

## Travel Policy

<b>Approving authority</b>	Finance, Resources and Risk Committee
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<b>Document URL</b>	<a href="http://policies.griffith.edu.au/pdf/Travel Policy.pdf">http://policies.griffith.edu.au/pdf/Travel Policy.pdf</a>
<b>TRIM document</b>	2017/0000412
<b>Description</b>	The Policy sets out the requirements for any person who travels or incurs travel related expenses while on Official University Business, or Academic Studies Program (ASP).  Detailed procedures can be found in the Travel Procedures in the Financial Management Practice Manual.

### Related documents

[Absence on Official University Business Policy](#)

[Academic Studies Program Policy](#)

[Relocation Policy](#)

[Motor Vehicle Policy](#)

[Financial Management Practice Manual - Travel Procedures](#)

[Financial Management Practice Manual - Insurance Procedures](#)

[Financial Management Practice Manual – Use of Private Motor Vehicles](#)

### External Links:

[International SOS Employee Travel Assistance Program](#)

[Department of Foreign Affairs and Trade \(travel warnings\)](#)

[\[Policy\]](#) [\[Private Travel\]](#) [\[Responsibilities\]](#)

## 1. POLICY STATEMENT

"Travel" is travel funded by the University and undertaken by a staff member, student or visitor while on official University business.

The University views travel as an enabler for its teaching, learning, research and engagement activities. It seeks to provide safe and cost effective options for travel that allow the University to fulfil its legal, tax and employer duty of care obligations.

All travel must only be undertaken after due consideration of the environmental impacts of travel and all other alternatives available to the University such as web meetings and video conferencing.

The University has secured preferred supplier arrangements with selected travel providers to achieve value for money outcomes for airline, accommodation and car rental services. The preferred suppliers also ensure collection of information required for insurance, provision of medical and emergency assistance and legislative reporting requirements.

## 1.1 Approval Process

While a staff member must obtain approval to be absent in accordance with the "Absence on Official University Business" policy, such approval is not required prior to booking travel.

Financial approval is not required as part of the travel booking process for domestic or international travel. The travel booking process has been decoupled from approval processes to allow the 'best fare of the day' to be purchased without delays relating to the approval process.

However, in instances where travel expenditure is incurred, but subsequently absence is not approved, the staff member's project account used to make the booking (normally research/consultancy/staff accounts) will bear the costs of any ticketing changes, forfeits or other costs associated with cancelling or changing travel arrangements. Any impact on the element's operating account will require the approval of the financial delegate of the element.

The approval process for staff applying for Academic Studies Program is outlined in the Academic Studies Program Policy.

## 1.2 Travel Suppliers

The University has established preferred supplier arrangements with selected travel providers for the provision of domestic and international travel services, including airfares, accommodation services and car hire. Staff must comply with these arrangements unless an exception is granted by the relevant Pro Vice Chancellor/ Deputy Vice Chancellor (PVC/DVC) for airline fares and by the Travel administrator for accommodation and car rental arrangements.

## 1.3 Airline Travel

For domestic travel, staff are required to make all bookings using the travel management booking tool available via the staff portal which provides a choice of competitive airfares from all domestic airline carriers.

For international travel, staff are required to source fares from the preferred travel provider. Where staff can show that cheaper options are available from other providers, this will be taken up with the preferred provider and where possible, the fares will be matched or the use of an alternative provider will be approved.

All bookings are to be made using the "Best Fare of the Day" which is the lowest cost fare available at the time of booking to suit the traveller's business needs and entitlements.

## 1.4 Class of Travel

### 1.4.1 Economy Class

Economy class air travel is the normal means of travel for domestic and international airfares.

### 1.4.2 Business Class and Premium Economy

The relevant Deputy Vice Chancellor/Pro Vice Chancellor will approve standing arrangements in relation to business class and premium economy travel.

Any other requests to travel business class and premium economy are considered on a trip by trip basis, at the discretion of the relevant Deputy Vice Chancellor/Pro Vice Chancellor. Business class and premium economy travel may be approved, subject to the following guidelines:

- For distinguished visitors (e.g. Conference Speakers);
- For international travel where circumstances involve a documented medical condition which is ameliorated by business class seating;
- For international travel where circumstances involve more extended trips which entail a busy program of activities;
- For travel where business class is paid for by an external body.

## 1.5 Other Travel Modes

Other modes of travel may be used if they offer practical, cost effective and timely services. Should other modes of travel be used (e.g. use of motor vehicles rather than air travel), which

are not the most cost effective option, the University reserves the right to only reimburse expenditure based on the lowest cost alternative.

If motor vehicle travel is planned, the Motor Vehicle Policy applies.

### **1.6 Accommodation and Car Rentals**

Staff are encouraged to use the University preferred supplier arrangements for booking accommodation and car rentals. Where the preferred supplier is unable to provide competitive options, approval will be provided to use other vendors.

### **1.7 Travel Expenses**

Staff travelling on approved official University business may apply for a University credit card or a travel advance. Alternatively, reimbursement of travel expenses will occur upon a staff member's return if the expenses are reasonable and necessarily incurred.

Reimbursement for the use of private motor vehicles will be at the rates specified by the Australian Taxation Office and should be made via a mileage claim in the expense management system.

Tax invoices or receipts are required to support claims for travel expenses. The University does not support a 'per diem' reimbursement method unless specifically required to do so by a granting body for travel paid for with grant funds.

The Expenditure of University Funds policy and guidelines as well as compliance with relevant FBT legislation will apply to travel related expenses.

### **1.8 Travel Warnings**

International travellers should check the [Department of Foreign Affairs and Trade](#) website, for any warnings that apply to intended destinations. Advice contained in these warnings should be followed. Travel will not be approved to areas under current Department of Foreign Affairs and Trade warnings, 'Do not travel' or 'Reconsider your need to travel' or if insurance cover is not available, unless specific approval is provided by the Deputy Vice Chancellor (Academic) for academic staff and students or the Vice President (Corporate Services) for general staff.

### **1.9 International SOS**

The University subscribes to the services of International SOS (ISOS), the world's leading provider of medical assistance, international health care and security services whilst overseas. ISOS provides specific information about destinations prior to travel, including medical and security risks and how to stay safe and well while travelling and staying overseas.

International SOS provides assistance 24 hours a day, 7 days a week.

THE ISOS program does not replace the University's existing travel insurance policy. It augments the corporate travel assistance program. In extenuating circumstances, where international travel is approved to be booked outside the preferred supplier arrangements, it is the responsibility of the traveller to notify ISOS of their travel itinerary prior to departure. For further information visit <https://intranet.secure.griffith.edu.au/security-safety-emergency/risk-continuity-resilience/insurance-risk-management/travel-assistance-isos>.

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## **2. PRIVATE TRAVEL**

The traveller must personally pay the cost of any private travel components, including airfares, in order to eliminate any FBT liability to the University.

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## **3. RESPONSIBILITIES**

Approving officers are to ensure that:

- travel approved and undertaken is necessary to effectively perform the official business required.
- the University is able to maintain its employer duty of care

University staff members undertaking Official Travel are to ensure that:

- receipts and documentation for all travel expenditure are obtained and submitted
- no unnecessary or excessive expenditure is incurred on behalf of the University
- they comply with all travel related duty of care and personal safety requirements as determined by the University
- travel funded by research grants is conducted in accordance with the broad structure of the project cost detailed in the application, contract budget, any revised budget or research plan approved by the grantor.
- they travel only after exploring the environmental impacts of their travel and other alternatives such as web meetings or video conferencing

See Financial Management Practice Manual - Travel Procedures for further information.