Vice-Chancellor (International).

Newly appointed Travel Officer's details must be forwarded to the Manager – Procurement for updating of the Schedule of Travel Officers.

If a Travel Officer has a change of details or is no longer a Travel Officer, this must also be reported to the Manager – Procurement.

6.2 Travel Management Companies

The University has appointed two travel agents to act as its Travel Managers. They will compete for the University's business on the basis of service and price. Travel will not be approved if travel bookings are made with any other travel agent other than Kistend and Trident.

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The Travel Management Companies' contact details are as follows:

| KISTEND TRAVEL | |
|--|---|
| <p><u>Address:</u> Level 1, 256 Queen Street MELBOURNE. VICTORIA. 3000</p> <p><u>Fax:</u> (03) 9606 0100</p> <p><u>After hour emergency number:</u> (02) 9923-8888 or (03) 9691-1888 or 1300-727-720 (Toll Free)</p> <p><u>Website:</u> www.kistendcampus.com.au</p> | <p><u>Account Manager</u> <u>Name:</u> John Fox <u>Tel:</u> (03) 9691-1817 <u>Mobile:</u> 0411 257 044 <u>Email:</u> john.fox@kistendcampus.com.au</p> |
| <p><u>Consultants</u></p> <p>1. <u>Name:</u> Matthew Biddle <u>Tel:</u> (03) 9691-1888 <u>Email:</u> matthew.biddle@kistendcampus.com.au</p> <p>2. <u>Name:</u> Melinda Pereira <u>Tel:</u> ((03) 9691-1888 <u>Email:</u> melinda.pereira@kistendcampus.com.au</p> | <p>3. <u>Name:</u> Josie Bouch <u>Tel:</u>(03) 9691-1888 <u>Email:</u> josie.bouch@kistendcampus.com.au</p> <p>Dedicated VU e-mail address: vu@kistendcampus.com.au</p> |

| TRIDENT TRAVEL | |
|--|--|
| <p><u>Address:</u> 806 Pascoe Vale Road GLENROY. VICTORIA. 3046</p> <p><u>Fax:</u> (03) 9306-5682</p> <p><u>After hour emergency number:</u> (03) 9850-3377</p> <p><u>Website:</u> www.tridenttravel.com.au</p> | <p><u>Account Manager</u> <u>Name:</u> Peter Plain <u>Tel:</u> (03) 9306-2844 <u>Email:</u> pplain@tridenttravel.com.au</p> |
| <p><u>Consultants</u></p> <p>1. <u>Name:</u> Paul Granger <u>Tel:</u> (03) 9306-2844 <u>Email:</u> pgranger@tridenttravel.com.au</p> <p>3. <u>Domestic Travel Only</u> <u>Name:</u> Jessica Carver <u>Tel:</u> (03) 9306-2844 <u>Email:</u> jcarver@tridenttravel.com.au</p> | <p>2. <u>Name:</u> Julieann Zeman <u>Tel:</u> (03) 9306-2844 <u>Email:</u> jzeman@tridenttravel.com.au</p> |

6.3 Quotations

Travellers are to travel by the most direct route and use GoBlue via online booking website (<https://edu.goblue.com.au>) or one of the TMCs for accommodation and obtain quotations on that basis as required below.

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6.3.1 Air Travel

The TMCs will provide the best fare of the day for the requested air travel route. Overseas quoting must factor in a turnaround time of at least five (5) working days prior to ticketing to be approved by the PVC-International, i.e. the documentation must be received by the Office of the PVC-International at least five (5) working days prior to ticketing.

6.3.2 Overseas Travel

Travel Officers are required to obtain quotations (TMCs to provide the Travel Officers two to three flight alternatives to select from) from one of the nominated TMCs for Overseas travel as part of the approval process (i.e. the Authority to Travel form).

Travel Officers shall use the 'Request for Quotation-Airfare' form (refer to Attachment 1) to request quotations. This form is to be completed and forwarded to the TMC.

The TMC must provide a quotation number to the Travel Officer to avoid pricing disputes when booking air travel at a later date. Where, on rare occasions, the TMC is unable to book flights in some remote places within certain countries, local VU country agent representatives should be consulted to organise alternative travel arrangements.

For flights that originate from countries other than Australia, e.g. overseas consultants providing services to the University, there will generally be a significant cost advantage in booking flights in the originating country. In these circumstances, flights may be organised in the country of origin. This may be done via the local VU country agent representative or, where this is not possible, the Traveller may book the flight and be reimbursed by the University. The travel approval process is required in these instances also.

6.3.3 Domestic Travel

To expedite the approval process and obtain the best fare of the day Travel Officers can seek approval by using the indicative domestic airfare prices shown in Table 1- INDICATIVE DOMESTIC AIRFARE PRICES to each capital city when completing an 'Authority To Travel' form. Once the 'Authority to Travel' form is approved Travel Officers shall use the 'Request for Quotation-Airfare' form (refer to Attachment 1) to request quotations from one of the nominated TMCs.

The 'Request for Quotation-Airfare' form is to be used when requesting quotations from the TMCs through email or by telephone. No "Request for Quotation-Airfare" form is required when using the TMCs online booking system.

The Travel Managers must provide a quotation number to the Travel Officer to avoid pricing disputes when booking air travel at a later date.

The final booked domestic airfare tickets will usually be less than the indicative domestic airfares stated below. To allow the ongoing monitoring of the arrangements with the TMCs, the Procurement Manager is to be advised when the quotations received from the TMCs are higher than the indicative domestic airfare prices.

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Table 1- INDICATIVE DOMESTIC AIRFARE PRICES

| DESTINATION | ONE WAY INDICATIVE DOMESTIC AIRFARE PRICES (Inc Taxes) |
|---|--|
| Melbourne – Adelaide | \$ 340.00 |
| Melbourne – Brisbane | \$ 489.00 |
| Melbourne – Cairns | \$ 992.00 with Qantas via Sydney or Brisbane \$ 409.00 Jetstar (non stop) |
| Melbourne – Canberra | \$ 297.00 |
| Melbourne – Darwin | \$ 775.00 |
| Melbourne – Hobart | \$ 313.00 |
| Melbourne – Gold Coast | \$ 537.00 with Qantas via Sydney or \$ 299.00 |
| Melbourne – Perth | \$ 686.00 |
| Melbourne – Sydney | \$ 340.00 |
| *Note: Multiply by 2 for returns cost. | |

6.3.4 Accommodation

Accommodation for Travellers must be convenient, value for money, fit for purpose to where business is being conducted and be able to withstand external scrutiny.

Other than as detailed in Section 6.3.5 below, Travel Officers must book domestic and overseas accommodation through the GoBlue online booking website or one of the nominated TMCs.

Global Destination Management group will administer the booking engine. Refer link: (<https://edu.goblue.com.au>), then click on 'Register and then Login' and enter the Username and Password. To obtain the username and password, you can either contact the Credit Card Administrator or the Procurement Manager.

Also, the University's contracted TMCs (**Kistend Travel** and **Trident Travel**) have access to a wide range of accommodation, offering significantly reduced rates with domestic and international hotels.

6.3.5 Exception to Accommodation

Travellers attending conferences where accommodation is part of the conference package or where group bookings at events and competitions where all suitable accommodation has been sourced and secured by the event organiser are exempt from obtaining other quotations, unless they wish to do so.

In addition, exceptions may also be made for hotels for which a direct discount has been negotiated by the University that allows for better accommodation rates than those available through the TMC's.

The Manager – Procurement must be notified of any newly negotiated arrangements.

6.4 Travel Advice

6.4.1 Travel risk management plans and DFAT advice

6.4.1.1 A Travel Checklist (using the attached pro forma – Attachment 5) must be completed by all employees and approved by the Organisational Head prior to travelling overseas. The checklist must be attached to the Travel Authority and forwarded, together with the other supporting documentation, to the Office of the Pro Vice-Chancellor (International) for final approval.

6.4.1.2 Travellers must consult the Department of Foreign Affairs and Trade (DFAT) (<http://www.dfat.gov.au>) website at the time of the Authority to Travel application to determine whether travel will be permitted, obtain a copy of the DFAT Advisory and attach to the Authority to Travel form.

6.4.1.3 To access the DFAT Advisory for any given country, follow these simple steps:

- Click on the following DFAT website link:

<http://www.smarttraveller.gov.au/zw-cgi/view/Advice/>
- Select the appropriate letter from the grid in accordance with that country's first letter, e.g. "A" for Angola.
- Click on the name of the appropriate country; and
- Note the DFAT Advisory and any factors that are provided in relation to destination countries that may influence a decision to travel.

6.4.1.4 The following table provides details in relation to the meaning of DFAT Travel Advisories, the permission required to travel to countries at the relevant Advisory level and whether travel insurance is covered under the University insurance policy:

| Level | Meaning | Travel Permission | Insurance Coverage |
|-------|---|---|--|
| 1 | Be alert to your own security | Permitted | Yes – but refer to insurance exclusions in section 6.4.4.2 |
| 2 | Exercise caution and monitor developments that might affect your safety | Permitted | Yes – but refer to insurance exclusions in section 6.4.4.2 |
| 3 | Exercise a high degree of caution | Permitted | Yes – but refer to insurance exclusions in section 6.4.4.2 |
| 4 | Reconsider your need to travel | Permitted with DVC & PVC International approval | Yes – but refer to insurance exclusions in section 6.4.4.2 |
| 5 | Advised not to travel | Not Permitted | |

6.4.1.5 Where DFAT has issued a Level 5 advisory, "Advised not to Travel", the University will not permit travel to the affected country or countries. Where DFAT has issued a Level 4 advisory, "Reconsider your need to Travel" and the Traveller's obligations (e.g. contractual obligations, exploring business opportunities, etc) are such that the Traveller elects to undertake travel despite the advisory, determination of whether or not the overseas travel shall occur may only be made by a Deputy Vice Chancellor in

consultation with the Pro-Vice Chancellor, International. Where travel to a country for which DFAT has issued a Level 4 advisory is considered necessary, the reason why the travel should proceed and why it cannot be postponed to another time must be noted on the Authority to Travel in order to assist in the determination of whether or not approval will be granted. Where any obligations can be deferred without breaching such obligations, travel should be avoided.

6.4.1.6 Staff who are overseas for University-related purposes are required to comply with any direction given by the DFAT as a result of a change in the assessment of the level of safety of the particular overseas destination.

6.4.2 Recording Travel Information & Emergency Communications

6.4.2.1 Accurate information regarding the whereabouts and contact details of staff members travelling overseas for University-related purposes and this information must be accessible at short notice. To this end, the Travel Schedule (Diary) must be completed as accurately and comprehensively as possible.

6.4.2.2 Each Organisational unit must retain copies of all authorised travel approval forms in a central location, which is accessible at short notice. All changes in travel arrangements are to be recorded to ensure that information regarding staff who are overseas is accurate.

6.4.2.3 The Office of the Pro-Vice Chancellor, International will also retain relevant documents submitted with requests for approval for overseas travel and will maintain a database of overseas travel approvals. Changes in travel itineraries must be notified to and approved by the PVC International in accordance with section 6.5 of this Travel Policy.

6.4.2.4 Where specific issues arise that require urgent communication to all staff of the University (e.g. health epidemic information) the Office of the Pro-Vice Chancellor, International will be the coordinator of such advice. Such advice will be based on official advice from DFAT and appropriate health authorities.

6.4.2.5 In the event of an emergency occurring overseas, Organisational Heads of any staff who are travelling in the affected location must immediately notify the Office of the Pro-Vice Chancellor, International who will determine appropriate action, which may include activating the University Crisis Management and Recovery, plan if appropriate.

6.4.2.6 Staff who are to remain in a country for which there is a Level 3 or higher DFAT travel advisory in place are directed to register with DFAT on the Smart Traveller web site <http://www.smarttraveller.gov.au/>. Information provided by Travellers will enable Australian officials to assist in an emergency - whether it is a natural disaster, civil disturbance or a family emergency.

In the event of an emergency, Australian officials may be contacted using the following 24-hour DFAT Emergency numbers:

- +61 2 6261 3305; or
- 1300 555135 (local call cost within Australia).

6.4.2.7 In the event of an emergency overseas, travellers should call the relevant University insurer's emergency assistance company direct on the contact numbers listed below. The emergency assistance companies will provide advice and assistance on how to best deal with an emergency. If emergency evacuation is required the insurance company must be contacted prior to evacuation. All major medical emergencies must

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be reported to the emergency assistance company as soon as possible to ensure that you receive the best medical attention possible. Insurer's emergency assistance company contact details:

a) For **Staff Travel** (and Council Members & Consultants)
Insurer - Accident & Health International (AHI)
Emergency Contact – **AHI Assist Ph: +612 9202 8211**
Reference: **0021432**

b) For **Student Travel**
Insurer – ACE Insurance Ltd
Emergency Contact – **ACE Assistance Ph: +612 8907 5995**
Reference: **02PP015100**

6.4.3 Pre-Travel Arrangements

6.4.3.1 Travellers are strongly advised to obtain recommended vaccinations for each destination country that they are visiting. The Traveller's Organisational Unit shall meet the cost of such vaccinations. Vaccinations can be done through the Traveller's local doctor or by utilising the services of 'Travel Doctor TMVC'. The locations and contact details of nearby clinics are as follows:

- Level 2, 393 Little Bourke St, Melbourne; telephone (03) 9602 5788, fax (03) 9670 8394, email melbourne@traveldoctor.com.au;
- 512 Barry Road (between Emerald Street and Dallas Road), Coolaroo; telephone (03) 9309 7011, fax (03)9302 3034, email coolaroo@traveldoctor.com.au; and
- 3 Southgate Ave, Southbank; telephone (03) 9690 1433, fax (03) 9690 2923, email southgate@traveldoctor.com.au.

For more information on 'Travel Doctor TMVC' refer to the web site (<http://www.tmvc.com.au>) or call 1300 658 844.

6.4.3.2 Travellers should obtain such vaccinations as soon as their proposed travel is planned to ensure adequate time for vaccinations to be effective. Normally at least six to eight weeks is required for vaccines to be effective.

6.4.3.3 The procedures outlined in the [Emergency Management: Pandemic Influenza policy](#) have been developed to deal with an influenza pandemic outbreak in Australia and overseas. Travellers are required to read the Emergency Management: Pandemic Influenza policy and take the appropriate precautionary measures to minimise their exposure to avian influenza and pandemic influenza.

6.4.3.4 The Australian Government Department of Health and Ageing has advised that the risk of infection to Travellers to areas affected by avian influenza is currently considered low. Travellers going to areas affected by avian influenza should reduce any risk of infection by:

- avoiding situations where they may come into contact with farms and live bird markets,
- ensuring all uncooked poultry and eggs are handled hygienically, with careful attention to hand washing after handling, and then cooked thoroughly. (Proper cooking destroys the virus in poultry and eggs),
- Reading the latest travel advice from DFAT

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6.4.3.5 If the avian influenza virus mutates to a form where efficient human-to-human transmission has become apparent, the Emergency Management: Pandemic Influenza procedures will be triggered. These policy requirements will take precedence with regards to all travel arrangements and business operations as directed by the University's UNIFLUTEAM.

6.4.3.6 Post-travel assessments are recommended for staff members who have experienced health problems during Overseas Travel.

6.4.4 Overseas Travel Insurance

6.4.4.1 Staff, Council Members, Students & Consultants

The University has an overseas travel insurance policy that provides cover for authorised overseas travel for *a maximum period of 6 months* and subject to certain conditions. The University's travel insurance policies automatically provide cover for employees, council members, students and consultants whilst on overseas trips primarily for University business purposes including "Incidental Private Travel". Where the private travel portion of the trip is more than incidental, the Traveller will be responsible for obtaining and paying for the additional travel insurance required to cover the said private portion of the trip. For staff members and consultants only, cover under the policy also extends to a spouse/partner and dependant children accompanying the Traveller on the same overseas trip. (See [section 6.9.4](#) for further details.)

Where overseas travel exceeds 6 months in duration (inclusive of any Incidental Private Travel), the Traveller will be responsible for arranging additional travel insurance prior to departure. Additional insurance cover for University business purposes can be arranged via the Finance Department's Insurance Officer (Ph: 9919 2873). The additional premium payable will be collected by the Finance Department from the Traveller's Organisational Unit.

6.4.4.2 Exclusions From Insurance Cover

Travellers to high risk countries must note that certain sections of the University's overseas travel insurance cover are excluded when the DFAT advisory level reaches level 4 or 5 and full details can be obtained from the Finance Department's Insurance Officer (ph: 9919 2873). In any case, University travel is not permitted when the DFAT advisory level reaches level 5.

In addition, **insurance cover is excluded for all claims that arise directly or indirectly out of "war, civil war, invasion, insurrection, revolution, use of military power or usurpation of government or military power in the following countries Afghanistan, Chad, Chechnya, Congo, Iraq, Israel, Ivory Coast, North Korea Somalia, Sudan or a person's country of residence"**. If travel to a country in such circumstances is approved, the Organisational Unit of the Traveller shall meet the costs of any associated expenses that fall outside the scope of University insurance cover. Travellers need to be mindful of the policy cover exclusions when organising travel to affected countries. Travellers should refer to the full overseas travel insurance policy wording documents which are available on the Finance Intranet site from the following link: <http://intranet.vu.edu.au/finance/InsuranceForms.asp> Any inquiries in regards to the level of insurance cover should be directed to the Finance Department's Insurance Officer (ph: 9919 2873).

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6.4.4.3 Certain Overseas Medical Expenses Not Covered By Travel Insurance

The University's overseas travel insurance policy does not provide cover for all medical expense claims, the main exclusions are claims arising from the following:

- Expenses incurred when travelling against medical advice, or when the person is unfit to travel or travelling to seek medical attention or advice;
- Expenses incurred in relation to a terminal condition diagnosed prior to travel;
- Expenses incurred for any condition which was known would require treatment during the period of travel, including any medication commenced prior to travel, which the person has been advised to continue whilst travelling.

The full list of exclusions from medical expense cover is detailed in the policy wording documents available from the [Finance Intranet site](#).

The intending Traveller must:

- (a) read the insurance policy wording and be mindful of the insurance cover exclusions when considering overseas travel and the potential additional expense he/she could incur, and is strongly advised to seek medical advice if he/she has any doubts about his/her fitness to travel, or his/her medical condition, in relation to the insurance cover exclusions; and
- (b) attach to his/her Authority to Travel application a medical clearance to travel (from his/her local doctor or the Travel Doctor) if he/she has received medical advice in the last 12 months advising him/her not to travel. Intending Travellers who fail to do this will not be covered for medical expenses whilst travelling.

6.4.4.4 Emergency Insurance Contacts & Insurance Claim Forms

In the event of an emergency overseas, travellers should call the relevant University insurer's emergency assistance company direct using the contact numbers listed above at [section 6.4.2.7](#).

Insurance claim forms can be accessed using the following links:

a) Staff Travel

http://intranet.vu.edu.au/finance/pdf_files/Forms/StaffTravelClaimForm.pdf

b) Student Travel

http://intranet.vu.edu.au/finance/pdf_files/Forms/StudentTravelClaimForm.pdf

6.4.4.5 Domestic Travel

The University does not provide domestic travel insurance.

6.4.5 Reporting of Incidents and Emergency Communications

6.4.5.1 If employees are involved in an incident whilst travelling overseas they must report that incident as soon as possible using the University's incident reporting process. Incident report forms are available on the HR Intranet site

<http://intranet.vu.edu.au/hr/documents/HR02IncidentReport.doc>.

6.4.5.2 Staff travelling overseas should take several hard copies of the form as part of their travel documentation. Details of "near misses" must also be reported so that appropriate precautionary action can be taken. If an insurance claim is likely, a report should also be provided to the University insurance officer as soon as practical.

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6.5 Travel Approval

All University travel must be supported by an 'Authority to Travel' form and approved in accordance with the approval matrixes set out below before the Travel Officers confirm any bookings.

For International travel, The 'Authority To Travel' form (Attachment 3) must include detailed costings, and the quotations received from the TMCs (Go-Blue if used for accommodation) showing the flight itinerary for each proposed trip (for domestic travel, the Indicative Domestic Airfares in 6.3.3 shall be used when completing the 'Authority To Travel' form).

The 'Authority to Travel' form is an internal document and must not be provided to the Travel Managers.

6.5.1 Domestic Travel Approval Matrix

The following approval matrix shall be applied for domestic travel:

| A | B | C | D | E | F | G |
|---|---------------------|-----------------|-------------------|--|-----------------|--|
| Staff, Students and Others (eg consultants) | Organisational Head | Senior Officer | Principal Officer | Vice-Chancellor Travel by Councillors | Chancellor | Deputy Vice-Chancellor (Capital and Management Services) |
| Authorised by B and C | Authorised by C | Authorised by D | Authorised by E | Authorised by F | Authorised by G | Authorised by E |

6.5.2 Overseas Travel Approval Matrix

The following approval matrix shall be applied for overseas travel:

| A | B | C | D | E | F | G | H |
|---|------------------------|---------------------|---------------------|--|---------------------|--|-----------------------------------|
| Staff, Students and Others (eg consultants) | Organisational Head | Senior Officer | Principal Officer | Vice-Chancellor Travel by Councillors | Chancellor | Deputy Vice-Chancellor (Capital and Management Services) | Pro-Vice-Chancellor-International |
| Authorised by B, C, & H | Authorised by C, D & H | Authorised by D & H | Authorised by E & H | Authorised by F & H | Authorised by G & H | Authorised by E & H | Authorised by D |

6.5.2.1 Overseas Final Approval

All original 'Authority to Travel' forms relating to overseas travel must be forwarded together with the 'Travel Checklist' (in Attachment 5 of this policy) to the Office of the Pro Vice-Chancellor (International) for final approval. Overseas travel will be approved in accordance with the overseas approval matrix above. Upon final approval, the Executive Assistant (Office of the Pro Vice-Chancellor (International)) will liaise with the TMCs for the tickets to be approved for issuing. A copy of the 'Authority to Travel' form will be returned to the Travel Officer of the Organisational Unit who initiated the travel request, unless otherwise specified at the bottom of the Authority to Travel Form (Attachment 3).). All 'Authority to Travel' forms forwarded to the Office of the Pro Vice-Chancellor (International) for final approval must be accompanied by:

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- A 'Travel Checklist' (at Attachment 5 of this policy) countersigned by the Traveller's Organisational Head;
- An Overseas Travel Diary which must contain up to date information on the Traveller's itinerary and contact details at each point of the journey;
- A copy of the current DFAT Travel Advisory;

6.5.2.2 Notification

The Executive Assistant (Office of the Pro Vice-Chancellor (International)) must receive the 'Authority to Travel' form for all overseas travel **at least five (5) working days prior to the ticketing date stated on the quote provided by the TMC** to avoid additional costs, such as courier costs, and to ensure the administration of this process is not limited to an unrealistic time frame.

6.5.2.3 Travel Itinerary Changes

Travellers are required to obtain approval in accordance with the travel approval matrices in 6.5.1 and 6.5.2 above regarding any itinerary changes. Once approval is obtained the Travel Officer who makes the bookings on the Traveller's behalf will make the necessary arrangements with the TMC and advise the Travel Officer of the AMEX cardholder of any additional charges for reconciliation purposes.

Once approved, changes to travel itineraries must only be made in exceptional circumstances.

For overseas travel, the revised Authority to Travel must be forwarded to the Office of the Pro Vice-Chancellor (International) together with any supporting documentation that has changed as a result of the revised itinerary. This includes DFAT advisories for any countries not included on the original Authority to Travel. The revised itinerary will not be deemed to have final approval until confirmation of such approval is provided by the Office of the Pro Vice-Chancellor (International).

6.6 Travel Bookings

6.6.1 Air Travel - Domestic

The Travel Officer shall forward the 'Authorisation to Issue Domestic e-Ticket' form to the TMC who provided the most competitive quotation to authorise the release of the e-Ticket. The quotation number provided by the TMC must be stated on the 'Authorisation to Issue Domestic e-Ticket' form authorising the release of the e-Ticket.

6.6.2 Air Travel – International

Once final approval has been obtained, the Office of the Pro Vice-Chancellor (International) will authorise the TMC to issue the relevant tickets.

6.6.3 Accommodation

The Travel Officer must confirm the accommodation booking through either the GoBlue website or via the TMCs, whichever offers the best possible room rate domestically and overseas. The GoBlue online booking engine is email based so confirmation of booking and costing will be via email.

6.7 Payment for Travel Expenditure

6.7.1 ***The American Express Corporate Card is to be used to charge all airfares only.***

Reservations may be made but ticketing will not proceed until a valid American Express card number, the authorised Travel Officer and the quotation number are verified by the TMC.

6.7.2 The VISA purchasing card shall be used to charge all approved travel expenses such as accommodation and other travel expenses, not airfares as stated in 6.7.1.above.

6.7.3 Where accommodation, other travel expenses and personal expenses are included on the one account (for instance where a hotel account includes accommodation plus personal expenses) the personal expenses are to be paid by the staff member separately and not charged to a University Visa purchasing card. If this is not practicable, the procedure set out in paragraph 6.9.5 is to be followed.

6.7.4 Where personal payments are necessary for other travel expenses, such expenses if substantiated will be reimbursed by the University through the staff reimbursement process (Payment of Staff Reimbursements - FD11).

6.8 Class of Air Travel

Air travel will be by economy class. Where class of air travel is specified in an employee's employment contract the employee is entitled to that class of travel. Where the employment contract (or other relevant instrument) does not specify a class of travel a Principal Officer, Executive Dean or Executive Director may elect to travel Business Class if the total journey time (without an overnight break) is two hours or more. Where exceptional circumstances prevail a Principal Officer may approve a change in the class of travel"

6.9 Travel Acquittal

Travel Officers are responsible for ensuring that Travellers complete the 'Part B - Travel Acquittal' of the Authority to Travel form **within 10 working days** of their return to the University for **all overseas travel and domestic travel for 6 or more consecutive nights.**

The Traveller's Senior Officer must approve the Part B-Travel Acquittal. The Travel Acquittal will include the following:

6.9.1 Budget Versus Actual Expenditure Comparison

A comparison of actual travel expenditure to budgeted travel expenditure. An actual expenditure variance of 10% or more of the total budgeted amount stated in the Authority to Travel form will require a written explanation as to why this occurred. The Senior Officer will be responsible for ensuring the explanation provided by the Traveller is appropriate before approving the travel acquittal.

6.9.2 Overseas Report

The Traveller must submit a brief report on the outcomes resulting from their official business travel overseas.

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6.9.3 Travel Schedule (Diary)

The Travel Schedule (Diary) serves two purposes.

First, the document enables the University to provide a higher level of "duty of care" to the Traveller, because it contains detailed information that should enable the University to be better placed to contact the Traveller in the event of an emergency situation where urgent contact is required.

Second, the document functions as a travel diary for the purposes of Fringe Benefit Tax (FBT) legislation. The ATO has indicated that the following is an acceptable form of travel diary:

- A detailed travel itinerary prepared in advance of the trip, which contains all of the details, outlined above and is signed by the employee as a correct record of the activities undertaken on the trip, or records any variations that occurred.

University staff are required to maintain travel diaries when undertaking:

- Overseas travel for 6 or more consecutive nights (inclusive of weekends); together with the original receipts for accommodation; or
- Domestic travel for 6 or more consecutive nights where the travel is not exclusively for the purpose of performing employment duties. (The fact that business travel requires the employee to be away over a weekend will not, in itself, mean the trip is not undertaken exclusively in the course of employment). This effectively means that when a business trip is undertaken within Australia solely for business related purposes a travel diary does not need to be maintained, regardless of the length of stay.

(Further information in relation to this matter can be obtained from the University's Taxation Accountant.)

Travellers are therefore required to complete the Travel Schedule (Diary) for all travel, regardless of duration, destination and purpose.

The Travel Schedule (Diary) must outline:

- the date, day and approximate time the activity commenced;
- how long the activity lasted;
- where the work activity took place;
- the nature of the business activity; and

must clearly identify and differentiate between University business and private travel.

The Travel Schedule (Diary) forms part of the Authority to Travel application, and can be found at Attachment 3 to this policy and at the Finance intranet site.

6.9.4 Private Travel versus Business Travel

University business travel includes days spent on University business including travel time. It also includes unavoidable time between business activities due to connecting flights and business travel required on weekends and public holidays. In all other instances the weekends and public holidays are ignored from the calculation.

Where private travel (e.g. annual leave) is combined with University business travel, the private travel component must be incidental to the overall purpose of the trip for it to be accepted as business related travel.

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Based on independent tax advice, private travel must be less than 30% of the total travel period for the travel to be considered as business related. In circumstances where the private travel component is greater than 30% of the total travel period, the purpose of the travel will be considered dual purpose, i.e. business and private, and the Traveller will be required to pay 50% of the airfares to avoid Fringe Benefits Tax (FBT). A calculator for determining if FBT applies is available on the [Finance Intranet](#) site.

Refer to Attachment 4 for practical examples to help determine whether a particular day is considered to be business or private.

6.9.5 Personal Expenditure on VISA

Where 6.7.3 is not practicable and personal expenses are charged to the University VISA purchasing card, those expenses should be clearly stated on the Travel Acquittal with funds being reimbursed to the University within 10 working days of the Traveller's return. A copy of the receipt from the University cashiers must be attached to the Travel Acquittal form for payment verification.

6.9.6 Cash Advance Reconciliation

Cash Advances granted in accordance with section 6.11.2 of this Policy must be reconciled and acquitted within 10 working days of the Traveller's return. Section 15 of Part B – 'Travel Acquittal must be completed and receipts attached.

Any funds that remain unused from the original Cash Advance must be returned to the University by the Traveller prior to the submission of the Travel Acquittal and details of the deposit provided in Section 15 of the Travel Acquittal form.

6.10 Archiving

Travel Officers are responsible for filing all authorised Authority to Travel forms, Travel Acquittals and supporting documentation as outlined above in a secure location for a minimum of five years.

6.11 Travel Allowances and Expenses

6.11.1 Per Diems

University staff who undertake approved overseas travel on behalf of the University may be paid a daily per diem (based on nights away from home, that is, taking into consideration the time of arrival and departure) allowance up to the maximum indicated by the rates specified in the [Per Diem Rates Schedule](#). Travel on an aircraft overnight on the outward journey is not counted as a 'night away from home'. ***No daily rates will apply within Australia.***

The Per Diem rates are in accordance with the latest travel allowance rates. Industry specialists, ECA INTERNATIONAL PTY LTD, supply the rates.

In June of each year the Manager-Procurement will ensure the per diem rates are kept up to date.

Per Diems will be paid via Accounts Payable on the approved "Authority to Travel".

Per diems are to be raised and approved on the University's Finance system and the approved Authority to Travel form-Part A is to be forwarded to Finance for processing.

The Traveller is not required to reconcile the actual expenditure incurred whilst on travel and the per diem allowance received.

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The University will reimburse staff who have made personal payments for other travel expenses in accordance with section 6.7.4. above.

Travellers other than University Staff

Travellers in this category include students, council members, and persons not employed by the University but for whom the University has agreed to pay travel expenses.

A University VISA purchasing card will not be issued to this category of Traveller. These Travellers are therefore to make personal payments for other travel expenses.

Cash advances may be made to this category of Traveller to assist them in the payment of these expenses. Cash advances will be processed as if it were a staff reimbursement, following the procedures established in the Staff Reimbursement Policy.

6.11.2 Cash Advances

In exceptional circumstances where the University corporate credit card is not widely accepted in overseas destinations, Travellers who undertake "approved overseas travel" on behalf of the University may be paid a Cash Advance allowance to cover expenses associated with ground transport, such as taxi fares, etc.

The amount claimed shall be at the discretion of the Traveller's Organisational Unit, however all claims should be reasonable with regards to the amount of travel likely to be incurred, length of trip, etc.

As with Per Diems, Cash Advance Allowances are to be raised and approved on the University's Finance system and the approved Authority to Travel form-Part A is to be forwarded to Finance for processing.

In all instances invoices (or receipts) must be kept for all Cash Allowance expenses incurred. On return from travel a full Cash Advance reconciliation must be completed of all Cash Advance expenses as part of the Travel Acquittal process (Part B of the 'Travel Authority' form).

Expenses incurred over and above the Cash Advance allowance may be claimed by Travellers on their return using the Cash Advance Reconciliation (Attachment 7) and supporting documentation must be attached. All claims made in this way must be entered and approved on Finance One.

Where the Cash Advance allowance has not been fully utilised, any remaining amount must be deposited to Victoria University. Travel Officers are responsible for ensuring compliance to this.

6.12 Leave While Overseas

A staff member may apply to take recreation leave, leave without pay or long-service leave in conjunction with overseas travel to be undertaken on behalf of the University. The appropriate Senior Officer may approve such leave after consideration of the following matters:

- The leave must be applied for prior to or in conjunction with the lodgement of the Authority to Travel form.
- The leave will not unduly disrupt the business of the University.
- The leave will not involve the University in any greater expense for the staff member's travel and related costs than would otherwise have been the case. Reference should be made also to section 6.9.4 "Private Travel versus Business Travel" and whether any Fringe Benefits Tax (FBT) applies.

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- The staff member is responsible for all costs that relate to the taking of leave including travel and accident insurance where the overseas travel exceeds the requirements set out in section 6.4.4. – Overseas Travel Insurance.

6.13 Mileage Allowance

Travellers are encouraged to use University vehicles where possible while undertaking University business. Staff operating leased vehicles and using private vehicles are eligible to claim a mileage allowance. The approval for mileage allowance is to be in accordance with the [Financial Delegations](#) policy. The form for claiming mileage allowance can be found on the HR Intranet site or by using the following link [Travel Reimbursement](#).

The mileage reimbursement rates are:

| Engine Capacity | Cents per Kilometre |
|--|---------------------|
| 1600 cc (1.6 litre) or less | 58.0 |
| 1601 cc – 2600 cc (1601 litre – 2.6 litre) | 69.0 |
| 2601 cc (2.601 litre) and over | 70.0 |

6.14 Vehicle Hire

The University has a preferred supplier arrangement with Hertz Australia and Travellers requiring a hire vehicle must utilise this arrangement for domestic travel.

Travellers are required to book by calling the Hertz toll free booking number (13 30 39) and quoting the University Corporate Discount Programme number (CDP) provided on the Finance intranet site ([Hertz VUPF Vehicle Hire Rates & Procedures](#)). Alternatively, hire can be arranged through the University Travel Managers who have been instructed to utilise this arrangement when booking University hire vehicles.

University staff and students may also use this arrangement for personal travel. All personal travel must be paid for by the individual.

6.15 Qantas Club Membership

The Human Resources Department co-ordinates all Qantas Club corporate membership arrangements.

All Qantas Club enquiries should be directed to the Salary Packaging Officer within the Human Resources department.

7. **CONGRUENCE WITH LEGISLATION AND RELATED POLICIES**

POF040809001 [Credit Cards](#)
POF05121900 [Fringe Benefit Tax \(FBT\)](#)
POF040809007 [Financial Delegations](#)
FPr04-[Insurance Procedures](#)
POF05121400 [Purchasing Policy](#)
FD 11 [Payment of Staff Reimbursement and Per Diem Policy](#)
POH050915000 [Staff Code of Conduct](#)
POH060601000 [Salary Packaging](#)
POA061003000 [Emergency Management: Pandemic Influenza](#)

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8. ACKNOWLEDGEMENT

Australian Taxation Office (ATO) Website
VU Finance Intranet Website
VU HR Intranet Website
2006 CCH Fringe Benefit Tax Commentary
University of Tasmania – Combined Business and Private Travel Policy
Moore Stephens – Independent Tax Advice on Combined Business and Private Travel

9. CONSULTATION

The comprehensive review process was adopted for the second round of consultation as per the University's policy review guidelines where the policy was placed on the GPPS website. Policy feedback was sought after from the University community with feedback concluding on February 8 2006.

The revised Travel Policy under the jurisdiction of Finance was launched on June 30th 2006. Subsequent to the following events, the policy was revised and the draft document was made available for University wide consultation for a two-week consultation period during November/December 2006:

- Clarification on several issues most notably:
 - Rules governing the treatment of Fringe Benefits Tax on 'dual purpose travel' (part business/part personal travel);
 - Overseas travel insurance.
- New procedures in relation to:
 - Vehicle Hire;
 - Cash Advances for overseas travel.
- Revisions in line with the new [Emergency Management: Pandemic Influenza](#) Policy (POA061003000);
- The integration of the Overseas Travel Risk Management Policy (formerly held by HR) into the Travel Policy.

Subsequent to the consultation period in November/December 2006 further changes were made to the Policy as a result of:

- Staff feedback;
- Further changes to insurance requirements;
- Changes to business versus private travel; and
- Changes to medical requirements for overseas travel.

10. REVIEW

This policy is to be reviewed whenever there is a material change due to new agreements with suppliers, or in order to reflect new needs in this policy. This policy will be reviewed no later than 31 December 2008.

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11. ACCOUNTABILITIES

11.1 Responsibility

The General Manager-Financial Operations has senior management responsibility for this policy.

The Manager – Procurement is the officer responsible for the implementation and maintenance of this policy.

The Office of the PVC – International is responsible for authorising overseas travel and compliance to overseas travel requirements.

The positions listed below are responsible for ensuring the implementation of, and on going compliance, with this policy:

TRAVEL MANAGEMENT RESPONSIBILITIES

| Function | Frequency | Proposed Functional Responsibility |
|---|-------------|------------------------------------|
| 1. Coordinate travel policy interpretation in response to questions from coordinators or staff of the University. This relates mainly to travel approval and particular circumstances requiring clarification of policy such as reimbursement of expenses, per diems etc. | Ongoing | Finance |
| 2. Liaison with University TMCs (Kistend and Trident travel) on a regular basis via quarterly meetings and review of data provided in relation to University travel. | Periodic | Finance |
| 3. Liaison with airlines and negotiate discounted airfares based on the volume of University business | Periodic | Finance |
| 4. Coordination of University corporate membership arrangements with Qantas Club (resulting from the agreement with Qantas). | Periodic | HR |
| 5. Liaison with Global Destination Management and TMCs on a regular basis via quarterly meeting in relation to accommodation. | Periodic | Finance |
| 6. Liaison with Faculty/Department/TAFE Travel Coordinators on travel related issues. This function could be strengthened to ensure we have a better sharing of experience on travel across the University. | As required | Finance/HR |
| 7. Renegotiation of agreements with TMCs, Airlines, Hotels as required. | Periodic | Finance |
| 8. Monitor occupational health and safety issues such as ensuring appropriate services are available for emergency situations and so forth. | On going | HR |
| 9. Maintain and update the University travel policy as required. | As required | Finance |
| 10. Maintain insurance policy in relation to travel | Periodic | Finance |
| 11. Consider matters of taxation compliance | As required | Finance |
| 12. Negotiation of agreements with other service providers including hotel, car hire and other travel related functions. | As required | Finance |

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11.2 Implementation Plan

| TASK IDENTIFICATION | | | | |
|---------------------|--|---------------------------|-----------------|------------------|
| Task No. | Task Name | Responsible Person | Completion Date | Delivered Yes/No |
| 1. | Consultation through the comprehensive review process as per GPPS policy review guidelines | GM – Financial Operations | 8 February 2006 | Yes |
| 2. | Endorsement by VCAC | GM-Financial Operations | 8 May 2006 | Yes |
| 3. | Approval of Policy by VC | Director-Finance | 19 May 2006 | Yes |
| 4. | Global email announcing the new Travel Policy and its approval. | Director-Finance | 26 May 2006 | Yes |
| 5. | Further consultation as a result of changes outlined in section 9. | Manager - Procurement | Nov/Dec 2006 | Yes |
| 6. | Endorsement by Finance & Staffing Committee | GM-Financial Operations | April 2007 | Yes |
| 7. | Approval of Policy by VC | Director-Finance | April 2007 | |

11.3 Compliance

The Manager – Procurement will conduct periodic reviews of travel issues to ensure compliance with this policy. The results of the review will be forwarded to the General Manager – Financial Operations for appropriate follow up action, if required.

If matters remain unresolved the non-compliance issues would be forwarded to the Director – Finance.

If, in the opinion of the Director - Finance, there is a deliberate non-compliance with this policy, the Director - Finance will recommend to the Vice-Chancellor and the Deputy Vice-Chancellor (Capital and Management Services) that sanctions be invoked against the non-complying officer. Sanctions include, but are not limited to, the withdrawal of the officer's financial delegation and/or withdrawal of access to the University's finance system.

11.4 Effectiveness Of This Policy

| PERFORMANCE INDICATOR | ASSESSMENT RESPONSIBILITY OF |
|---|------------------------------|
| Comparison of University air fares against alternative air fares. | Manager - Procurement |
| Comparison of University accommodation rates against government accommodation rates | Manager - Procurement |

12. FORMS

[Attachment 1 - Request for Quotation Airfare](#)

[Attachment 2 - Authorisation to Issue Domestic e-Ticket](#)

[Attachment 3 - Authority to Travel](#)

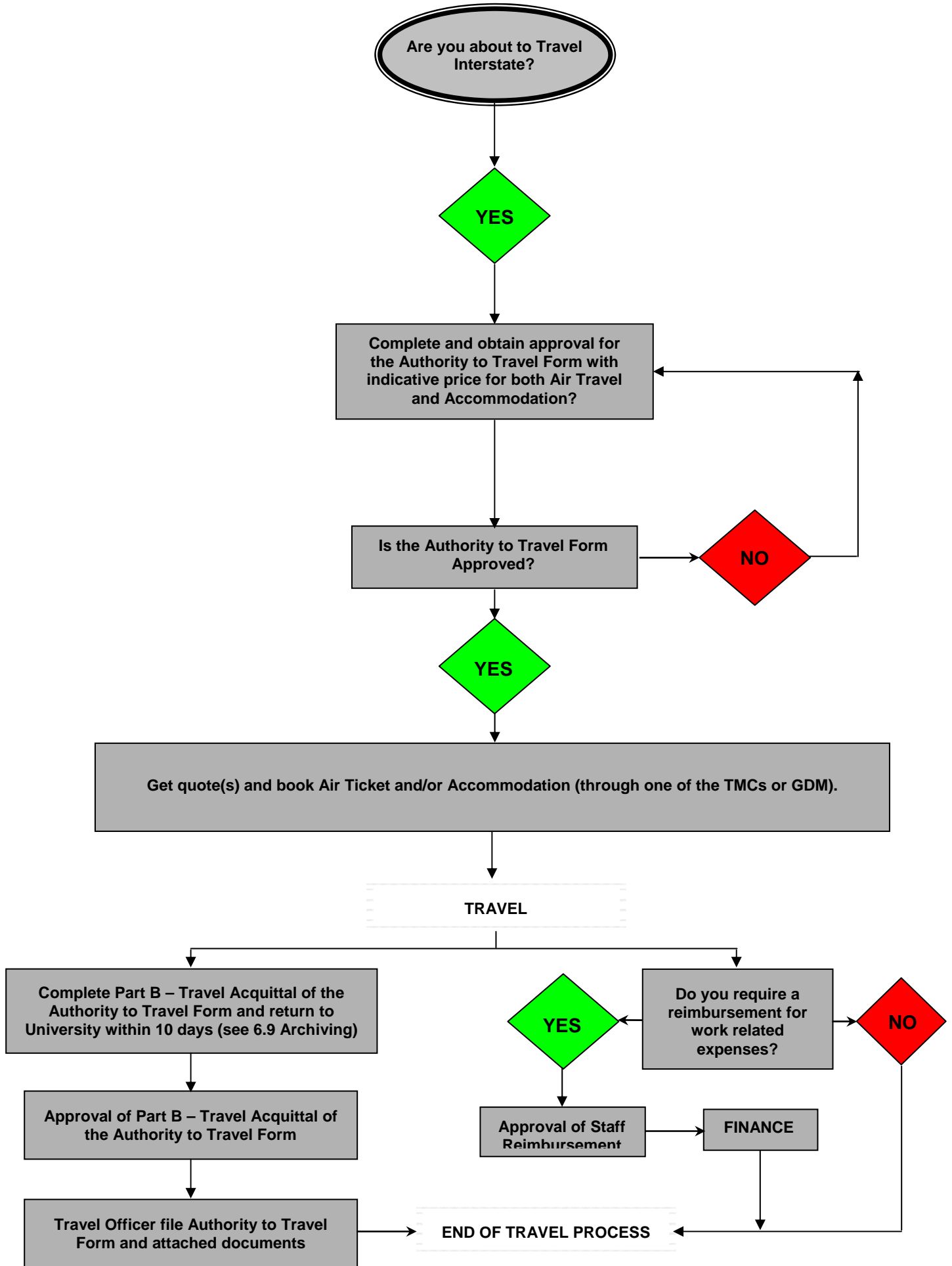
[Attachment 4 - Frequently asked questions regarding combined business and private travel](#)

[Attachment 5 – Travel Checklist](#)

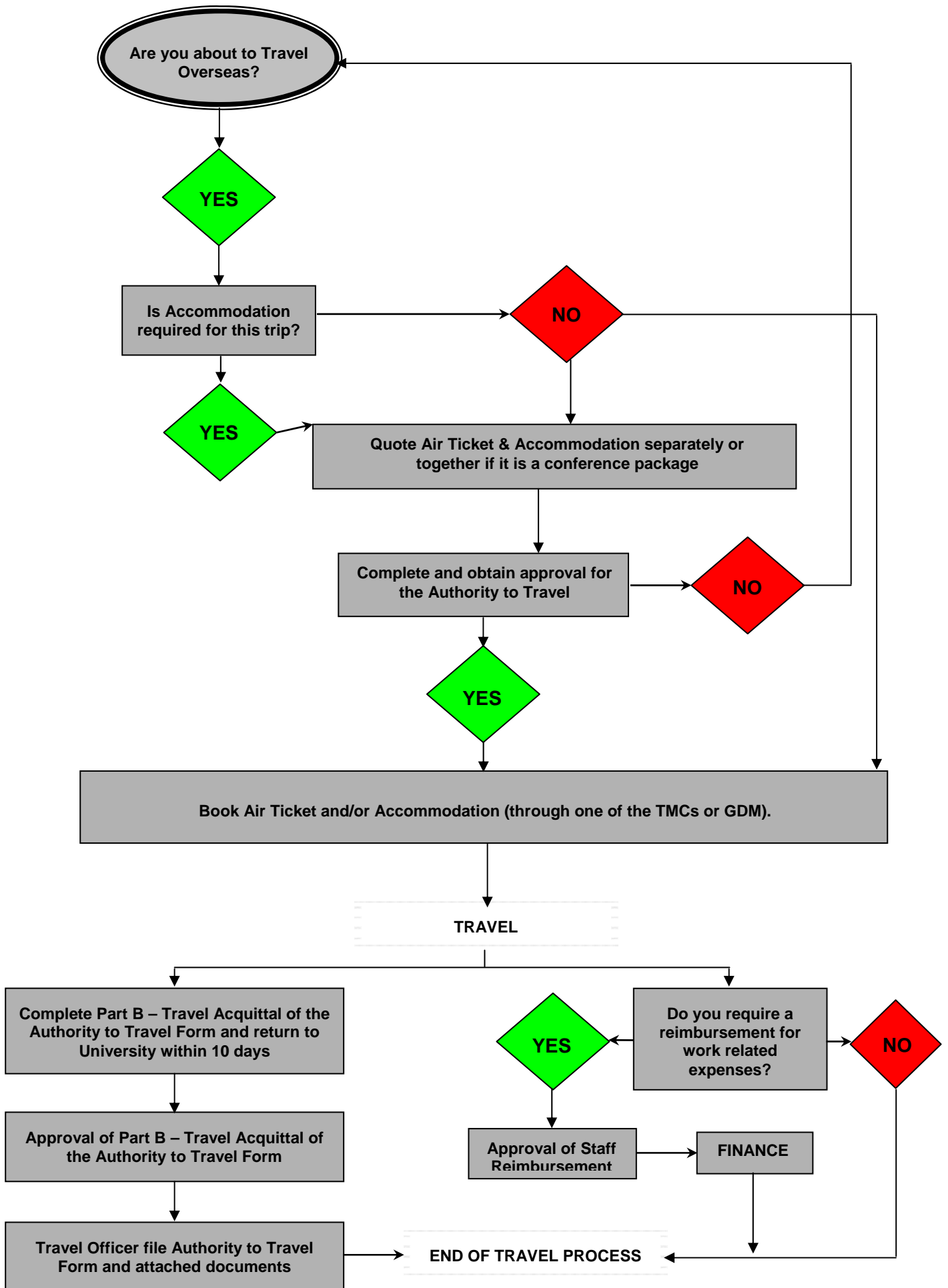
[Attachment 6 – Travel Arrangements](#)

[Attachment 7 – Staff Cash Advance Reconciliation Form](#)

FLOW CHART 1 - "TRAVEL PROCESS FOR DOMESTIC TRAVEL"



FLOW CHART 2 - "TRAVEL PROCESS FOR OVERSEAS TRAVEL"



REQUEST FOR QUOTATION AIRFARE

This form is to be used to request a quotation from the Travel Management Companies (TMCs). TMCs will not provide a quotation without this form.

Passenger: (As per passport) Qantas Frequent Flyer Number:

Flight Details

| | | | |
|--------------|----------------------|-------|----------------------|
| Departure: | <input type="text"/> | | |
| Destination: | <input type="text"/> | | |
| Date: | <input type="text"/> | Time: | <input type="text"/> |
| Departure: | <input type="text"/> | | |
| Destination: | <input type="text"/> | | |
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| Destination: | <input type="text"/> | | |
| Date: | <input type="text"/> | Time: | <input type="text"/> |
| Departure: | <input type="text"/> | | |
| Destination: | <input type="text"/> | | |
| Date: | <input type="text"/> | Time: | <input type="text"/> |

Class of Travel: Economy Business First

Quotation Requested by: _____

Telephone: _____

Email or Fax No: _____

Date of Request: _____

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**VICTORIA
UNIVERSITY**

**A NEW
SCHOOL OF
THOUGHT**

Attachment 2

AUTHORISATION TO ISSUE DOMESTIC e-TICKET

This form is to be used to authorise the issue of a domestic e-Ticket by a Travel Management Company (TMC).

TMCs will not issue a domestic e-Ticket without this form.

Travel Management Company (TMC): Quotation #:

Traveller's Name:

Date of Departure:

TMCs Account Number:
Eg. VU1, VU2 etc.

Amex Corporate Cardholder:
Quoted amount to be charged to the AMEX cardholder's account. (As per the AMEX number listed against the above cardholder on the Schedule of Travel Officers)

Travel Officer:

E-mail address:
(To send e-Ticket to)

Telephone:

E-mail address:
(To send e-Ticket to)

University contact (name and address) for invoices:

Note to TMCs:

This form is not to be accepted by the TMCs by any person who is not listed on the Schedule of the Travel Officers.

The Travel Officer on this form must be listed on the Schedule of Travel Officers under the AMEX cardholder on this form.



Victoria University
AUTHORITY TO TRAVEL
PART A – AUTHORITY TO TRAVEL

1 PERSONAL PARTICULARS

| | | | | |
|----------------------|-------------------------|-----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Title | Surname | Given Names | VU Phone | VU Fax |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Position | Department/Unit/Section | Faculty/School/Branch | Campus | |
| <input type="text"/> | | | | |
| Name of Supervisor | | | | |

2 PRE-TRAVEL HEALTH & OVERSEAS MEDICAL EXPENSES

The University's overseas travel insurance policy excludes cover for claims arising from the following:

- Expenses incurred when travelling against medical advice, or when the person is unfit to travel or travelling to seek medical attention or advice;
- Expenses incurred in relation to a terminal condition diagnosed prior to travel;
- Expenses incurred for any condition which was known would require treatment during the period of travel, including any medication commenced prior to travel, which the person has been advised to continue whilst travelling.

The intending Traveller should

(a) read the [insurance policy wording](#) and be mindful of the insurance cover exclusions when considering overseas travel and the potential additional expense he/she could incur, and is strongly advised to seek medical advice if he/she has any doubts about his/her fitness to travel, or his/her medical condition, in relation to the insurance cover exclusions; and

(b) attach to this form a medical clearance to travel (from his/her local doctor or the Travel Doctor) if he/she has received medical advice in the last 12 months advising him/her not to travel. Intending Travellers who fail to do this will not be covered for medical expenses whilst travelling.

3 TRAVEL DETAILS

| 3A Destination(s) and Purpose of Travel (Summary of Item 5: Travel Schedule) | | | |
|--|---------------------------|---|---|
| Date | Country/City | Purpose (including organisations visited) | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| Additional type of leave taken, where applicable (Annual, LSL, OSP, Without pay) | From/...../..... | To/...../..... | <i>Note: Please attach corresponding Application for Leave form</i> |

| | |
|------------------------------------|-------------------|
| 3B Proposed date of return to duty |/...../..... |
|------------------------------------|-------------------|

| 3C Details of Teaching / Research / Administration Arrangements in Traveller's absence (please tick appropriate box): | |
|---|--|
| <input type="checkbox"/> Substitute lecturer has been arranged | <input type="checkbox"/> Non-teaching period, no classes disrupted |
| <input type="checkbox"/> Results completed and submitted | <input type="checkbox"/> Admin arrangement has been discussed with HOS |
| <input type="checkbox"/> Other, please specify..... | |

4 TRAVEL MANAGEMENT COMPANY (TMC)

Kistend Campus Travel Trident Travel

Attach a copy of the flight itinerary and accommodation quotations produced by the TMC used for each proposed trip.

Quotation No:

Victoria University
TRAVEL SCHEDULE (DIARY)
All Staff

Employee: _____

Supervisor: _____

Period: _____

Mobile Phone Numbers (for emergency contact only):
Employee: _____
Supervisor: _____
PVC: **0418 420 339**

| Date | Flight No. | Departure | | Arrival | | Accommodation (Address, contact details-phone, fax,e-mail) | Appointments | | | Comments |
|------|------------|-----------|------|---------|-------|---|--------------|----------|---|----------|
| | | Place | Time | Time | Place | | Start Time | End Time | With whom, address, contact details-phone, fax, email | |
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| | | | | | | | | | | |

Signature of travelling employee: _____

Date: ____/____/____

Employees must complete this Travel Schedule (Diary) and attach it to their Authority to Travel application.

Instructions

| <u>Use As A Travel Diary (FBT Purposes)</u> | <u>Use As A Travel Schedule</u> |
|--|---|
| The Travel Schedule is to be used as the travel diary by employees when undertaking: (1) Overseas travel for 6 or more consecutive nights; or (2) Domestic travel for 6 or more consecutive nights and the travel is not exclusively for performing employment duties. | Travellers are requested to complete the Travel Schedule as comprehensively as possible for all travel (regardless of duration and destination, i.e. domestic and international). This is required so that the University may perform its "duty of care" obligations if required. |

Individuals are to file their travel schedules in a secure place for a period of 5 years. The Finance Department will conduct regular compliance reviews to ensure travel schedules are being maintained. The failure to maintain a travel diary will expose you to FBT.

6 TRAVEL COSTS

| | Category | Budgeted | Actual | Variance % (*) | Account Code |
|-----|--|---------------|---------------|----------------|--------------|
| | | Expenses (\$) | Expenses (\$) | | |
| 6.1 | Airfares & applicable taxes | | | | |
| 6.2 | Passport & visa costs | | | | |
| 6.3 | Accommodation | | | | |
| 6.4 | Per Diem | | | | |
| 6.5 | Cash Advance | | | | |
| 6.6 | Surface transport / Communication / Mail / Porterage / Courier / Office | | | | |
| 6.7 | Health examination/vaccination | | | | |
| 6.8 | Other: | | | | |
| | TOTAL | | | | |

(*) To be completed on return

7 SOURCE OF FUNDS

University Personal Client Name of Client:

Airfares are to be charged to the following Senior Officer's AMEX Account:

8 a) PER DIEM (refer to FD 11-Payment of staff reimbursements & per diem entitlements)

MUST BE TYPED (except for PO) & TALLIED

| Date From (Date of Arrival) | Date To | N ^o of nights away (a) | Per diem rate for Country in \$ AUD (b) | Per diem in AUD \$ (a x b) |
|--------------------------------|---------|-----------------------------------|--|-------------------------------|
| | | | | |
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| | | | | |
| | | | | |
| | | | | |
| Total | | | | |
| <u>F1 Purchase Order no:</u> | P | | <u>F1 Supplier Code</u> | |

8 b) CASH ADVANCE ALLOWANCE

| Date From (Date of Arrival) | Date To | N ^o of nights away | Reason for Claim (e.g. Surface Transport Expenses, etc) | Amount Claimed |
|--------------------------------|---------|----------------------------------|--|----------------|
| | | | | |
| <u>F1 Purchase Order no:</u> | | | | |

9 TRAVELLER DECLARATION

I _____ hereby certify that:

- I understand that the University's overseas travel insurance policy will not cover the following expenses that I incur:
 - Expenses incurred when travelling against medical advice, or when I am unfit to travel or travelling to seek medical attention or advice;
 - Expenses incurred in relation to a terminal condition diagnosed prior to travel;
 - Expenses incurred for any condition which was known would require treatment during the period of travel, including any medication commenced prior to travel, which I have been advised to continue whilst travelling;
 - Expenses incurred whilst travelling overseas for a period greater than 6 months unless additional insurance has been arranged prior to travel via the VU Finance Department Insurance Officer (Ph: 9919 2873).
- I have read and understood the University's Travel Policy and acknowledge that the University will only pay or provide reimbursement for business related expenses and that I am liable to pay for 50% of the airfare if my private travel is deemed to be more than incidental to the University's business travel;
- The expenditure incurred relates to approved VU business travel.

Signature _____ Date: ____/____/____

10 SIGNATORIES TO THIS AUTHORITY TO TRAVEL APPLICATION

| | Print Name | Signature | Date |
|-----------------------------------|------------|-----------|---------------|
| DOMESTIC TRAVEL | | | |
| Organisational Head | ----- | ----- | ---/---/----- |
| Senior Officer | ----- | ----- | ---/---/----- |
| OVERSEAS TRAVEL | | | |
| Organisational Head | ----- | ----- | ---/---/----- |
| Senior Officer | ----- | ----- | ---/---/----- |
| Principal Officer | ----- | ----- | ---/---/----- |
| Pro Vice-Chancellor International | ----- | ----- | ---/---/----- |

11 TRAVEL OFFICER DETAILS (Overseas Travel Only)

When travel bookings are completed, this form will be returned by the Office of the Pro Vice-Chancellor (International) to the Travel Officer indicated below. Please enter details:

| | | | | | |
|-------|--|-------------|--|---------|--|
| Name: | | Department: | | Campus: | |
|-------|--|-------------|--|---------|--|

12 PER DIEMS AND CASH ADVANCES

A copy of Part A is to be forwarded to Finance to facilitate payment of Per Diems and Cash Advances

PART B – TRAVEL ACQUITTAL

- ◆ To be completed for domestic or overseas travel for more than 5 consecutive nights;
- ◆ Travellers must complete sections 3.B, 6, 11 (if there is a total budgeted variance of more than 10%), 12, 13, 14, and 15 of this form within 10 working days of their return to the University as detailed in paragraph 6.9 of the University Travel Policy

11. EXPLANATION

A 10% or more variance of the total budgeted expenditure requires an explanation:

12. OVERSEAS REPORTS

Is the Overseas Report, as per paragraph 6.9.2 of the University's Travel Policy attached (if applicable)? YES/NO

13. TRAVEL SCHEDULE (DIARY)

Is the Travel Schedule (Diary) (section 5 of the Authority to Travel) attached as per paragraph 6.9.3 of the University's Travel Policy (if applicable)? YES/NO

14. PERSONAL EXPENDITURES

Are personal expenditures included on the University's VISA purchasing card? YES/NO

If YES, the value AUD\$: _____ (attach a copy of cash receipt)

15. CASH ADVANCE RECONCILIATION

Was a Cash Advance provided? YES/NO (If YES, attach reconciliation – Refer Attachment 7)

If Cash Advance was provided, was the expenditure OVER / UNDER the Allowance provided?

If the expenditure was UNDER, confirm that balance has been deposited to Victoria University

| <i>Amount Returned to VU</i> | <i>Date Returned to VU</i> | <i>Method of Payment (Cheque, Credit Card, etc)</i> | <i>Payment Details (Chq. No), etc</i> | <i>Confirm Receipts Attached (Please Initial)</i> |
|------------------------------|----------------------------|---|---------------------------------------|---|
| | | | | |

If the expenditure was OVER, you may use the Staff Cash Advance Reconciliation Form to claim the difference between the Cash Advance and the actual expenditure.

When claiming for additional expenditure, please ensure that:

- *The Staff Cash Advance Reconciliation Form is completed, approved and sent to Finance;*
- *Supporting documents such as tax invoices and receipts are submitted with the Staff Cash Advance Reconciliation Form; and*
- *The claim is entered on Finance One.*

16. APPROVAL

| | Print Name | Signature | Date |
|----------------|------------|-----------|----------|
| Traveller | _____ | _____ | __/__/__ |
| Travel Officer | _____ | _____ | __/__/__ |
| Senior Officer | _____ | _____ | __/__/__ |



Frequently Asked Questions In Regards Combined Business and Private Travel

(Q1). I have to travel on Sunday to be able to attend my conference first thing Monday morning. Is this considered to be a business day or a private day?

(A). If it is necessary to travel on Sunday, due to flight availability or an early start, then it would be considered a business day.

(Q2). I have a conference in Sydney commencing on Monday and finishing on Friday. I would like to leave on the Saturday before and return on the following Sunday. What are the implications?

(A). Under the guidelines provided by clause 6.9.4 of this policy the total business days equals 5. There is no annual leave taken and the weekend days are ignored from the calculation. Accordingly the University will fund the full amount of the airfare and other travel costs (including accommodation, meals and incidentals) relating to the 5 business days.

The employee must personally meet travel costs (including accommodation, meals and incidentals) relating to the weekend days.

A travel diary would need to be completed for the entire period as the travel exceeds 5 nights.

(Q3). I have a two-day course in Western Australia (WA) and would like to have one week's annual leave after the course. What are the implications?

(A). The number of private days equals 5. The number of business days is 2, but if travel to/from WA was required the day before the conference then the total business days would equal 3. The private portion represents 62% of the total travel (i.e. 5 out of 8 travel days). As per the guidelines under clause 6.9.4 of this policy, the private travel is considered to be more than incidental to University business travel as it is greater than 30%.

Accordingly the employee would need to reimburse the University for 50% of the airfare. The University would fund other travel costs (including accommodation, meals and incidentals) relating to the business days.

The employee must personally meet travel costs (including accommodation, meals and incidentals) relating to the private days.

A travel diary would need to be completed for the entire period as the travel exceeds 5 nights.

(Q4). I am travelling interstate to two conferences, one commences on Monday and finishes on Wednesday. The next conference commences on the following Monday. Are the days in-between the conferences business or private?

(A). This would need to be reviewed by the Head of the Department and a determination made as to whether the days between conferences are considered to be unavoidable and that it is not cost effective for the staff member to return from the first conference and travel to the second conference the following week.

(Q5). I know that a travel diary must be completed where my travel exceeds 5 nights. Are private nights included in the "exceeds 5 nights" test?

(A). Yes. If you are away for more than 5 nights in total you must complete a travel diary regardless of the split between business and private days.

(Q6). I am staying in Sydney for 5 nights for a conference and plan to stay 2 extra private nights. Do I need a travel diary?

(A). Yes, a travel diary is required as you are away for a total of 7 nights.

(Q7). If I have to reimburse the University for 50% of my airfare, how do I do it?

(A). You will need to consult a Finance Officer in your department and obtain details of the relevant cost centre and natural account code to which your payment will be credited. These details are used to complete the [Finance deposit slip](#). The completed deposit slip should be taken to the University Student Service Centre for payment of the amount due.

Item 11 on the deposit slip requires the GST status of the deposit to be indicated. Reimbursements relating to an overseas airfare are treated as GST Free and reimbursements relating to a domestic airfare are treated as GST Taxable.

(Q8). If I have to reimburse the University for 50% of my airfare, is the 50% calculated on the GST inclusive or GST exclusive price?

(A). Your reimbursement should be based on the GST inclusive price of the airfare.



TRAVEL CHECKLIST

Please complete the attached checklist and attach to the Authority to Travel

| No. | | Done | N/A |
|-----|---|------|-----|
| 1 | Authority to Travel Form Approved Authority to Travel form-Part A | | |
| 2 | Supporting Documentation The following documents must be completed and attached to the Authority to Travel form: <ul style="list-style-type: none"> ▪ Copies of TMC and/or Go Blue quotations ▪ Current DFAT Travel Advisory (indicating that it is safe to travel to each intended destination) (international travel only) ▪ Are you staying in a country at DFAT Level 3 or higher? YES / NO (Please circle as appropriate) Travellers staying in a foreign country at DFAT Level 3 or higher must register with DFAT. This can be done using the following link: Online Registration - Homepage <ul style="list-style-type: none"> ▪ This Travel Checklist, countersigned by the Traveller's Organisational Head ▪ Medical certificate (if applicable). ▪ Have you read and understood the level of Travel Insurance cover and exclusions in section 6.4.4? | | |
| 3 | Have you received the appropriate vaccinations for your travel destination (if required)? | | |
| 4 | Have you confirmed that you have a current passport? | | |
| 5 | Have you ensured your supervisor has a copy of the Travel Schedule (Diary)? | | |
| 6 | Do you have copies of VU 'Incident Reporting' forms? | | |
| 7 | Have you completed all the emergency contact details in the ATT form? | | |

SIGN-OFF AND AUTHORITY

Staff member

All pre-travel requirements completed
Name

Signature

Date

Organisational Head

Checklist Sighted
Name

Signature

Date



Travel Arrangements

Travel Arrangements

| No. | Scenario | Directive |
|-----|---|---|
| 1 | Travel is wholly funded by VU (this includes travel funded by grants) ¹ | Policy must be adhered to - Travel Authority must be completed and quotes obtained from TM's. |
| 2 | Travel is wholly personally funded ¹ | Traveller may select his/her preferred travel agent. Travel Authority needs to be completed. |
| 3 | Travel is wholly funded by an organisation external to VU (unless funding is in the form of grant) ^{1 2} | Traveller or organisation may select their preferred travel agent. Travel Authority needs to be completed. |
| 4 | Travel is partially funded by VU (including grants), part funded: - personally ¹ ; or - by an external organisation ¹ | Traveller may only use their preferred travel agent for the component of the trip not funded by VU . The VU funded component must comply with the policy, including the completion of a Travel Authority. The rule governing funding by an external organisation in 3, above, also applies in this scenario. |

Notes

1 - In all instances an Authority to Travel Form must be completed by the Traveller

2 - Externally funded is deemed to be funds contributed by an organisation which directly pays for travel arrangements. Where funding is directed to a VU account for subsequent payment, this is deemed as funds being under the control of VU and any such arrangements should fall under the Travel Policy.



STAFF CASH ADVANCE RECONCILIATION FORM

Refer to Finance Travel Policy - Policy Number POF060531000

Original copies of supporting documentation, such as tax invoices and conversion rates are to be attached to this form and sent to Accounts Payable, Finance Dept.

| Date | Location | Description & Purpose of Expense | Local Currency Cost | Currency Conversion Rate | Cost AUD | Account Code |
|------|----------|----------------------------------|---------------------|--------------------------|----------|---------------|
| | | | | | | - - - / - - - |
| | | | | | | - - - / - - - |
| | | | | | | - - - / - - - |
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| | | | | | | - - - / - - - |
| | | | | | | - - - / - - - |

TOTAL EXPENSES INCURRED

LESS CASH ADVANCE ALLOWANCE (Purchase Order No. P)

TOTAL REIMBURSEMENT / REFUND TO VU

| |
|--|
| |
| |
| |

Claimant Details:

NAME OF CLAIMANT:

Signature:

Department:

Campus:

I declare that I have incurred the expenses claimed on this form exclusively for University business purposes and that the expenses are not of a private nature.

Approval Details:

APPROVED BY:

(Print Name)

Signature:

Position:

This position must have a financial delegation and would normally be the claimant's supervisor.

TOTAL REIMBURSEMENT (as per above)

Purchase Order Number: P