

Travel Policy

INTRODUCTION

The University recognises that from time to time staff members and students may be required to undertake intrastate, interstate and/or international travel as part of University business or in connection with official activities.

Travel is a fundamental core activity of the University that requires open, accountable and transparent practices that comply with all legislative and reporting requirements. The University has an obligation to apply consistent and fair treatment of travellers, staff members and suppliers involved in the travel process.

STATEMENT OF AUTHORITY

The authority behind this policy is the [Charles Darwin University Act 2003](#) part 3, section 15.

COMPLIANCE

This is a compliance requirement under the [Code of Conduct](#) and part 8, section 33 of the [Charles Darwin University Act 2003](#).

INTENT

This document outlines the University's principles regarding travel on official University business and applies to everyone who travels domestically or internationally on behalf of the University, on pre-approved University business, regardless of the source of funds or the duration of the travel.

RELEVANT DEFINITIONS

In the context of this document

Approving Delegate means the staff member authorised to approve travel and/or finances to international, interstate and/or intrastate destinations;

Best Fare of the Day means the most logical available fare on the day of booking for the journey, that offers the traveller the convenience and flexibility required to complete the business activity at the lowest cost;

Private Expense means any expense that is not related to the University's business operations. A private expense is where:

- No reasonable connection can be established between the expenditure and the carriage of official University duties and responsibilities; and/or
- The expense gives rise to a liability under the [Fringe Benefits Tax Assessment Act 1986](#); and
- The expense is not allowable as a deduction to the individual under the [Income Tax Assessment Act 1997](#);

Staff Member means anyone employed by the University and includes all continuing, fixed-term, casual, adjunct or honorary staff or those holding University offices or who are a member of a University committee;

Student means a student of the University as defined in the [Charles Darwin University \(Student of the University\) By-laws](#);

Travel Coordinator means a staff member who regularly books travel for numerous travellers utilising the online booking tool and charges back to either the traveller or their own Corporate Purchasing Card.

Traveller means anyone who travels on behalf of the University on pre-approved University business. This may include, but is not limited to, staff members, persons accompanying staff members who are representing or engaged in University business, students, adjuncts, associates, including members of Council, consultants and other persons and/or visitors whose travel is associated with and paid for by the University;

Travel Management Company means the current contracted travel agency with which all University travel bookings are made in order to receive corporate airline, hotel and car hire rates;

University Activities means involvement, engagement or representation of the University in any physical or virtual activity, game, competition, event, including a club or entity affiliated or associated with the University; and

University Business means work undertaken on behalf of the University for purposes directly associated with the functions of the University.

POLICY

Principles

University travellers, travel coordinators and approving delegates are expected to act consistently and apply the following principles when booking, authorising and undertaking University travel:

- Travel, regardless of the source of funds, must be authorised by the relevant approving delegate BEFORE travel commences;
- Exercise prudent business judgement at all times to ensure the cost to the University is minimised;
- Make the most efficient use of University resources and consider travel only where alternatives such as teleconferencing are not a viable option;
- Ensure travellers are not financially disadvantaged by meeting all reasonable, relevant expenses incurred by those travelling on behalf of the University or in connection with approved University activities, within Australia and overseas;
- Ensure all travel is booked through the University's approved Travel Management Company, Campus Travel;
- Travel requests and bookings should be made at the earliest convenience to obtain the lowest fares available. For favourable pricing, it is desirable to book travel at least twenty-one (21) days prior to departure;
- All travel is to be Economy Class unless approved on the basis of exceptional circumstances such as a documented medical condition or written into an existing employment contract. Ensure the 'best fare of the day' is booked where practical;
- Any travel paid for by the University must be for University business. The University will not pay for private travel expenses;
- Travellers must not authorise their own travel, or reimbursement of their own expenses. Staff must not be asked to approve travel or expenses for an individual to whom they report;
- Maintain accurate financial and non-financial travel records and ensure all expenditure complies with Australian taxation requirements, University Governing Documents and other relevant legislation. All authorisations of expenditure need to be publicly defensible;

- Retain evidence of expenses and ensure funds are acquitted within stipulated time frames in accordance with the University's [Travel on University Business Procedures](#) and [Corporate Purchasing Card Procedures](#);
- Before approving international travel, the approving delegate must consider the safety and security of the traveller, particularly for travel countries for which an elevated travel warning is in force. Only the Vice-Chancellor can approve travel to destinations with a Department of Foreign Affairs and Trade travel warning of 'Do not travel' or 'reconsider your need to travel' or otherwise considered to be high risk and approval will only be given in exceptional circumstances;
- All International travel details should be registered by the University traveller on the Department of Foreign Affairs and Trade, [Smartraveller](#) website prior to the commencement of travel; and
- Ensure those who undertake University travel and/or authorise travel are accountable for compliance with this policy. A breach may result in disciplinary action in accordance with the [Charles Darwin University and Union Enterprise Agreement](#) or [Charles Darwin University \(Student Conduct\) By-laws](#).

Approving Delegates

The Vice-Chancellor is authorised to approve all travel for Senior Executives, and in exceptional circumstances, travel to international destinations considered to be High Risk.

Senior Executives are authorised as approving delegates for **international travel and domestic (interstate) travel including intrastate travel**.

Senior Managers are authorised as approving delegates for **domestic (interstate) travel including intrastate travel** within the Northern Territory.

VET Team Leaders are authorised as approving delegates for **local intrastate travel** within the Northern Territory only.

ESSENTIAL SUPPORTING INFORMATION

Internal

[Charles Darwin University Union and Enterprise Agreement 2013](#)

[Charles Darwin University \(Student Conduct\) By-laws](#)

[Code of Conduct](#)

[Corporate Purchasing Card Policy](#)

[Corporate Purchasing Card Procedures](#)

[Delegations Policy](#)

[Movement Request for Domestic University Travel form](#)

[Movement Request for International University Travel form](#)

[Charles Darwin University \(Student Conduct\) By-Laws](#)

[Travel on University Business Procedures](#)

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[Work Health and Safety Policy](#)

External

[Fringe Benefits Tax Assessment Act 1986](#) (Commonwealth)

[Income Tax Assessment Act 1997](#) (Commonwealth)

[Payroll Tax Act 2009](#) (NT)

[Smart Traveller](#)

Document History and Version Control

Last amendment:	15 Dec 2017	Next Review:	Sept 2018
Sponsor:	Chief Financial Officer		
Contact Officer:	Manager, Strategic Procurement		

Version	Date Approved	Approved by	Brief Description
1.00	23 Sept 2015	Vice-Chancellor	Creation of original document and upload to CDU website.
1.01	10 Feb 2016	Vice-Chancellor	<ul style="list-style-type: none">• Addition of definition for Private Expense• Addition of All authorisations of expenditure need to be publicly defensible to dot point 10• Updated hyperlinks and external Essential Supporting Information
1.02	15 Dec 2017	Governance	<ul style="list-style-type: none">• Conversion to new Governance template due to new University branding• Updated hyperlinks• Amended Internal Supporting Information reference to Student Misconduct Procedures to CDU (Student Conduct) By Laws