

# Travel and Entertainment Policy

## Section 1 - Purpose and Scope

(1) This document sets out the principle arrangements that apply when people travel or entertain on behalf of the University. It must be read in conjunction with the [Travel and Entertainment Procedures](#).

### Scope

(2) This policy applies to all:

- a. University employees, including adjunct, visiting and conjoint academic appointees, whether full-time, part-time, continuing, fixed-term or casual; and
- b. members of the University's Council and other University committees, whether they hold office by election or appointment; and
- c. students and other third parties travelling either domestically or internationally for University activities.

## Section 2 - Definitions

(3) For the purpose of this Policy:

- a. Domestic Travel:
  - i. means all Travel Events occurring within Australia.
- b. International Travel:
  - i. means all Travel Events occurring outside Australia (including the domestic leg of International Travel).
- c. Travel Event:
  - i. means employee travel whereby a flight, accommodation or hire car segment is booked. A travel event excludes same-day travel.

## Section 3 - Policy Statement

### Travel

(4) The University will:

- a. fund Travel Events and associated expenses which are work-related, reasonable and duly approved, subject to the conditions of this Policy and adherence to the [Travel and Entertainment Procedures](#);
- b. facilitate staff travel to undertake University authorised teaching, research, management and professional development;
- c. discharge its duty of care towards travellers when they preparing for, and undertaking, travel both domestically and internationally on behalf of the University;
- d. provide travelling staff with advice of legislative and regulatory requirements and how to comply with these

requirements;

- e. not unreasonably require staff to undertake travel, in particular where personal circumstances of the staff member (including any family responsibilities) would make travel undesirable or difficult; and
- f. provide standard benefits and conditions for long and short-term international assignments and ensure appropriate compensation to staff who take up such assignments.

(5) Approval for all Travel Events must be obtained:

- a. via a Travel Request from the relevant approval authority (refer clause (17));
- b. in accordance with the [Travel and Entertainment Procedures](#); and
- c. before the Travel Event is undertaken.

### **Specific Travel Restrictions**

(6) Air Travel and Car Hire relating to a Travel Event must be booked using the University's preferred supplier for travel management consultant services.

(7) Car Hire associated with same day travel must be arranged via a pool vehicle. Refer to [Motor Vehicle Policy](#) and Procedures.

(8) First class travel is prohibited unless the travel is authorised by the employee's contract of employment.

(9) Business class travel is prohibited, other than in relation to Council Members, Members of the Vice Chancellor's Executive Committee and Heads of Campus undertaking travel for Council purposes, who may travel business class for all International Travel(except to and from New Zealand) and for domestic travel exceeding four hours flying time.

### **Reasonable Expenses**

(10) The following schedules will be used as a guide in assessing and determining reasonable expenses for accommodation, meals and incidentals:

- a. members of Council and Executive: reasonable meal and incidental rates as set by the University and included in the Executive domestic travel rates and the Executive overseas travel rates; and
- b. other Officers: reasonable meal and incidental rates as set by the University and included in the Non-executive domestic travel rates and the Non-executive overseas travel rates.

### **Private Travel**

(11) Travellers may undertake occasional personal or private travel in conjunction with travel on official University business, provided:

- a. the private travel does not exceed the business portion of travel;
- b. prior approval is obtained for the period of leave; and
- c. all costs associated with this travel are paid for separately and from non-University funds.

(12) Travellers must use appropriate leave (annual, long service leave or leave without pay) to cover periods of absence that are not specifically required to conduct University business.

(13) Any Fringe Benefit Tax liability is to be met by the employee.

### **Entertainment**

(14) The University will meet reasonable business entertaining expenses where a benefit to the University can be

demonstrated, in accordance with the [Travel and Entertainment Procedures](#).

## Taxation

(15) Travellers are responsible for their own taxation liabilities and should seek independent advice regarding any taxation implications in relation to this Policy. Further information is available from the Australian Taxation Office (ATO) website.

## Non Compliance

(16) Where this Policy or the [Travel and Entertainment Procedures](#) are not adhered to, the matter will be brought to the attention of the Vice Chancellor's Executive Committee for appropriate action (including disciplinary action where appropriate).

# Section 4 - Approval Authorities for Travel Events

(17) Approving authorities for Travel Requests are as follows:

### International Travel Events (without DFAT Level 3 or 4 Warning)

Person Travelling	Approving Authority
Chancellor or spouse, Council Members	Vice Chancellor or Council Secretary
Vice Chancellor or spouse	Chancellor or Council Secretary
Executive or spouse	Vice Chancellor
All other staff	Relevant Executive

### International Travel Events (with DFAT Level 3 or 4 Warning)

Person Travelling	Approving Authority
Chancellor or spouse, Council Members	Vice Chancellor or Council Secretary
Vice Chancellor or spouse	Chancellor or Council Secretary
All other staff	Vice Chancellor

### Domestic Travel Events:

Person Travelling	Approving Authority
Chancellor or spouse, Council Members	Vice Chancellor or Council Secretary
Vice Chancellor or spouse	Chancellor or Council Secretary
Executive	Vice Chancellor
Head of Work Unit	Relevant Executive
All other staff	Head of Work Unit

(18) Approving authorities for Expenses are as follows:

Person	Approving Authority
Chancellor or spouse, Council Members	Vice Chancellor or Council Secretary
Vice Chancellor or spouse	Chancellor or Council Secretary
Executive	Vice Chancellor
Head of Work Unit	Relevant Executive
All other staff	Head of Work Unit

## Section 5 - Procedures

(19) See [Travel and Entertainment Procedures](#).

## Section 6 - Guidelines

(20) Nil.

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	17th January 2019
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