

Travel on University Business Procedures

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.

The University has an obligation to ensure that all business travel is undertaken as efficiently and economically as possible, taking into consideration the nature of the business and travel requirements; fulfil its duty of care responsibilities to staff members and students who undertake University travel; and maintain accurate financial and non-financial travel records.

Regardless of the source of funds, duration or purpose of travel, all domestic and international travel arrangements for travellers on University business must be undertaken in accordance with these procedures. Failure to do so may result in disciplinary action.

COMPLIANCE

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

INTENT

This document 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;

Corporate Purchasing card means a corporate credit card that allows authorised goods and services to be procured without using a traditional purchasing process. Corporate Purchasing Cards may be issued to authorised staff members on behalf of the University, for approved business related purchases only. The card is distinguishable by the imprinting of Charles Darwin University livery on the face of the Corporate Purchasing Card;

Fringe Benefit Tax (FBT) means a tax that is levied by the Australian Taxation Office on non-cash benefits that a staff member may be provided in respect of employment with the University;

Financial Delegate means the staff member with budgetary control over the cost centre assigned to the Corporate Purchasing Card;

High Risk means exposure to a high level of danger, including but not limited to, travel to regions as identified by the Department of Foreign Affairs and Trade (DFAT) travel warnings for International travel to destinations. Level 3 - Reconsider your need to travel and Level 4 - Do not travel are considered high risk warnings;

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](#);

Private Travel means travel that is not of an official business or work related nature;

Private Vehicle Use Allowance means an allowance calculated on a per kilometre basis, for travellers authorised to use a private vehicle for University business travel. The allowance includes fuel, repairs and maintenance or breakdowns;

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 person prescribed as a student of the University in By-law 2 of the [Charles Darwin University \(Student of the University\) By-laws](#);

Senior Executive means a staff member of the University holding the position of Vice-Chancellor, Provost, Deputy Vice-Chancellor, Pro Vice-Chancellor or Chief Financial Officer or equivalent;

Senior Manager means a staff member of the University holding the position of Director or Head of School or equivalent;

Travel Allowance means an amount set and varied from time to time by the Australian Tax Office (ATO) as a guide under Taxation determination TD2014/19 that covers meals and reasonable incidental expenses which are calculated to cover out of pocket costs from the time of arrival on the first leg of an overnight trip until the time of departure for the final return leg, excluding any periods of personal leave;

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.

Travel Diary means a document that records the nature of a staff member's official University business activity, where the activity took place, the dates, the approximate commencement times and duration of the activity;

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;

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

University Vehicle means any mode of transport that may be registered with the Northern Territory Motor Vehicle Registry (MVR) or equivalent organisation, which is owned, leased or hired by Charles Darwin University; and

VET Team Leader means a senior staff member of the University who sits below a Senior Manager of a school in the Vocational Education and Training Faculty.

PROCEDURES

Trip Pre-Approval

All travellers prior to undertaking any business travel to a destination 50km or more from a travellers normal place of work or study, or includes an overnight stay, regardless of purpose or funding arrangement should complete and have approved twenty-one (21) days in advance, where practicable, a [Movement Request for University Travel form](#) detailing the itinerary and costs involved.

Journey's less than 50km that are considered a 'field trip or excursion' involving students or staff members as opposed to a point to point meeting, must also be detailed on a [Movement Request for University Travel form](#) and approved by the relevant approving delegate, prior to the commencement of travel.

Movement requisitions should contain adequate information to satisfy the approving delegate of the relevance and benefits of the travel. If the information provided in the movement requisition is not sufficient or is unacceptable, the approving delegate should request additional information from the traveller.

Movement requisitions for international travel must be supported by the following additional information:

- 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; or
- If the proposed travel is for the purpose of student recruitment, an outline of how the proposed activities will contribute to the achievement of recruitment goals set by the University.

Once travel is approved and bookings finalised, the traveller or travel coordinator must forward the movement requisition to the Office of Strategic Procurement Services for processing.

Any **change** to a traveller's itinerary requires re-approval from the relevant approving delegate. Changes may impact on the originally approved budget for travel allowance and/or other costs and insurance coverage may be compromised if the changes have not been approved prior to departure.

Travel Bookings

The provision of domestic and international travel including airfares, accommodation and car hire MUST be made through the University's preferred Travel Management Company, Campus Travel either via a travel consultant or the *Online Booking System*.

In certain circumstances and on a case by case basis only, the Manager, Strategic Procurement may authorise for travel to be booked outside of the University's Travel Management Company.

Remote area travel that is not provided for by the Travel Management Company can be booked directly with the relevant local travel provider.

Any reservations made outside of these procedures may not be reimbursed or, if charged to the University's Corporate Purchasing Card, may be invoiced back to the traveller. The University assumes no obligation to reimburse travellers for expenses which are not in accordance with these procedures, unless the expense is pre-approved by the Vice-Chancellor or the Chief Financial Officer.

Air Travel

The University has negotiated special discounted airfares with a number of airlines that are only available through the University's preferred Travel Management Company. Bookings made via airline websites, are not guaranteed to provide the same level of service in the event of changes, flight delays or natural disasters. The University's preferred Travel Management Company offers a 'Value Pledge' to match any rate, provided the same product is available at the time of booking.

Reservations must be 'best fare of the day', regardless of personal preference for a particular airline or aircraft type; access to airline lounges or accumulating airline reward and loyalty points. Travellers may only travel in Economy Class, except where a staff member's remuneration contract expressly entitles him or her to fly first or business class; or in special circumstances where:

- There is a documented medical condition;
- There is an extended travel itinerary that entails a busy program of activities; or
- There are other circumstances specifically approved by the Vice-Chancellor on presentation of a documented case or recommendation.

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

The University strongly discourages travel by groups of more than five (5) staff members from the same organisational unit or Senior Executives on the same aircraft or on extended motor vehicle trips, for which catastrophic injuries to the group could seriously impair the operations of the University.

Air travel to remote locations should, where possible, only be in aircraft with twin engines where pilots are rated for all-weather flying.

Travellers may not pilot a personal or leased aircraft while on University business or travel using a private plane or non-approved air charter unless an exception is granted by the Vice-Chancellor.

Accommodation

The University encourages a standard of accommodation that enables optimal working conditions whilst travelling. Hotel selection should take into consideration:

Travel on University Business Procedures - pro-100	Version: 2.05	Page 4 of 16
--	---------------	--------------

Governance Document once printed is considered an uncontrolled document. Only documents in the University Governance Document Library online are considered to be the most current version.

- Safety and security;
- Location and convenience to the place of work; and
- Value for money.

The University has negotiated special discounted accommodation rates with a number of preferred accommodation providers. These are listed in the University’s Hotel Directory and can be booked through the University’s Travel Management Company.

Conference accommodation that forms part of a conference registration package may be booked directly at the time of registration; however, rates should be compared with the Hotel Directory as the University’s Travel Management Company often provides a better rate.

Wherever possible, accommodation should be pre-arranged and charged to a University Corporate Purchasing Card.

Ground Transportation

University Fleet Vehicles are the preferred option for business travel using ground transportation. Fleet Vehicles may be hired for local use at each campus. Normal sedans and station wagons are only suitable for bitumen and all-weather dirt roads. Four-wheel drive vehicles should be used for all off-road situations provided the driver has completed a four-wheel drive course. Bookings can be made through the University’s online booking facility [Autocentral](#).

Hire cars may be used where other forms of ground transport (such as taxis, trains, trams or buses) are unavailable, unsuitable, or not cost-efficient. The University has established contracts with vehicle hire and rental companies which offer negotiated discounted rates for a large range of vehicles. These must be booked through the University’s Travel Management Company, Online Booking System.

Note: Hire cars 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 must be observed and complied with. Non-compliance will void any damage liability coverage.

The practice of accompanying family and friends is discouraged when travelling on University business.

This includes ground transportation. Only passengers who have completed a [Movement Request for University Travel form](#) are approved and covered by the University’s insurance policy. Passengers enter a vehicle at their own risk. The driver has responsibilities associated with his or her licence and it should be clear to travellers and prospective passengers that the University has no responsibility in the event of injury to passengers beyond what is required by any member of the public. Careful attention should also be drawn to the terms of the hire arrangements/agreements on passengers with the hire companies.

Private Vehicles

University Fleet Vehicles are the preferred option for business travel by motor vehicle. For limitation of liability and insurance purposes, the use of private vehicles is discouraged for business travel if a fleet vehicle is available.

Prior to undertaking any business travel where the use of a private vehicle is necessary and required, travellers must complete a [Movement Request for University Travel form](#) and specifying ‘Private Vehicle Use’ and an [Application to Use a Private Vehicle for University Purposes](#) form, which includes indemnity and requires the traveller to provide current copies of:

- Comprehensive Motor Vehicle Insurance - Certificate of Currency;
- Motor Vehicle Registration; and
- Drivers Licence.

Note: Copies of the above information are required to be resubmitted on renewal of the policies, registration and licence or at the commencement of each calendar year.

Approved [Application to Use a Private Vehicle for University Purposes form](#) must be forwarded to the Office of Strategic Procurement Services for validation and maintenance on the register of travellers and vehicles authorised for private use for official University business.

Staff members who are required and authorised to use their private vehicle for work purposes may be entitled to a Private Vehicle Use Allowance.

Remote Travel

When travelling to remote locations, there may be instances where there is no scheduled air or ground transportation or bookable accommodation provided by the Travel Management Company. In this instance, travel booking arrangements may be made directly with transportation companies and accommodation providers.

Refer to the [EHSE website](#) for further information regarding risk assessment and safety considerations when travelling to remote locations.

Travel Diaries

It is an Australian Taxation Office requirement that the University maintains accurate records of business travel details and any private travel components for Fringe Benefits Tax (FBT) reporting. Travellers who combine business and private travel must maintain a [Travel Diary](#) to provide a record of activities that identifies business or work-related expenses and private travel expenses, in accordance with the [Income Tax Assessment Act 1936](#).

A Travel Diary must be maintained for:

- Any domestic travel which is five (5) or more consecutive nights;
- All international travel regardless of duration; and
- Any domestic or international business travel combined with private travel regardless of duration.

The Travel Diary must detail all business activities undertaken whilst travelling on official University business such as lecturing, meeting, presenting, teaching, fieldwork, research, and conference or student recruitment to substantiate the genuine business purposes of the traveller and any obligation to pay Fringe Benefits Tax (FBT).

Diary entries must include:

- The departure and return details;
- The date and approximate time when the business activity commenced and the duration of the business activity;
- The place where the business activity took place;
- The date and approximate time of any free time and private travel;
- The date the entry was made in the diary; and

- The staff member's signature.

The Travel Diary must be authorised and retained by the relevant organisational unit with a copy of the traveller's [Movement Request for University Travel form](#). Substantial financial penalties may be imposed on the University for non-compliance.

Travel Expenses

The University will cover all pre-approved reasonable travel and incidental business expenses for staff members, who must sleep away from home. Travel expenses must be of a relevant business nature and, in addition to meals and incidentals, may include:

- Visa and related fees;
- Internet access;
- Transport, including taxis, public transport, travel taxes and tolls;
- Parking fees;
- Business telephone calls;
- Health expenses (including inoculations, vaccinations and travel specific medications such as malaria tablets); or
- Other reasonable expenses as deemed appropriate by the relevant approving delegate.

The University will not cover unauthorised or private travel expenses, or other costs that are considered personal items. This may include, but is not limited to:

- Child care fees;
- Mini bar or alcohol purchases;
- Private telephone calls;
- Passport application fees;
- Damage to hotel rooms and/or property;
- Accompanying traveller costs;
- Additional private travel such as accommodation and flights;
- In-house movie rentals;
- Recreational activities, such as casual gym memberships, beauty treatments or massages; or
- Parking fines.

Approving delegates need to err towards caution when considering travel expenses. All authorisations of expenditure need to be publicly defensible. For contentious items, or if any doubt exists, the Director, Finance should be consulted.

Excess luggage may be pre-approved for travellers who are carrying additional items such as banners or other University materials or equipment that are in excess of the traveller's normal luggage allowance or of a non-standard luggage size. Travellers are responsible for the cost of any excess luggage to carry additional personal items in excess of the carrier's permitted luggage allowance.

Travel expenses may be subject to Northern Territory Government payroll tax.

Corporate Purchasing Card

The University encourages the use of a Corporate Purchasing Card to pay for travel and related expenses wherever possible and appropriate including accommodation, car rental, meals and other incidental expenses in lieu of pre-paid travel allowance. Staff members who frequently travel may apply for a Corporate Purchasing Card in accordance with the [Corporate Purchasing Card Procedures](#).

There is no set amount of expenditure on the Corporate Purchasing Card other than what is reasonable under the circumstances however; Corporate Purchasing Cardholders must retain original travel documentation and invoices for all expenses in order to substantiate a claim, and reconcile corporate purchasing card statements in accordance with the University's [Corporate Purchasing Card Procedures](#).

Where a Corporate Purchasing Card cannot be used, such as in remote locations, staff members are advised to claim reimbursement of actual expenditure upon production of receipts, or apply for a cash advance.

Travel Allowance

Wherever possible, travel arrangements should be pre-arranged and charged to a University Corporate Purchasing Card. Staff members who do not hold a Corporate Purchasing Card may claim a Travel Allowance based on the reasonable travel allowance rate published annually by the Australian Tax Office (ATO) in accordance with the [Charles Darwin University and Union Enterprise Agreement](#). The payment of Travel Allowance is made directly to the staff member through iExpenses, prior to travel commencing. If the Travel Allowance is not paid prior to travel commencing, the staff member will need to keep receipts and seek reimbursement of travel expenses incurred.

A request for Travel Allowance must be included on the [Movement Request for University Travel form](#), prior to seeking approval from the delegate. The [Travel Allowance Calculator](#) may be used as a guide to estimate appropriate rates of Travel Allowance for staff members travelling to different countries, cities and differing country areas. The amounts given are the maximum allowance permitted by the University and should be agreed with the traveller's approving delegate prior to travel and reflect the true cost of travel up to the maximum level permitted. Travel Allowance may not be requested where meals are provided or included in the event cost, such as at conferences, workshops, seminars.

Additionally, a request for Travel Allowance must not exceed thirty (30) days, regardless of whether the staff member is away for more than thirty (30) days.

Where travel plans are officially amended and approved on a [Movement Request for University Travel form](#), staff members:

- May claim an additional travel allowance if the travel is lengthened; or
- Must repay to the University a portion of the allowance, if the travel is shortened.

Note: Students are not entitled to travel allowance; however, with agreement of the relevant approving delegate, students may claim reimbursement of actual expenditure upon production of receipts, where funding is applicable.

Reimbursement

Where travellers incurred expenses that are unable to be paid for with a Corporate Purchasing Card, they may seek reimbursement of reasonable out-of-pocket expenses incurred within thirty (30) days from the date of return, to the extent substantiated by receipts and/or tax invoices.

Post travel claims for reimbursement made outside thirty (30) days may be declined or delayed pending further investigation.

Reimbursement of airfares will only be considered under exceptional circumstances by the Manager, Office of Strategic Procurement Services. The University assumes no obligation to reimburse travellers for expenses which are not in accordance with this procedure, unless the expense is approved by the Vice-Chancellor or a Senior Executive.

Cash Advance

In special circumstances where a traveller will incur expenses that are unable to be paid for with a Corporate Purchasing Card, a cash advance may be requested prior to travelling.

Cash advance acquittals and supporting documentation must be submitted to Accounts Payable within seven (7) days from the date of return, for processing. Travellers who claim a cash advance on proposed expenses must repay to the University a portion of the advance, if the full amount is not substantiated.

For travel funded by external grant funding are required to acquit all travel expenditure in accordance with the grant conditions and these procedures.

Camping Allowance

Travellers may request a Camping Allowance when undertaking University business to remote locations that do not have suitable accommodation facilities available and the traveller is required to camp out overnight using makeshift accommodation such as a swag or tent.

The University is guided by the Northern Territory Government, Office of the Commissioner for Public Employment annual determination of a set daily rate for camping allowance.

Staff members must indicate on the [Movement Request for University Travel form](#) a request for Camping Allowance to be paid in advance or by reimbursement upon return, prior to seeking approval from the delegate.

Private Vehicle Use Allowance

Travellers who are required and authorised to use their private vehicle for University business travel purposes may apply for Private Vehicle Use Allowance by recording the kilometres used in relation to business travel in a [Private Vehicle Running Sheet](#).

Private Vehicle Use Allowance claims are processed monthly by the relevant support hub or travel coordinator and forwarded to the Office of Strategic Procurement Services. Claims older than three (3) months will be referred to the Chief Financial Officer for approval.

In some circumstances, the reimbursement of actual out-of-pocket expenses related to private vehicle use can be claimed when it has been indicated on the Movement Request form and approved prior to travel. Where the cost of private vehicle usage is calculated at 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.

Insurance

The University provides travel insurance coverage for all travellers who have submitted an approved [Movement Request for University Travel form](#) for travel.

To ensure coverage by the University's insurance provider, a traveller must disclose a pre-existing health/medical condition including pregnancy that may impact on the ability to travel and, if so provide a medical clearance. Travellers are encouraged to contact the Treasury and Compliance Accountant on (08) 8946 6078 for confidential advice.

International travellers will be covered for overseas medical expenses, which are not incurred in their country of residence, and personal effects whilst travelling on University business, provided:

- Travel is for less than one-hundred and eighty (180) days;
- Does not include private travel; and
- The traveller complies with the requirements of the travel insurance policy.

The University discourages the practice of accompanying family and friends when travelling on University business. Accompanying passengers who are not University staff members or students should source their own insurances.

Note: Personal travel insurance should be obtained by students and University travellers undertaking a period of private travel to ensure they are adequately covered in an emergency. Further information on insurance can be obtained from the Treasury and Compliance Accountant on (08) 8946 6078 for further information.

Health and Safety

Travellers and approving delegates must identify potential dangers or risks present in areas where travel is to be undertaken and to take reasonable measures to control and/or avoid such risks to ensure the safety and security of travellers at all times.

Where considered necessary, travellers should seek personal medical advice before undertaking travel. Vaccinations may be necessary for some destinations. The [World Health Organisation](#) provides information on medical requirements. Travellers should also familiarise themselves with the University's [Work Health and Safety Policy](#) prior to travel on official business.

It is the responsibility of the traveller to:

- Disclose to the authorising delegate:
 - Any existing medical conditions that could reasonably be expected to give rise to a life-threatening situation in the course of the travel and supply a medical certificate;
 - A pregnancy and supply a medical certificate;
 - Any new medical conditions diagnosed or if an existing medical condition changes after travel arrangements are made; and
- Carry adequate supplies of any regularly required medication; and
- To take the required precautions and immunisation/s.

A medical clearance may be required prior to approval being granted to undertake the travel. If a satisfactory medical clearance is not obtained, the traveller will not be permitted to undertake business travel.

International Travel

International travellers must:

- Complete a [Movement Request for International University Travel form](#) and seek authorisation from the relevant approving delegate prior to making any travel bookings;
- Ensure the movement requisition and all travel documents are booked using the traveller's full name as it appears in the traveller's passport;
- Hold a valid passport for at least six (6) months after the return date of the planned travel;
- Obtain the appropriate travel visa for the destination/s;

- Comply with any relevant immigration requirements prior to undertaking travel as determined by the departure or destination locations' regulations;
- Register all travel details with the Department of Foreign Affairs and Trade at www.smartraveller.gov.au prior to leaving Australia;
- Monitor the www.smartraveller.gov.au website for variations of travel warnings for each travel destination, before seeking approval to travel and between approval to travel and commencement of the journey;
- Maintain a [Travel Diary](#); and
- Provide accurate contact details and maintain contact with the University and Travel Management Company.

Note: Retrospective travel approval and reimbursement of international travel arrangements is not permitted.

Department of Foreign Affairs and Trade (DFAT) travel warnings fall into four (4) broad categories:

- Level 1 - Exercise normal safety precautions;
- Level 2 - Exercise a high degree of caution;
- Level 3 - Reconsider your need to travel; and
- Level 4 - Do not travel.

If the DFAT travel warning for a particular country or region within that country is Level 3 or 4, approval by the Vice-Chancellor is required. If the DFAT travel warning is Level 4, travel may be cancelled or deferred until the situation improves. Travellers will be required to complete the [DFAT memo and Declaration form](#) and demonstrate that:

- The travel cannot reasonably be deferred;
- The travel is essential for the traveller's work or research program;
- The traveller is fully aware of potential risks in the country and cities to be visited and will engage in suitable risk reduction strategies;
- The traveller has the necessary local networks, support and language that may be required to substantially reduce or deal with the risks;
- The traveller will register with the Australian embassy (or the relevant embassy for non- Australian passport holders) in that country upon arrival and maintain contact with the University and Travel Management Company; and
- Any limitations on the University's travel insurance provided for the high-risk destination are acceptable.

Only in exceptional circumstances, will the Vice-Chancellor consider and/or approve travel to destinations considered to be high-risk.

Further advice on health and safety, including country specific advice, is available from the Department of Foreign Affairs and Trade at www.smartraveller.gov.au

Private Travel

The University discourages the practice of combining private travel in conjunction with travel on University business, as this may impact on the University's liability for fringe benefits tax (FBT) and insurance cover afforded to the traveller.

In special circumstances, travellers may apply to combine private travel with University business travel provided there will be no FBT liability. For example, the private travel component must:

- Be secondary to the University business;
- Be less than 40% of the time away;
- Start and end at the original destination of the University business travel; and
- Be fully paid for by the traveller.

Note: Any additional costs must be at the traveller's own expense and must not, under any circumstances, be charged to the University.

If in cases where the approved private travel exceeds 40%, but is less than 60% of the time away, the University must be reimbursed half of the travel costs to and from the venue of the University business by the traveller.

Where private travel exceeds 60% of the time away private travel is no longer considered secondary. Costs will need to be negotiated to only cover the out-of-pocket business related expenses and the traveller will not be covered by the University's insurance policy. The traveller will have to arrange private travel insurance to ensure they are adequately covered in an emergency.

Accompanying Travellers

The University discourages the practice of accompanying family and friends when travelling on University business. Travellers must ensure that any accompanying travellers do not impede the conduct of the University business or incur additional expenses for the University.

Travellers must indicate on the [Movement Request for University Travel form](#) and request approval from the relevant approving delegate prior to undertaking travel, their intention for any accompanying travellers to travel.

The University's travel insurance does not cover accompanying travellers. Appropriate personal travel insurance must be arranged privately for the accompanying person travellers, including non-University passengers in vehicles.

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

The University will not generally fund any costs incurred for accompanying travellers unless approval has been obtained in writing. Bookings made for accompanying travellers through the University's Travel Management Company must be charged to the traveller's personal credit card or other personal funds.

Frequent Flyer and Lounge Memberships

Accrual of points in a loyalty program when travelling on University business is permitted, however, travellers are not permitted to choose a specific airline at a higher cost to the University for the sole-reason of accruing points for personal benefit.

Travellers who accrue rewards points for travel and accommodation paid for from University funds are strongly encouraged to redeem points for further University travel. The University may be liable for Fringe Benefits Tax (FBT) on points accrued on University travel and used privately.

Information regarding membership of airline frequent flyer programs and lounge membership can be provided by the Office of Strategic Procurement Services, Travel Officer. Participation in such schemes is the personal choice of travellers who are responsible for the payment of any membership fees, unless this has been negotiated as part of a staff member's contract of employment.

Behaviour and Conduct

Travellers are representatives of the University and must abide by the law and maintain appropriate standards of workplace behaviour in accordance with the University's [Code of Conduct](#) and any other relevant Governing Document and legislation at all times.

The consumption of alcohol must be in moderation whilst travelling on business and/or participating in University activities, in accordance with the University's [Alcohol, Drugs and other Substances Policy](#).

Non-compliance may result in disciplinary action in accordance with the [Charles Darwin University and Union Enterprise Agreement 2013](#) and the [Charles Darwin University \(Student Conduct\) By-laws](#).

Communication

Travellers must maintain communications with the University whilst travelling on University business, particularly in emergency situations. This may include, but is not limited to, email, mobile phone, including international mobile roaming device, VHF, satellite phones, marine radio, and EPIRB.

In the event of requiring after-hours assistance, for example, flight delays, airport closures, travellers should contact the Travel Management Company direct. Details are located on the traveller's itinerary.

Changes to Approved Travel

Changes to a traveller's itinerary must be advised to the Travel Management Company as soon as possible. Where changes result in unused air tickets, a refund or credit may be applicable.

Changes to a traveller's itinerary may impact on the originally approved budget and/or insurance coverage may be compromised. The [Movement Request for University Travel form](#) must be updated with any changes and resubmitted for approval prior to the commencement of travel, or after commencement or upon completion of travel if applicable.

Where the Department of Foreign Affairs and Trade issue a travel advice that may affect international travel plans, a [Movement Request for International University Travel form](#) must be submitted to the relevant approving delegate for re-approval, regardless of any increase to the cost or duration of travel.

ESSENTIAL SUPPORTING INFORMATION

Internal

[Alcohol, Drugs and other Substances Policy](#)

[Application to Use a Private Vehicle for Official Purposes form](#)

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

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

[Code of Conduct](#)

[Corporate Purchasing Card Policy](#)

[Corporate Purchasing Card Procedures](#)

[DFAT Memo and Declaration form](#)

[Delegations Policy](#)

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

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

[Travel Diary form](#)

[Travel Policy](#)

[Private Vehicle Running Sheet](#)

[Work Health and Safety Policy](#)

External

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

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

[Payroll Tax Act](#) (NT)

[Smart Traveller](#)

Document History and Version Control

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

Version	Date Approved	Approved by	Brief Description
1.00	24 Apr 2007	Vice-Chancellor	Creation of original document and upload to CDU website.
1.01	24 Oct 2007	Vice-Chancellor	Inclusion of new position titles in the document to reflect the new VET structure EG: NT Manager, General Manager VET Business Improvement and VET Director
1.02	20 May 2008	Director, VET	Under No 5. Add Team leaders to provide approvals for Intrastate travel.
2.00	23 Sep 2015	Vice-Chancellor	Major review of document <ul style="list-style-type: none"> Change title from Travel on Official University Business Procedures to Travel on University Business Procedures Moved to current template Removed flow chart in line with current template Process moved to local work instructions
2.01	1 Oct 2015	Governance	Update hyperlink to Travel diary
202	10 Feb 2016	Vice-Chancellor	<ul style="list-style-type: none"> Update definition of Personal Expenses Addition of Approving delegates need to err towards caution when considering travel expenses. All authorisations of expenditure need to be publicly defensible. For contentious items, or if any doubt exists, the Director, Corporate Finance should be consulted under Travel Expenses. Addition of The payment of Travel Allowance is made directly to the staff member through iExpenses, prior to travel commencing. If the Travel Allowance is not paid prior to travel commencing, the staff member will need to keep receipts and seek reimbursement of travel expenses incurred under Travel Allowance. Addition of Income Tax Assessment Act 1997 under External Essential Supporting Information. Correct hyperlinks throughout document
2.03	1 Dec 2016	Administrative update	Under Travel Expenses remove reference to Director, Corporate Finance and replaced with Director, Finance
2.04	14 Dec 2016	Vice-Chancellor	Amendment to Air Travel <ul style="list-style-type: none"> Replaced reference to Air travel to remote locations is only permitted in aircraft with twin engines where pilots are rated for all-weather flying with Air travel to remote locations should, where possible, only be in in

			<p>aircraft with twin engines where pilots are rated for all-weather flying</p> <ul style="list-style-type: none"> • Removed If absolutely necessary, travel in single engine aircraft may be permitted with the prior approval of the Vice-Chancellor. • Updated definition of Senior Executive to reflect current structure. Removed Chief Operating Officer and Deputy Chief Operating Officer
2.05	15 Dec 2017	Governance	<ul style="list-style-type: none"> • Conversion to new template due to new University branding • Updated hyperlinks • Amended contact Officer from Manager, Strategic Procurement to Manager, Strategic Procurement Services • Added Sponsor Chief Financial Officer