# WI 4440 Guidelines for Travel on Official University Business

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1. **Principles**

Charles Darwin University recognises that travel is an integral part of the work of staff and students of the University. These guidelines are designed to ensure that the University:

(i) fulfils its duty of care obligations to University travellers;
(ii) makes the most efficient use of its resources;
(iii) ensures that travellers are not financially disadvantaged because of travel for the University;
(iv) ensures the consistent and fair treatment of all travellers and administrative staff and suppliers involved in the travel process and
(v) maintains accurate records;
(vi) staff who undertake University travel and who authorise travel are accountable for compliance with these guidelines.

University Travellers include but are not limited to:

(i) staff (including casuals);
(ii) students;
(iii) persons accompanying staff who are representing or engaged in University business;
(iv) consultants and contractors
(v) associates, conjoint appointees etc travelling on University business.

2. **Approvals**

A "Movement Request for Official Travel", form must be completed for the Traveller who is travelling on official University business:

(a) Where the travel exceeds a 50 km radius from their principal place of employment, or where a traveller will be absent from their usual residence overnight.

(b) Where travel is undertaken in relation to prescribed fieldwork with students for assessment purposes, irrespective of distance travelled.

(c) Blanket approval may be provided for each semester covering the movement of the staff member if distance to be travelled is in excess of 50 km radius as per 1(a) above for any teaching or other approved activities.

(d) Any other absence by staff from their principal place of employment where it is considered appropriate by the respective PVC/Director that a formal record of the travel be maintained.

All proposals for off-campus commitments involving international travel and domestic - local travel must be submitted to their supervisor or line managers for initial endorsement and recommendation. The proposal will then be forwarded to the Approving Delegates for approval.

Proposals for all International travel are to be supported by additional information and Movement Requests for International travel are to include the following:

(i) full details of estimated costs, cost codes and an itinerary showing sufficient detail to satisfy ATO requirements;
(ii) have certification that funds are available;
(iii) be recommended by the officer's immediate supervisor and PVC/Team Manager/Director;
(iv) be accompanied by a statement of objectives, including demonstrated linkages to the University's International Strategy and individual country strategies and include any available documentation that assists in justifying the travel;

(v) outline how the proposed activities will contribute to the achievement of recruitment goals set by the University if the proposed travel is for the purpose of recruitment;

Movement Requests submitted are to reach the approving delegate not less than 21 days before the planned travel. Movement Requests must be re-submitted for further consideration if changes to dates, costing or any other substantial change to the planned program occur, including post-travel amended off campus commitments. In seeking or granting approval, the traveller or authorising officer must ensure that:

(i) the travel is not to a restricted area;
(ii) the absence is convenient to the department / unit;
(iii) the travel is for official University business;
(iv) the cost to the University is minimised;
(v) the travel is booked through the University’s Travel Management Company (TMC);
(vi) all relevant costs associated with the travel are fully captured on the Movement Request.

Approving Delegates for international travel are:

(i) Vice-Chancellor
(ii) Deputy Vice-Chancellors
(iii) Pro Vice-Chancellors
(iv) Chief Financial Officer
(v) Chief Operating Officer
(vi) Deputy Chief Operating Officer

Approving Delegate for local - domestic travel are:

(i) Vice-Chancellor
(ii) Deputy Vice-Chancellors
(iii) Pro Vice-Chancellors
(iv) Chief Financial Officer
(v) Chief Operating Officer
(vi) Deputy Chief Operating Officer
(vii) Head of Academic Units
(viii) Directors
(ix) Team Leaders (may only authorise local travel within the Northern Territory)

Approving Delegates for travel associated with Recreational Leave

(i) Where the Recreation leave is less than or equal to 5 working days, the normal Approving Delegate
(ii) Where the Recreation leave is greater than 5 working days the same Approving Delegate as for international travel (see above)

3. Travel Bookings

The University requires all travelling staff to contain costs wherever practical. Staff should however be mindful of their personal safety in booking travel and in undertaking travel. Ensure that the time of travel, mode of travel and accommodation fulfil your
business requirements and are personally acceptable as being safe. See Section 7. International Travel Advice regarding international travel.

3.1 Air Travel and Accommodation
The University has negotiated rates with a number of the airlines (ie Qantas Airways, Virgin Australia, SilkAir and Singapore Airlines) that are only available through our preferred Travel Management Company.

The University has access to an Online Booking Tool (OBT) for airfares and accommodation. Staff should make use of this tool for all domestic air travel. New users of OBT are required to be set up on the system and trained by Procurement. The OBT also allows booking of accommodation and hire vehicles. International travel should be arranged via the TMC travel consultants. The University does not support bookings made directly with airlines and/or their associated websites. Any reservations made outside of policy will either not be reimbursed or, if charged to the University Travel Card (P-Card), will be invoiced back to the traveller.

Travellers should use the most economical fare for the journey using recognised reliable carriers and taking into account the degree of flexibility necessary for the trip. All staff are to utilise the lowest logical economy class fare available. This decision must not be influenced by the traveller’s membership of a frequent flyer program.

If fares are found with reputable airlines which are less than the prices quoted by OBT, by the provision of evidence to the Manager, Office of Strategic Procurement Services (OSPS), the traveller may be allowed to book the cheaper fare.

Staff may undertake business class travel if that class of travel forms part of their remuneration contract with the University.

3.2 Accommodation
The authorised standard of accommodation on University business is, in most circumstances, 3-4 stars. It should provide a safe and secure environment, be convenient to the place of work, and be moderately priced with the aim on minimising the University’s overall travel costs.

The University does have preferred accommodation agreements. These are referred to as the “CDU Hotel Directory”, however the University is also eligible for “Government Rates’ for accommodation in various hotel and motel chains within Australia.

Wherever possible, all costs should be charged to the University’s P-Card.

3.3 Travel Diaries
Please note that it is a requirement of the Australian Taxation Office (ATO) that “Travel Diaries” be kept for domestic and overseas business travel exceeding 5 nights. The travel diaries are used to substantiate the business travel for complying with the Income Tax Assessment Act Legislation (Sect 900-20). There is a strong possibility that the ATO will conduct an audit of the University and request the sighting of travel diaries.

The manager or designated staff member will review the travel diary to ensure that it conforms with the policy and has no private travel / FBT implications for the University.

3.4 Rental and Hire Vehicles
The University has established contracts with vehicle hire and rental companies which offer negotiated discounted rates for a large range of vehicles. Staff are required to book their hire car requirements through the contracted provider via the Online Booking Tool (OBT). Hire Vehicles need to be adequately insured through the hire company as they are not covered by University insurance.
There are strict conditions and limitations on the use of rental four wheel drives and these conditions are to be observed and adhered to. Non adherence to the rental four wheel drive car conditions will void any damage liability coverage.

Staff should be aware that the University has a range of vehicles in its fleet in Darwin for local use and these are available for hire. Bookings and requirements for University Fleet vehicles should be made direct by emailing: facilities@cdu.edu.au. Vehicles may also be available at Alice Springs and Katherine.

University Finance reminds staff that all use of Motor Vehicles needs to comply with the University Motor Vehicle Guidelines for Use and Hire. Regular travellers should make themselves aware of the conditions of use of hire or fleet vehicles before undertaking travel.

4. Travel Payments

The University will cover all pre-approved reasonable business costs for travel, accommodation, meals and incidental business expenses. The University assumes no obligation to reimburse travellers for expenses which are not in accordance with this guideline, unless the expense is approved by the Vice-Chancellor or the Chief Executives. Travellers who incur expenses that are not in accordance with these guidelines are at risk of delayed or partial reimbursement.

4.1 University Corporate Purchasing Credit Card (P-Card)

The University has adopted a P-Card as a method of processing all business-related expenses for domestic and international travel. (Please refer to the Corporate Purchasing Card Policy (P-Card).

Staff who travel on University business may be issued with a P-Card. All University P-Card Cardholder's are to pay for all travel related expenses on the P-Card. These include airfares, vehicle hire, accommodation, conference registration, meals and in lieu of prepaid travel allowance. Expenses that could not be paid using the P-Card should be paid in cash as an out-of-pocket expense and included in the travel acquittal as a reimbursement immediately on return to the University. All University travellers must retain original travel documentation and invoices in order to support a claim, and reconcile P-Card statements.

Staff should use the Travel Allowance rates (see below) as a guide to the maximum expense allowed to be incurred.

The P-Card is not to be used for Professional Development Leave or Recreational Leave.

Refer to the Guidelines for use of Corporate Purchasing Credit Card for advice on applying for a card and using the card.

4.2 Travel Allowance Principles

The following principles relate to the use of Travel Allowance across Charles Darwin University and have been established to provide travel approvers with the power to evoke the principles when discussing options for travel payments with University travellers.

Principle 1 The underlying principle is that employees undertaking official travel will not be out of pocket for reasonable expenses in relation to accommodation, meals, incidentals and vehicle usage. Staff should neither lose nor gain financially as a result of travelling on University business.
Principle 2 Wherever possible regular travellers will be encouraged to charge all travel costs to a P-Card.

Principle 3 All accommodation should be booked via the University’s Travel Management Company, Campus Travel, and charged back to a P-Card. In instances where this is not possible e.g. remote locations then payment will occur on reimbursement against a receipt or submission of tax invoice. (see principle 7 for camping allowance).

Principle 4 P-Cards should be encouraged for staff who travel on a regular basis to cover meals and incidentals.

Principle 5 Meal Allowance and incidentals are paid to staff who do not hold a P-Card. In instances when staff have the capacity to cover out-of-pocket expenses and claim reimbursement on return this should be encouraged.

Principle 6 Vehicle Allowance is only paid to staff who have been pre-approved for use of private vehicle and after the availability of a fleet vehicle has been exhausted.

Principle 7 Camping Allowance is paid to staff in remote locations who do not have proper accommodation facilities. The camping allowance determination is to be set in January each year - the Office of the Commissioner for Public Employment (OCPE) rate will be used as a guide. This Determination is to be included in the Travel Allowance Calculators and made available on the Travel Website.

Principle 8 Any expenses incurred not related to the official travel should be requested to be paid privately by the traveller.

4.3 Travel Allowance
The University has adopted the Australian Taxation Office reasonable allowance rates for travel. Travel Allowance for meals and incidentals are available to travellers on official University business who do not have University P-Cards. The rates determine the maximum rate allowed, divisions can negotiate a lower rate with individual staff to reflect the true cost of travel up to the maximum level provided both parties are in agreement. The amount is calculated from the number of days you are away and cannot be changed to exceed this amount and is not to exceed 30 days, even if you are away for more.

(a) Staff may claim Travel Allowance for travel on University business involving an overnight absence from the University or normal place of work. Where travel on official University business does not require an overnight absence from the normal place of work, no Travel Allowance is payable.

(b) A Travel Allowance covers meals and reasonable incidental expenses. It does not cover accommodation, airport coach, taxis fares or hire cars, which may be claimed in addition to the Travel Allowance or by way of a reimbursement of out-of-pocket expenses. Wherever possible, advance planning through booking in advance or obtaining cab charge e-tickets should avoid the need to incur such incremental travel expenses.

(c) The travel allowance calculator provides different rates of Travel Allowance for staff travelling to different countries, cities and differing country areas. The amounts given are the maximum allowance permitted by the University which requires no substantiation for taxation and purposes. The actual allowances used should be agreed with the Traveller’s supervisor prior to travel and reflect the true cost of travel up to the maximum level permitted.
(d) Any overpayment of Travel Allowance will represent a debt to the University and will be subject to the normal University recovery arrangements.

(e) Line Managers can determine that staff with P-Cards may be eligible for travel allowance in special circumstances such as Remote Travel or International destinations where credit cards are not accepted. Such determinations should be noted on the T/A calculation sheet.

4.4 Camping Allowance
The allowance rates provided by the ATO do not include camping allowance.

Where an employee, in the course of employment, is required to camp out overnight using makeshift accommodation such as a swag or tent, the rate of allowance will be determined in January each year guided by the OCPE determination a recommendation will be tabled to the Vice-Chancellor's Advisory Group and the CDU determination will be publicised for the following year. The Camping Allowance determination will be made available via the travel website.

Camping allowance will be approved by line managers in consultation with employees where it is clear that no formal accommodation is available.

4.5 Calculation of Travel Allowance Claims
The Travel Allowance Calculators enable the calculation of the appropriate allowances for any trip. A copy of the calculations should be attached to the Travel Request to which it applies. To make the calculations:

(a) Determine the time of departure from the normal place of duty.

(b) Determine the rate of allowance payable according to the member's salary and the locality of overnight residence.

(c) Where meals are included/provided in the travel itinerary, i.e. conference, service and/or airfare, then meal allowances are not payable.

(d) Determine the allowable meals during the day of departure (first line of the calculations).

(e) Determine the number of complete days (midnight to midnight) of absence and determine which meal allowances are applicable each day.

(f) Determine the time of return to the normal place of duty (last line of the calculations).

(g) Determine the number of allowance payable in respect of meals (no accommodation component is payable) for the day of return according to the member's category and the locality of the previous night's residence.

(h) Include the incidental expenditure for days away.

(i) The calculator will calculate the sum of the amounts. This amount is the total allowance payable in respect of the duration of the absence.

4.6 Payment of Travel Allowance.
Staff will be paid Travel Allowances through the University Financial System (Oracle). Because of the processing requirements, Travellers should submit the requests two weeks prior to travel.

After approval of a Movement Request, travelling staff should request that an Oracle requisition be raised for the amount of the Travel Allowance approved on the Movement Request with the appropriate administrative staff in their area. The requisition needs...
approval by an appropriate Financial Delegate. The CSO Travel and OSPS should be made the requisition Buyer. The Movement Request plus allowance calculations and any other necessary paperwork should be sent to the OSPS.

Staff should allow 10 working days for the payment of the Travel Allowance from the time the approved Travel Request and Oracle Requisition arrives at OSPS.

4.7 Reimbursement

Where Travellers incur expenses which they are unable to pay for with a Corporate P-Card or additional to the expenses proposed on the Movement Request, actual expenses may be claimed to the extent substantiated by receipted bills/tax invoices.

An Official University Movement Request, authorised by the appropriate delegate, must accompany the receipt of expenditure when staff are seeking reimbursement. A statutory declaration is not acceptable as proof of expenditure.

Reimbursement of airfares will only be considered under exceptional circumstances as advised to the Manager OSPS as these should be booked through the OBT or the contracted Travel Agents.

4.8 Private Vehicle Use Allowance

A Private Vehicle Use Allowance may be paid to staff where they have made application to their Supervisor and Cost Centre Manager for approval to use their private vehicle for Official University business.

Staff seeking approval must complete an ’Application to use Private Vehicle for Official Purposes’ which includes an Indemnity as well as providing current copies of the insurance schedule, Motor Vehicle Registry registration and driving licence – these copies will be required to be resubmitted on renewal of the policies, registration and licence. The Application must be authorised by the Dean of Faculty/Team Manager/Director of Division and forwarded to OSPS. The Customer Service Officer – Procurement/Travel is required to maintain a register of staff authorised to use their private vehicle for Official University Business.

A ’Vehicle Running Sheet’ and Official Movement Requisition authorised by the PVC/Team Manager/ Director is to be forwarded on a monthly basis to OSPS for processing. Copies of the Proforma that are required to be completed are at the appendixes A B and C.

Staff who receive a car allowance (including a fuel card) as part of their remuneration package will not be reimbursed for use of their packaged vehicle for work purposes unless expenses incurred in work related travel, which normally would have been included as part of the package, have of necessity been paid personally and are unable to be included as part of the packaging.

When the cost of private vehicle usage as calculated by the vehicle running sheet is greater than the cost of an airfare to the destination of travel, the University will pay only to the value of the airfare, unless the vehicle use can be adequately justified.

5. Non Authorisation of Own Claims

Staff may not authorise claims relating to their own travel.

6. Insurance

To be covered by the University insurance policy travellers need to ensure they have completed a Movement Request for Official Travel and obtained approval in advance of travel. The University insurance policy does not provide coverage for a continuous period of more than 180 days. Staff who are required to be absent from the University, on business, for
continuous periods in excess of 180 days, are to seek advice from the University’s Insurance Officer and Manager OSPS prior to seeking approval to travel.

Further details on insurance for travellers can be found at http://www.cdu.edu.au/finance/office-financial-services#ap31_15

7. International Travel Advice – Department of Foreign Affairs and Trade.

7.1 Country Advice
DFAT issues advice on a regular basis and that advice is available at: http://smartraveller.gov.au/zw-cgi/view/Advice/Index

The four levels of advice are follows:
- Exercise normal safety precautions;
- Exercise a high degree of caution;
- Reconsider your need to travel; and
- Do not travel.

Staff are required to check the latest Travel Advice issued for the country or countries they intend to visit. If the Travel Advice is to “Reconsider your need to travel” to that country or particular region within that country then staff are to seek special approval from the Vice-Chancellor to continue with the associated travel. If the travel advice is “Do not travel” University staff are to cancel or defer the travel until the situation improves.

7.2 Airline Operational Standards
Staff are advised to take into consideration DFAT Special Travel Bulletins on Airline Operational Standards on warnings and check with University travel agents or OSPS when making travel plans. Details of the special travel bulletins are available at http://www.smartraveller.gov.au/zw-cgi/view/TravelBulletins/Index.

8. Conference Travel – Higher Education Academic Staff

8.1 Domestic
Academic Staff may apply to their faculty for financial support to attend a conference within Australia once every two years providing the staff member is presenting a major paper. However, PVC’s may, in special circumstances, consider there is sufficient justification to provide financial support to a staff member who is not presenting a paper. The level of funding will be determined by the PVC in accordance with budget limitations.

8.2 International
Academic Staff may apply for financial support to attend an overseas conference once every two years providing the staff member is presenting a major paper. Application forms are available from the Office of Human Resource Services. The level of support is limited to a proportion of total travel costs, depending on the available funding, to a maximum of $1,500.00. Remaining costs may be met by the Faculty or the staff member.

9. Conference Travel – VET and General Staff - Domestic and International
Staff members who have been granted approval to attend a conference may receive financial support. The level of funding will be determined by the Cost Centre Manager subject to availability of budget provision.
10. Research Travel

Research Travel applies only to those Academic staff who are in receipt of:

(a) A University Research Grant, as approved by the Research Panel.
(b) A research grant provided by some external source.
(c) Other funds approved by the Deputy Vice-Chancellor or Pro Vice-Chancellor as available to support research activities.

The use of research grant monies for research travel must be consistent with the terms and conditions of the contract or agreement which governs the award or the grant. A variation to these terms must be sought if the grant holder intends to utilise funds for travel other than as specified, or where a travel component was not included in the original grant. Requests for variations must be submitted through the relevant PVC/Director to the Office of Research and Innovation.

(a) Internal Grants - Research Committee.
(b) External Grants - National Competitive Group - Deputy Vice-Chancellor.
(c) External Research Grants. – Office of Research and Innovation.

Staff members may utilise funds for Travel Allowance in accordance with the conditions of the grant, provided funds are available. However, the rates claimed must not exceed those specified in section 4.2.

11. Professional Development Leave Travel

This category of travel only applies to staff who have been granted approval to undertake a Professional Development Leave (PDL) Program and who have been allocated travel funds by the PDL Committee for this purpose. The maximum level of financial assistance is as determined by the Vice-Chancellor. Copies of the procedures and application forms are available from the Office of Human Resources Services.

Approval is granted by the Professional Development Leave Committee.

12. Recreation Leave in Conjunction with Duty and Conference Travel

The University discourages the practice of staff members using recreation leave credits in conjunction with travel on official University business or conference attendance, because of the impact this will have on the University’s liability for fringe benefits tax and the insurance cover afforded to the traveller.

However, in special circumstances application may be made to use recreation leave credits where the amount of recreation leave sought is no greater than 40% (forty per cent) of the time spent away from the office.

Provided the extended travel is a secondary decision, is less than 40% of the time away, starts and ends at the original destination of the business travel and is fully paid for by the staff member, there will be no FBT liability. The University will pay only those costs which would necessarily have been incurred to undertake the Business Travel.

In cases where the private travel exceeds 40%, but is less than 60% of the time away from the office, the University should be reimbursed half of the travel costs to and from the venue of the official business by the staff member.
Where the private travel exceeds 60% of the time away from the office, then Section 13 “Duty and Conference Attendance in Conjunction with Recreation Leave” applies. In such cases, private travel is no longer considered secondary and staff should be aware that they will no longer be covered by the University’s insurance policy and an additional personal policy is recommended. Only the costs incurred in carrying out the official business, or conference registration, will be covered subject to provision of all relevant receipts.

**In order to calculate the private travel percentage correctly the following principles are applied:**

- A maximum of two days travel is allowed to and from Australia, unless exceptional delays are experienced;
- Preparation day – where a staff member is presenting a paper at a conference one day immediately prior to the conference can be counted as a business day;
- A physical recovery day – one day after international travel across the international date line, up to a max of 24 hours from arrival (excluding Business Class travellers);
- Weekends are considered private days unless you are travelling or required to attend a business conference or meeting.

The table below shows some examples of the calculation: Private Travel = private days / total days

<table>
<thead>
<tr>
<th>Depart – Arrive</th>
<th>No. of Business Days</th>
<th>Total of days away</th>
<th>No. of Private Days</th>
<th>Private as a % of Travel</th>
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<tr>
<td>Monday to Friday</td>
<td>5</td>
<td>5</td>
<td>0</td>
<td>0%</td>
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<tr>
<td>Friday to Friday</td>
<td>5</td>
<td>7</td>
<td>2</td>
<td>28%</td>
</tr>
<tr>
<td>(no weekend requirement)</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Monday 1st to Sunday 14th</td>
<td>10</td>
<td>14</td>
<td>4</td>
<td>28%</td>
</tr>
<tr>
<td>(no weekend requirement)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday 1st to Thurs 25th</td>
<td>(2 days travel, 1 day prep, 3 day conference, 2 day return, 1 recovery day) = 9</td>
<td>25</td>
<td>16</td>
<td>64%</td>
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<td>International Conference Presenting + Rec leave before return</td>
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13. **Duty and Conference Attendance in Conjunction with Recreation Leave**

This clause applies to staff intending to undertake official University business or attend a conference during a period of recreation leave. Approval to undertake duty while on recreation leave is at the discretion of the relevant financial delegate as outlined in section 2.

(a) Conference attendance while on recreation leave is subject to the same conditions as outlined in section 12.0 above.

(b) Approval must be gained prior to the commencement of recreation leave. Under no circumstances will retrospective approval be granted, nor will Travel Allowance be payable or recreation airfares reimbursed.

(c) In all cases the maximum reimbursement is limited to:

   (i) re-credit of recreation leave for the days spent on University business or the duration of the conference;

   (ii) the costs incurred in carrying out the official business, or conference registration, subject to provision of all relevant receipts, and only taking into account any incremental expenses.

14. **Externally funded and donated airfares.**

The University will not pay any additional funding or pay the difference between an economy class fare and a business class fare, where staff are offered and accept fares or travel assistance from external agencies or as a donation.

15. **Travellers Lounge Membership and Frequent Flyer Points**

**Definitions**

*Frequent Flyer Points* – are those points accrued for flying normally based on type of class and kilometres travelled.

*Travellers Lounge Membership* – is membership of our preferred airline carriers travellers lounge i.e. Qantas Club or Velocity and *where* University staff have access to special yearly rates not normally available to other flyers. Application details are available from the OSPS.

Note: *Frequent Flyer* membership is complimentary with Qantas Club membership.

15.1 **Use of Travellers Lounge Membership and Frequent Flyer Points**

This section is intended to address two issues:

(a) A concern the University has that it may be liable for Fringe Benefits Tax where the University has paid for Travellers Lounge membership for staff who subsequently use points accumulated from University travel and accommodation for private travel.

(b) All rewards points accumulated as a result of travel and accommodation paid for from University funds and accrued by flying are strongly encouraged to redeem points for further University travel.

15.2 **Travellers Lounge Membership**

The University will only accept the cost for Travellers Lounge Memberships for staff, if that membership clearly forms part of the staff member’s employment package.
All Staff are able to access Travellers Lounge Membership at the special corporate rates offered to the University. These rates are discounted within the terms of our current preferred airline carrier agreements. Application details are available from the OSPS.

Travellers Lounge membership may entitle staff members to accumulate Frequent Flyer points. Staff members may also join Frequent Flyer programs. The points accumulated by staff members from University business travel should be utilised for additional University business travel as far as possible.

16. Taxi – Cab Charge

The preferred methods of paying for taxis and hire cars are by the P-Card or Cabcharge.

Cabcharge eTickets are single use cards which reference to the University's account electronically. There is no writing of dates, time, trip details and fare values. When the card is swiped via the EFTPOS system, account and trip details are automatically captured. The Driver will print a receipt for the passenger to sign. This receipt will be retained by the Driver together with the used eTickets. A second copy of the receipt should be obtained for University’s records.

eTickets are available on request from Accounts Payable via completion of Cabcharge eTickets -Request / Authority. The custodian is required to complete their details and sign, acknowledging that eTickets must be treated as cash and stored securely at all times. The cost centre manager provides a cost code for charges incurred against the allocated eTickets and authorises the number of eTickets to be issued to the Custodian. A separate form is required for each cost code and each new request.

Any change to custodian's details or cost code must be notified to Accounts Payable. Cabcharge eTickets - Amendment / Authority.

eTickets have an expiry date and can be cancelled if lost or stolen. In the event of loss or theft, ascertain the eTickets numbers and report the loss or theft immediately. During business hours contact Accounts Payable on 8946 6262. After hours phone Cabcharge direct on 02 9867 9903 or fax 02 9332 9270 and advise Accounts Payable of action taken on the next business day.

The University is liable for any eTickets used prior to the time of the report of the loss or theft to Cabcharge.

17. Travel with family and/or friends

The University discourages the practice of staff members having accompanying family and friends when travelling on official University business. The staff member should ensure that the inclusion of family or friends does not impede the conduct of the University business or incur additional expenses for the University.

The staff member should notify on the Movement Request for the travel the intention to include family members.

The staff member should be aware that only the staff member travelling for University business is covered by the University’s insurance policy. The accompanying traveller must be covered by suitable travel insurance.

If the accompanying traveller is normally the point of contact for emergencies, the staff member should provide another contact during this period.

The University will not generally fund any costs incurred for an accompanying spouse, partner, or dependent unless approval has been obtained in writing.
For convenience, travel arrangements for a staff member’s spouse, partner and/or dependents can be booked through the TMC in conjunction with the business travel of the staff member. These must, however, be paid for separately using a personal (non-University credit card and the travel arrangements are identical to the staff members’).

18. General

All travel is subject to funds being available within University budgetary constraints.