

Travel Policy

Section 1 - Purpose and Scope

Purpose

(1) This Policy:

- a. establishes the University's requirements for travel on University Business; and
- b. supports the safety and well-being of Travellers while maintaining the financial integrity, compliance and sustainability of all travel activities.

Scope

(2) This Policy applies to all University Business travel undertaken by staff, students and authorised third parties (such as consultants or guests), regardless of duration or funding source.

Section 2 - Definitions

(3) For the purposes of this Policy and associated Procedures, the following definitions apply:

- a. Executive Member: refer to [Schedule B, Delegations Rule](#).
- b. Traveller: a person travelling on University Business.
- c. University Business: activity of a business, educational or professional nature sanctioned by the University.

Section 3 - Travel Bookings and Approvals

(4) All University Business travel, regardless of the funding source, must be formally approved in accordance with the [Travel Procedures](#) and [Schedule A - Travel Approval Authorities](#) prior to booking or commencement of travel.

(5) Any travel funded, in whole or in part, by the University, must be for University Business. The University will not book, fund or reimburse personal travel.

(6) University Business travel funded or subsidised in whole or in part by an external third party must be approved and recorded prior to acceptance and departure.

Section 4 - Travel Risk Management

(7) The University is committed to ensuring the health, safety, and well-being of all Travellers. Travel risk must be systematically identified, assessed, and managed prior to the approval and commencement of any University Business travel.

(8) The University utilises the Australian Department of Foreign Affairs and Trade (DFAT) (Smart Traveller) advisory levels to determine destination risk and inform whether a risk assessment is required to be undertaken as specified in

the Travel Procedures.

(9) University-funded or sanctioned travel is strictly prohibited to any location categorised as Level 4 by DFAT, except with the express written approval of the Vice-Chancellor.

(10) Extended University Business travel exceeding 180 days is subject to additional institutional risk assessments, tax considerations, and workplace health and safety approvals.

(11) All student group travel, irrespective of funding source or destination, must undergo a mandatory group risk assessment and authorisation process prior to departure to ensure adequate institutional oversight and duty of care.

Section 5 - Insurance Coverage

(12) The University provides travel insurance for those travelling on University Business subject to the limitations of the University's Corporate Travel Insurance. Travellers are responsible for confirming their travel is covered by referring to the [Corporate Travel Insurance Website](#) and associated documents.

Section 6 - Private Travel

(13) Travellers may undertake private travel in conjunction with travel on University Business provided it meets the requirements and thresholds detailed in the [Travel Procedures](#) and [Private Travel Guidelines](#).

(14) In accordance with the Travel Procedures, if a Traveller amends their itinerary after flights have been booked and the revised itinerary results in private travel exceeding the thresholds specified, the Traveller will be required to pay the applicable personal contribution.

Section 7 - Reimbursable Travel Costs

(15) The University does not pay per diems. Meals, incidental and other travel-related costs are reimbursed on the basis of actual reasonable costs supported by documentation.

(16) A travel allowance may be paid if expressly approved by the Chief Financial Officer.

(17) Travellers are required to adhere to the University's established reasonable rate scales for all travel-related expenses. Claims for reimbursement must be within the limits set for the Traveller's designated category (Executive or Non-Executive) and location, as set out in the Travel Procedures.

Section 8 - Fatigue Management and Rest

(18) The University is committed to managing travel fatigue. Travellers are entitled to reasonable rest breaks before, during and after University Business travel based on trip duration and destination, in accordance with the thresholds established in the Travel Procedures.

Section 9 - Loyalty and Membership Programs

(19) The University makes no claims of ownership of frequent flyer points accrued during University Business travel.

(20) Reimbursement for airline lounge membership is not a standard entitlement and requires dual approval of both Head of Work Unit and relevant Executive Member.

(21) The University will not reimburse fees associated with joining or maintaining third-party accommodation or airline loyalty programs.

Section 10 - Cash Advances

(22) Cash advances are provided solely to ensure staff are not placed under financial hardship due to sanctioned University travel.

(23) Cash advances are reserved for employees of the University:

- a. who do not hold a corporate credit card; or
- b. for corporate credit cardholders travelling to locations where cards are not accepted.

Section 11 - Reconciliation and Supporting Documentation

(24) All travel expenses, corporate card transactions, and cash advances must be formally reconciled and submitted via an Expense Report within the timelines established in the Travel Procedures.

(25) Expense claims and cash advance acquittal must be supported by valid tax invoices or receipts. The University utilises digital records as the primary method for acquittal. Once a legible electronic copy of a receipt is attached to an Expense Report, physical copies are no longer required to be retained by the Traveller.

(26) Reimbursements for out-of-pocket expenses are subject to strict lodgement timeframes, as detailed in the Travel Procedures, to ensure accurate institutional financial reporting.

(27) Where a Traveller fails to acquit a cash advance or provide valid substantiation within the prescribed timeframes, the outstanding advance and any unsubstantiated expenditure will be recovered from the Traveller, and no further cash advances will be approved.

(28) Any unspent portion of a cash advance must be repaid to the University in full within the designated period specified in the Travel Procedures.

(29) Failure to comply with travel reconciliation and acquittal requirements constitutes a breach of policy and may result in the suspension of travel privileges, staff disciplinary action, or the application of Student Sanctions in accordance with the University's [Rules - Fees, Charges and Sanctions](#).

Travel Diary

(30) Travellers undertaking University Business travel of a duration 6 nights or more must maintain and submit a compliant Travel Diary as outlined in the Travel Procedures.

(31) Travellers must ensure the Travel Diary is a true and accurate record of the business activities that are undertaken.

(32) Where the travel diary has been entered on behalf of the traveller, the traveller needs to endorse that the business activities recorded in the travel diary accurately represent the business activities undertaken.

Section 12 - Compliance and Breach of Policy

(33) A breach of this Policy by a staff member may be treated as misconduct depending on the nature of the breach and will be dealt with in accordance with the University policies, procedures and processes.

(34) A breach of this Policy by a student may be treated as non-academic misconduct which will be dealt with under the [Rules – Student Academic and Non-Academic Misconduct Rules](#).

Section 13 - Associated Documents

(35) This Policy is supported by:___

- a. [Travel Procedures](#)
- b. [Schedule A – Travel Approval Authorities](#)
- c. [Executive domestic travel rates](#)
- d. [Non-Exective domestic travel rates](#)
- e. [Executive overseas travel rates](#)
- f. [Non-executive overseas travel rates](#)

(36) This Policy should be read in conjunction with:

- a. [Work Health Safety Policy](#)
- b. [Code of Conduct](#)
- c. [Motor Vehicle Policy](#)
- d. [Special Studies Program Policy](#)
- e. [Corporate Credit Card Policy](#)

Status and Details

Status	Current
Effective Date	10th July 2026
Review Date	10th July 2029
Approval Authority	Vice-Chancellor
Approval Date	10th July 2026
Expiry Date	Not Applicable
Responsible Executive	Travis Walker Vice President (Finance) +0011 612 66203731
Head of Work Unit	Dave Elmer Director, Financial Performance
Enquiries Contact	Dave Elmer Director, Financial Performance <hr/> Financial Services