THE UNIVERSITY OF NOTRE DAME AUSTRALIA

Procedure:

Travel

Effective: 25 October 2022

Audience: University Staff and Students, Board and Sub-Committee Members

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Policy Sub-category: Finance and Procurement

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Procedure Owner:	Chief Financial Officer
Responsible Officer:	Director, Financial Compliance & Operations
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Contents

1 PURPOSE 3
2 RELATED POLICIES AND REGULATIONS 3
3 REQUEST, APPROVE AND BOOKING TRAVEL 3
4 Travel safety 3
5 INSURANCE 4
6 AIR TRAVEL 4
7 ACCOMODATION 4
8 CAR HIRE 5
9 GROUND TRANSPORT 5
10 GROUP TRAVEL 5
11 TRAVEL EXPENDITURE (EXCLUDING FLIGHTS, ACCOMODATION AND CAR HIRE) 6
12 REIMBURSEMENT 6
13 TRAVEL ADVANCE 6
14 ACCEPTABLE TRAVEL EXPENSES 7
15 PROHIBITED TRAVEL EXPENSES 7
16 TRAVEL DIARIES 8
17 RELATED DOCUMENTS 9
18 DEFINITIONS: 9
19 APPENDIX A – TRAVEL ADVANCE 10

1 PURPOSE

1.1 This Procedure sets out the main processes to support implementation of the *Policy: Travel*.

2 RELATED POLICIES AND REGULATIONS

2.1 This Procedure should be read in conjunction with the following policies:

- **2.1.1** *Policy: Travel*
- **2.1.2** *Policy: Standing Delegations of Authority*
- **2.1.3** *Policy: Procurement*
- **2.1.4** *Policy: Gifts and Benefits*

3 REQUEST, APPROVE AND BOOKING TRAVEL

3.1 Subject to 3.1.2, all travel, including air travel, accommodation, car hire and other travel arrangements, must be requested, approved and booked via the University's appointed Travel Management Company's (**TMC**) travel booking portal.

- **3.1.1** Refer to the University Travel Page for information, including links to the TMC portal and support materials.
- **3.1.2** In exceptional circumstances, following approval from the CFO, limited travel bookings may be made outside the TMC travel booking portal.
- **3.1.3** While a TMC should be providing the University traveller with the best pricing available, given the nature of the pricing changes for flights, accommodation etc, should the traveller identify a cheaper option than through the TMC, we request that you contact the TMC immediately to advise them of this.

3.2 Travel requests must include itinerary and cost estimate for all University-related expenditure.

3.3 Travellers must not direct the choice of a travel route based on:

- **3.3.1** a personal preference of the route;
- **3.3.2** a personal preference for the travel provider; or
- **3.3.3** personal or private travel needs.

3.4 A single period of travel must not be divided or split into separate requests.

3.5 Bookings cannot exceed the pre-approved amount and the Travel Booker will select the best fare and the most efficient, safe, convenient and cost-effective means of transportation.

3.6 Any loyalty program points earned by travellers as a result of the University Business will accrue to the traveller.

3.7 Amendments to bookings after a trip has commenced will require approval from the travel request approver.

3.8 Where international travel is to be undertaken, it is the responsibility of the traveller to ensure they possess a valid passport (with a minimum validity of 6 months) and the required visas for their intended travel.

3.9 Travel requests must be approved in advance of commitment of any expenditure, unless otherwise agreed by the Chief Financial Officer.

4 TRAVEL SAFETY

4.1 For international travel or any other travel that requires specific risk controls to be in place, an approved Risk Assessment Management Plan (RAMP) must be attached to the travel request.

4.2 Refer to the University Travel Page for a copy of the RAMP Completion Factsheet and the relevant RAMP template for instructions about RAMP completion and approval.

5 INSURANCE

5.1 The University will provide Travellers with appropriate travel insurance for their approved University business or study trip, including emergency medical and security assistance.

5.2 The University's travel insurance policy provides cover for all approved local and international travel, including weekends and public holidays falling within the approved travel dates.

5.3 Due to the possibility of flight cancellations or delays, the University also provides insurance cover for up to two days either side of the approved travel dates.

6 AIR TRAVEL

6.1 The airline carrier selected is to be based on the best fare available that meets the traveller's business itinerary.

6.2 The standard arrangement is for staff to travel in economy class using standard/non-flexible fares.

6.3 Staff are encouraged to select flights (airlines and times of travel) that deliver best value for money for the University.

6.4 Staff seeking to travel in Business class must be approved by the Vice Chancellor or a Deputy Vice Chancellor, Finance and Chief Operating Officer prior to booking.

6.5 Board and Sub-Committee members are entitled to Business class travel.

6.6 Any unused airfare credits (credits on hold) must be used for subsequent bookings.

7 ACCOMODATION

7.1 Accommodation should be chosen where practical at hotels available through the TMC.

7.2 If unavailable, other accommodation can be considered if conveniently located to the place of University Business and must be included in the travel approval request.

7.3 As a general indication, a single room with private facilities in a 3-4 star hotel in Australia and a 4-star hotel overseas would meet these standards. Any exceptions to this must be approved by the Vice Chancellor or a Deputy Vice Chancellor prior to booking.

7.4 All accommodation bookings are best available rate, room upgrades are at the traveller's own expense.

7.5 Accommodation providers will receive a unique virtual credit card number from the TMC for accommodation payment only. On the rare occasion that the accommodation provider does request a copy of payment, it is recommended the traveller download the "Confirma Pay" App so they also receive a copy of virtual card 1 day prior to check-in.

7.6 Conference accommodation that forms part of the conference registration package may be booked directly at the time of registration. Travellers must ensure they attach conference accommodation details to their travel request.

7.7 Where travellers intend to stay with friends or relatives, this should be declared upon submission of the travel request. In such circumstances, reimbursement of accommodation expenses must not be claimed.

7.8 There may be cases where travellers are staying in remote locations or where no bookable accommodation options exist via the University TMC (E.g. field site visits). In these instances, travellers may make their own accommodation arrangements, and must place a note in the travel request that 'no bookable accommodation options exist via the University's TMC'. The details of any bookings must be attached to the travel request.

8 CAR HIRE

8.1 When travelling with other travellers or transporting large materials, the traveller should consider car hire wherever driving is more cost-effective than other forms of transport, unless there is a reason why ground transport cannot be utilised.

8.2 The traveller will be personally liable for any breaches of those laws (including parking and speeding offences).

8.3 If a University traveller's personal vehicle is approved for use while travelling, only mileage can be claimed, and no fuel for private vehicles can be claimed by staff.

9 GROUND TRANSPORT

9.1 The University encourages the use of public transport when it is economical, safe and practical.

9.2 When public transport is not feasible, taxi services (including ride share) may be used for short duration trips.

9.3 Alternative forms of transport may be used, but the traveller must personally agree to the terms and conditions of the transport provider and is responsible for the associated risks.

10 GROUP TRAVEL

10.1 If ten people or more are booking the same air travel or accommodation, a group booking can be made.

10.2 Group travel is booked offline, directly with the TMC's travel consultant.

10.3 A travel arranger is responsible to making group bookings and assigning a lead traveller to the travel request.

10.4 The most senior employee is to be nominated as the lead traveller at the time of requesting travel.

11 TRAVEL EXPENDITURE (EXCLUDING FLIGHTS, ACCOMODATION AND CAR HIRE)

11.1 The methods by which staff are able to fund expenditure while travelling are set out in Table 1 below:

Table 1 – Travel Expenditure Methods

Eligible	Expenditure Method	Expenditure Limits
All Employees who have a University Corporate Credit Card	Employees must use the University Corporate Credit Card.	Expenditure must not exceed the ATO 'Reasonable Allowances' set out in Clause 14.
Board Members and Sub-Committee Members	Board Members and Sub-Committee Members will be provided with a FASTCARD for use for taxi transport.	N/A
Reimbursement	Reimbursement of expenses in accordance with Clause 12.	Expenditure must not exceed the ATO 'Reasonable Allowances' set out in Clause 14.

11.2 For all overseas travel, the Finance Office must be notified to ensure the Corporate Credit Card is not blocked when it is used overseas.

11.3 A Travel Advance may be requested by an employee for anticipated reasonable travel expenses for use in exceptional circumstances and can only be granted by the Chief Financial Officer or Director, Financial Compliance & Operations.

11.4 Receipts or invoices must be retained and submitted for settlement within 20 days from the date of travel return. Any unused portions of a Travel Advance must be returned to the University.

11.5 Travellers, who are staying overnight away from their home on official business travel, are entitled to claim reasonable travel expenses relating to meals and incidentals. All expense claim requests are to be made through the Flexipurchase system.

11.6 Travellers should refer to Clauses 14 and 15 for a detailed list of allowable and prohibited travel expenses.

11.7 It is the responsibility of the Approver to ensure that travel expenses are only for reasonable expenditure.

12 REIMBURSEMENT

12.1 Travel expenses actually incurred may be reimbursed upon production of invoices/receipts.

12.2 Substantiation and appropriate records of expenditure are required for travel expenditure charged to the Corporate Credit Card domestically and overseas, and all receipts and tax invoices must be retained.

12.3 The following sets out the University's requirements in relation to record keeping and acquittals:

12.3.1 Acquittals, for all credit card charges, are to be completed as per the *Procedure: Corporate Credit Card*;

12.3.2 Substantiation and appropriate records of expenditure are required for travel expenditure charged to the Corporate Credit Card domestically and overseas;

12.3.3 Receipts and tax invoices must be submitted with each acquittal;

12.3.4 For extended travel periods, cardholders should notify the Finance Office that the acquittal and approval may be delayed to prevent suspension of the Corporate Credit Card; and

12.3.5 The Finance Office, may, in certain circumstances, accept a Statutory Declaration as substitute for itemised receipts/tax invoices using the Lost or Unobtainable Tax Invoice/Receipt Declaration.

13 TRAVEL ADVANCE

13.1 The daily Travel Advance amounts for travel in Australia or overseas is set out in *Appendix A*.

13.2 Repayment of any unused portions of Travel Advance must be made to the University, unless approval is given by the Chief Financial Officer to carry forward the unused portion.

13.3 Approval to carry forward unused portions of Travel Advance will only be considered when there are imminent travel plans within the following month of the travellers return.

13.4 Failure to acquit the Travel Advance within 20 days may result in further requests being refused and travellers may be provided with an invoice for personal payment of the advance provided.

13.5 Fringe Benefits Tax (FBT) charges may also apply where the employee does not acquit the Travel Advance. Any FBT will be payable by the employee.

14 ACCEPTABLE TRAVEL EXPENSES

14.1 The University will pay or reimburse the following expenditure incurred on official business travel:

- **14.1.1** Visa, vaccination costs (where recommended by DFAT, World Health Organisation, doctor or travel clinic) and related medical expenses;
- **14.1.2** Transport costs to/from airport (Chauffeured car services require prior approval from the Vice Chancellor or Chief Financial Officer);
- **14.1.3** Airfares (where purchased through the University TMC or reimbursed if exceptional circumstances apply);
- **14.1.4** Ground transportation costs such as public transport or hire car fees;
- **14.1.5** Hotel accommodation, including any hotel service fees (where not booked through the approved University Travel Provider);
- **14.1.6** Meals (breakfast, lunch and dinner);
- **14.1.7** Reasonable laundry expenses where the trip is greater than four working days (as a guideline, these should be lower than AUD $15 per calendar day); and
- **14.1.8** Official communications requirements, such as business telephone calls, and where approved by an authorised delegate in advance, global roaming usage and internet access. (NB: virtual communication arrangements should be utilised, i.e. zoom, etc. unless in the case of an emergency). University travellers are encouraged not to use hotel telephones as they are excessively surcharged in comparison to normal communication costs.

14.2 The combined daily meals and incidental charges, both domestically and internationally, should not exceed the reasonable travel expense amounts specified in the ATO 'Reasonable Allowances' Taxation determination for the current year (for the mid-range salary).

14.3 Any direct costs relating to personal or private travel (refer to clause 16.4 of this Procedure) is the responsibility of the employee.

15 PROHIBITED TRAVEL EXPENSES

15.1 Travellers must not claim cost reimbursement for the following expenses:

- **15.1.1** Passport applications or renewals.
- **15.1.2** Chauffeured car services, unless prior approval from the Vice Chancellor is attained,
- **15.1.3** Hotel bar and minibar costs;
- **15.1.4** Health spas, saunas, massages and similar expenditures;
- **15.1.5** Haircuts;
- **15.1.6** Costs of in-room/external movies;
- **15.1.7** Costs of laundry (including dry-cleaning) where the trip is of short duration (four business/unavoidable days or less);
- **15.1.8** Clothing (except as covered by the Staff Agreements);
- **15.1.9** Routine medication for a pre-existing medical condition and non-prescribed medication;
- **15.1.10** Fares or rates that allow frequent flyer or club membership point upgrades that do not represent best fare or rate of the day policy; and
- **15.1.11** Other items determined to be personal or private.

15.2 If travellers wish to give a tip or gratuity, it shall be at the travellers' own expense. An exception can be made where a set percentage service charge is added to the bill in an overseas country where it is culturally expected and appropriate.

16 TRAVEL DIARIES

16.1 A travel diary is a record of an employee's travel movements and activities when travelling for University Business.

16.2 Travel diaries are required when an employee travels away from home for six or more nights in a row or when the travel includes any private or personal travel.

16.3 Travel diaries must be submitted through the travel request process with our approved TMC.

16.4 The purpose of a travel diary is to help work out the work-related and private elements of an employee's trip, with the objective of providing a sufficient basis to determine the extent to which the trip was undertaken for business purposes.

16.5 The Fringe Benefits Tax Assessment Act 1986 requires an employee to provide a travel diary for their employer where the employer pays, reimburses or sanctions the employee's travel expenses, so that the employer can substantiate that the travel was for business purposes and is, therefore not liable to pay fringe benefits tax (FBT) for the travel expenses.

16.6 Provisional travel diaries must be submitted prior to travel, this assists in the assessment of any FBT liability and provides details for reporting for insurance and health and safety purposes.

16.7 Travel diaries should account for each day of the trip from departure to return and indicate the nature, location, duration and dates of each day's activity. This requirement extends to where part of the period of travel connected with University Business is personal or private travel.

16.8 Periods of personal or private travel should be recorded as "Personal".

16.9 Personal or private travel is anything that is not defined as University Business.

16.10 Private travel days that do not exceed 50% of the total travel days will be regarded as incidental to University Business.

16.11 Where private travel days exceed the 50% threshold, they will be deemed non-incidental to the purpose of the travel for University Business and travellers will be required to make a pro-rata contribution equivalent to a minimum of 50 per cent of the relevant travel costs, in addition to any FBT payable on the Travel.

16.12 Where a personal contribution is required, this will be collected by the TMC during the booking process.

16.13 University business days are those days where formal business activities are undertaken and will include:

- **16.13.1** Transit days when travelling to a business destination from home or from a business destination, returning home;
- **16.13.2** A recovery day for international travel (8 or more hours);
- **16.13.3** Weekends and public holidays surrounded by business travel days with formal business activities (excluding those days falling between a transit day and business day that is not a recovery day); or
- **16.13.4** Unavoidable delays between distinct business activities where the number of days are deemed reasonable by the University.

16.14 Travel diaries must be completed by the lead traveller and submitted within 10 days of completion of travel.

16.15 Where a travel diary is not completed or is not properly completed by an employee, the travel to which the diary relates will be regarded as un-substantiated travel and will be deemed to be private travel.

16.16 Where efforts to retrieve required documents or substantiation have been exhausted, FBT will be charged on the total travel cost and will be payable by the employee.

17 RELATED DOCUMENTS

17.1 *Procedure: Procurement*
17.2 *Procedure: Corporate Credit Cards*
17.3 *Guideline: Business Expense*
17.4 *RAMP Completion Factsheet*
17.5 *Risk Assessment Management Plan –International Travel template*
17.6 *HSW General Activity/Process RAMP template*

18 DEFINITIONS

18.1 For the purpose of this Procedure, the definitions stated in the *Policy*: *Travel* apply.
18.2 In addition, the following definitions apply to this Procedure:
18.2.1 ***Best Available Rate*** means the lowest rate of the day for accommodation that is available to book.
18.2.2 ***Best Fare of the Day*** means the lowest fare that exists at the time of booking and for which a seat is available that meets the traveller's business needs and entitlements.
18.2.3 ***Lead Traveller*** means the person named as first traveller on the travel request and for which the workflow for travel approval is based.
18.2.4 ***Pre-Approved*** means the trip is approved using the TMC system prior to booking.
18.2.5 ***Travel Advance*** means a payment made to a traveller before a trip takes place.
18.2.6 ***Travel Booker*** means employees authorised to request and book travel on behalf of the traveller.

Version	Date of approval	Approved by	Amendment
1	25 October 2022	CFO	New procedure - supersedes previous Guidelines: Travel and Guidelines: Board Travel.

19 APPENDIX A – TRAVEL ADVANCE

19.1 The daily Travel Advance is set with reference to maximum limits of expenditure. Travel Advance can only be granted by the Chief Financial Officer.

19.2 The advance for all domestic travel is $90 per night.

19.3 The advance for overseas travel is grouped into the following regions:

19.3.1 The North Americas/United Kingdom/Europe/China is $130 per night; and

19.3.2 South East Asia is $90 per night.

19.4 The Travel Advance for other countries is available from the Finance Office.