

In accordance with the [Travel and Entertainment Policy](#) and [Procedures](#), the University reimburses accommodation, meals and incidentals on the basis of actual costs which must be reasonable. The following schedule is used as a guide in assessing and determining reasonable expenses.

Country	Meals \$	Incidentals \$	Total \$
ALBANIA	95.00	30.00	125.00
ALGERIA	130.00	35.00	165.00
ANGOLA	170.00	35.00	205.00
ANTIGUA/BARBUDA	240.00	45.00	285.00
ARGENTINA	95.00	30.00	125.00
ARMENIA	130.00	35.00	165.00
AUSTRIA	200.00	40.00	240.00
AZERBAIJAN	130.00	35.00	165.00
BAHAMAS	240.00	45.00	285.00
BAHRAIN	200.00	40.00	240.00
BANGLADESH	170.00	35.00	205.00
BARBADOS	240.00	45.00	285.00
BELARUS	95.00	30.00	125.00
BELGIUM	200.00	40.00	240.00
BERMUDA	240.00	45.00	285.00
BOLIVIA	130.00	35.00	165.00
BOSNIA	95.00	30.00	125.00
BRAZIL	130.00	35.00	165.00
BRUNEI	130.00	35.00	165.00
BULGARIA	130.00	35.00	165.00
BURKINA FASO	130.00	35.00	165.00
CAMBODIA	95.00	30.00	125.00
CAMEROON	170.00	35.00	205.00
CANADA	200.00	40.00	240.00
CHILE	130.00	35.00	165.00
CHINA	200.00	40.00	240.00
COLOMBIA	130.00	35.00	165.00
CONGO DEM REP	200.00	40.00	240.00
COOK ISLANDS	170.00	35.00	205.00
COSTA RICA	130.00	35.00	165.00
COTE D'IVOIRE	170.00	35.00	205.00
CROATIA	130.00	35.00	165.00
CYPRUS	170.00	35.00	205.00
CZECH REPUBLIC	130.00	35.00	165.00
DENMARK	240.00	45.00	285.00
DOMINICAN REP	170.00	35.00	205.00
EAST TIMOR	170.00	35.00	205.00
ECUADOR	170.00	35.00	205.00
EGYPT	130.00	35.00	165.00
EL SALVADOR	130.00	35.00	165.00
ERITREA	170.00	35.00	205.00
ESTONIA	170.00	35.00	205.00
ETHIOPIA	95.00	30.00	125.00
FIJI	130.00	35.00	165.00
FINLAND	240.00	45.00	285.00
FRANCE	200.00	40.00	240.00
FRENCH POLYNESIA	240.00	45.00	285.00
GABON	240.00	45.00	285.00
GAMBIA	95.00	30.00	125.00
GEORGIA	95.00	30.00	125.00
GERMANY	200.00	40.00	240.00
GIBRALTAR	170.00	35.00	205.00
GREECE	170.00	35.00	205.00
GUATEMALA	170.00	35.00	205.00
GUYANA	130.00	35.00	165.00
HONG KONG	240.00	45.00	285.00
HUNGARY	130.00	35.00	165.00
ICELAND	240.00	45.00	285.00
INDIA	130.00	35.00	165.00
INDONESIA	130.00	35.00	165.00
IRAN	60.00	25.00	85.00
IRAQ	170.00	35.00	205.00
IRELAND	200.00	40.00	240.00
ISRAEL	240.00	45.00	285.00
ITALY	200.00	40.00	240.00
JAMAICA	170.00	35.00	205.00
JAPAN	200.00	40.00	240.00
JORDAN	240.00	45.00	285.00

Country	Meals \$	Incidentals \$	Total \$
LAOS	130.00	35.00	165.00
LATVIA	170.00	35.00	205.00
LEBANON	130.00	35.00	165.00
LITHUANIA	130.00	35.00	165.00
LUXEMBOURG	200.00	40.00	240.00
MACAU	200.00	40.00	240.00
MALAWI	95.00	30.00	125.00
MALAYSIA	130.00	35.00	165.00
MALI	130.00	35.00	165.00
MALTA	170.00	35.00	205.00
MAURITIUS	170.00	35.00	205.00
MEXICO	130.00	35.00	165.00
MONACO	240.00	45.00	285.00
MOROCCO	170.00	35.00	205.00
MOZAMBIQUE	130.00	35.00	165.00
MYANMAR	130.00	35.00	165.00
NAMIBIA	95.00	30.00	125.00
NEPAL	130.00	35.00	165.00
NETHERLANDS	200.00	40.00	240.00
NEW CALEDONIA	200.00	40.00	240.00
NEW ZEALAND	170.00	35.00	205.00
NICARAGUA	130.00	35.00	165.00
NIGERIA	170.00	35.00	205.00
NORTH MACEDONIA	95.00	30.00	125.00
NORWAY	240.00	45.00	285.00
OMAN	240.00	45.00	285.00
PAKISTAN	95.00	30.00	125.00
PANAMA	170.00	35.00	205.00
PAPUA NEW GUINEA	170.00	35.00	205.00
PARAGUAY	95.00	30.00	125.00
PERU	170.00	35.00	205.00
PHILIPPINES	170.00	35.00	205.00
POLAND	130.00	35.00	165.00
PORTUGAL	170.00	35.00	205.00
PUERTO RICO	240.00	45.00	285.00
QATAR	240.00	45.00	285.00
ROMANIA	130.00	35.00	165.00
RUSSIA	170.00	35.00	205.00
RWANDA	130.00	35.00	165.00
SAINT LUCIA	200.00	40.00	240.00
SAINT VINCENT	170.00	35.00	205.00
SAMOA	170.00	35.00	205.00
SAUDI ARABIA	170.00	35.00	205.00
SENEGAL	170.00	35.00	205.00
SERBIA	130.00	35.00	165.00
SIERRA LEONE	95.00	30.00	125.00
SINGAPORE	240.00	45.00	285.00
SLOVAKIA	170.00	35.00	205.00
SLOVENIA	130.00	35.00	165.00
SOLOMON ISLANDS	170.00	35.00	205.00
SOUTH AFRICA	95.00	30.00	125.00
SPAIN	200.00	40.00	240.00
SRI LANKA	130.00	35.00	165.00
SWEDEN	200.00	40.00	240.00
SWITZERLAND	240.00	45.00	285.00
TAIWAN	200.00	40.00	240.00
TANZANIA	130.00	35.00	165.00
THAILAND	170.00	35.00	205.00
TONGA	130.00	35.00	165.00
TRINIDAD & TOBAGO	240.00	45.00	285.00
TUNISIA	95.00	30.00	125.00
TURKEY	130.00	35.00	165.00
UGANDA	130.00	35.00	165.00
UKRAINE	130.00	35.00	165.00
UNITED ARAB EMIRATES	240.00	45.00	285.00
UNITED KINGDOM	200.00	40.00	240.00
USA	200.00	40.00	240.00
URUGUAY	130.00	35.00	165.00

Southern Cross University
2023/2024 Travel Rates - Non Executive (International)
effective 18 August 2023 (Schedule 1)

Country	Meals \$	Incidentals \$	Total \$
KAZAKHSTAN	95.00	30.00	125.00
KENYA	170.00	35.00	205.00
KOREA	240.00	45.00	285.00
KOSOVO	95.00	30.00	125.00
KUWAIT	200.00	40.00	240.00
KYRGYZSTAN	95.00	30.00	125.00

Country	Meals \$	Incidentals \$	Total \$
VANUATU	170.00	35.00	205.00
VIETNAM	130.00	35.00	165.00
ZAMBIA	95.00	30.00	125.00
OTHER COUNTRIES	60.00	25.00	85.00

The percentage breakup for meals is:-	
Breakfast	25%
Lunch	28%
Dinner	47%

The reasonable accommodation rate is \$300*

** Reasonable accommodation - actual invoices/receipts required. If actual accommodation costs per night are higher than the 'reasonable rate' a brief explanation of why that particular hotel/motel/serviced apartment was selected is required.*