

SCHEDULE A: TRAVEL POLICY

APPROVAL AUTHORITIES FOR UNIVERSITY TRAVEL

Domestic Travel

Person Travelling	Approving Authority
Chancellor and Council Members	Vice Chancellor or Council Secretary
Vice Chancellor	Chancellor or Council Secretary
Executive	Vice Chancellor
Head of Work Unit	Relevant Executive
All other staff	Head of Work Unit
Students	Relevant Head of School
Non Staff (other than Council Members)	Relevant Head of Work Unit

International Travel (without High or Extreme Risk Rating)

Chancellor and Council Members	Vice Chancellor or Council Secretary
Vice Chancellor	Chancellor or Council Secretary
Executive	Vice Chancellor
All other staff	Relevant Executive
Students	Relevant Head of School
Non Staff (other than Council Members)	Relevant of Head of Work Unit

International Travel (with High or Extreme Risk Rating)

Chancellor and Council Members	Vice Chancellor or Council Secretary
Vice Chancellor	Chancellor or Council Secretary
All other staff	Vice Chancellor
Students	Vice Chancellor
Non Staff	Vice Chancellor