

## Travel Policy

<b>Approving authority</b>	Finance, Resources and Risk Committee
<b>Approval date</b>	17 March 2014 (1/2014 meeting)
<b>Advisor</b>	Jeffrey Bowman   Procurement Manager   Business Services <a href="mailto:Jeffrey.bowman@griffith.edu.au">Jeffrey.bowman@griffith.edu.au</a>   (07) 373 53738
<b>Next scheduled review</b>	2017
<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>	2016/0000161
<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](#)

[Travel Request](#)

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

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

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

[Private Motor Vehicle Usage Claim](#)

[International SOS Employee Travel Assistance Program](#)

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

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

## 1. POLICY

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

### 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. 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.

## 1.3 Airline Travel

For domestic travel, staff are required to make all bookings using the 'e-res' booking engine which provides a choice of competitive airfares from all domestic airline carriers.

For international travel, staff are required to source fares from one of the two preferred travel providers. 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 Travel Expenses

Staff travelling on approved official University business may apply for 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 included in the Private Motor Vehicle Usage Claim Form.

Original receipts are required to support claims for travel expenses.

## 1.7 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.

### **1.8 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. For further information visit [http://www.internationalsos.com/Private/GriffithUniversity\\_ms\\_net/MemberPages/index.aspx](http://www.internationalsos.com/Private/GriffithUniversity_ms_net/MemberPages/index.aspx)

---

## **2. RESPONSIBILITIES**

Approving officers are to ensure that travel approved and undertaken is necessary to effectively perform the official business required.

University staff members undertaking Official Travel are to ensure that:

- Original receipts and documentation for all travel expenditure are obtained and submitted;
- No unnecessary or excessive expenditure is incurred on behalf of the University.

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