

Intent

The purpose of this Procedure is to enable administration of [FMPM 740 Travel Policy](#) whereby:

The University will pay or reimburse travel expenses incurred by staff and students on approved Official University Business travel for costs associated with:

- maintaining the health and safety of the traveller;
- efficiently fulfilling the Official University Business purpose of the travel;
- providing reasonable transport, sustenance and shelter for the traveller while executing Official University Business;
- compliance with applicable laws, rules and regulations; and
- booking, paying and acquitting travel related activity when complying with requirements to use University Preferred Suppliers.

It is the primary responsibility of the traveller/host to comply with this procedure. The University Executive and financial delegates must ensure that employees and students within their respective Organisational Units are provided with sufficient training to enable them to comply with this procedure and [FMPM 740 Travel Policy](#).

Staff and students are reminded of their obligations under the relevant Code of Conduct to comply with University Policy and Procedure in undertaking their duties.

Scope

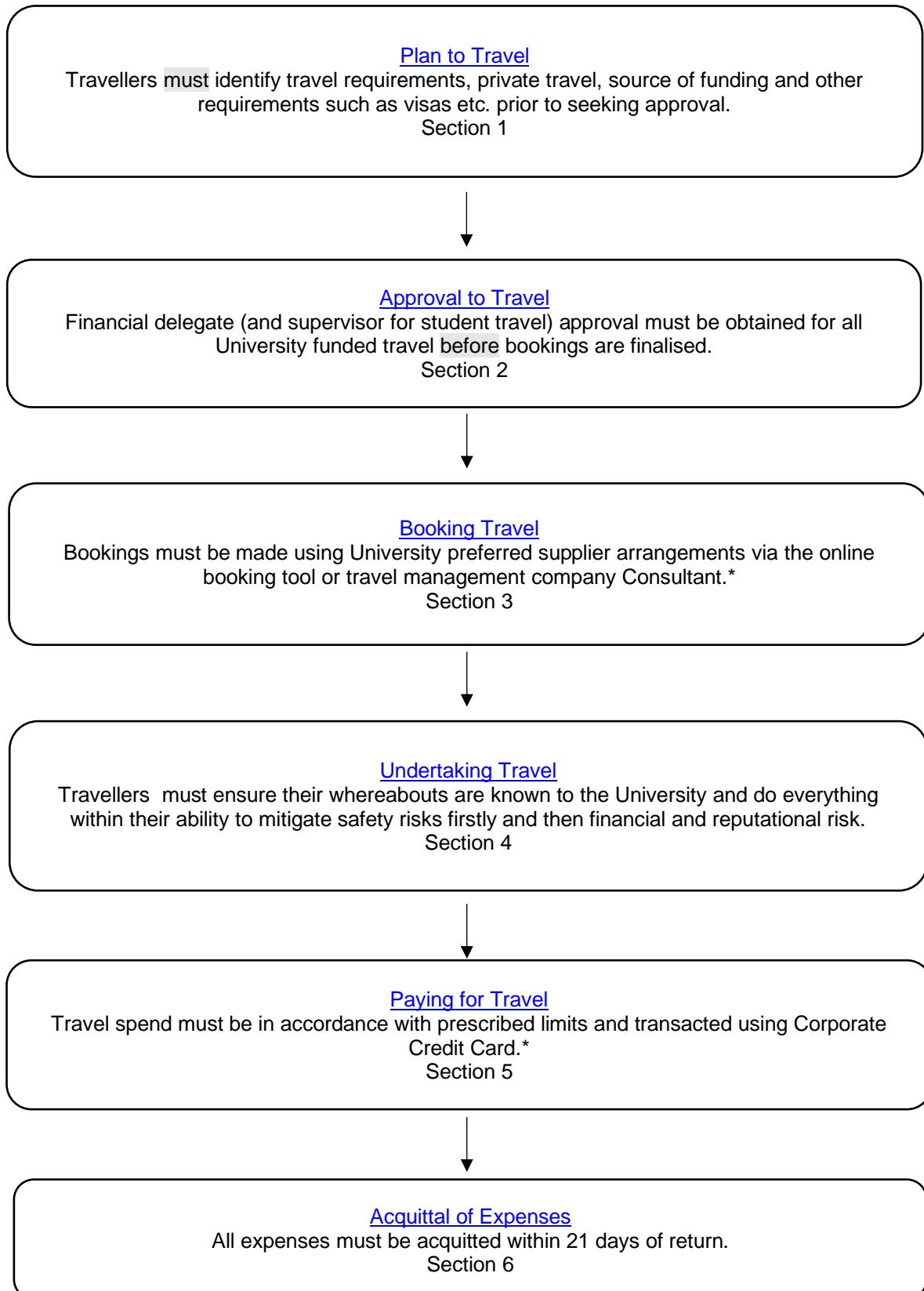
This procedure applies to all University domestic and international travel arrangements, regardless of the source of funds, duration of travel or business purpose.

This includes:

- Travel to destinations 50

Overview

The travel process for all trips requires completion of the following steps with varying degrees of effort depending on the nature, risk and cost associated with the travel.



*Deviations from these instructions should only occur in exceptional circumstances where there is substantial financial and / or operational benefit. Reasons for exceptions must be documented and provided to the Credit Card and Travel team via email to corporatecreditcard@jcu.edu.au.

2.1 Traveller Requirements

2.1.1 Domestic traveller requirements

Staff are to obtain pre-approval of the financial delegate before

That any private travel component is identified as per section 1.3 above and relevant leave applications are completed and approved.

The need for cash withdrawals in international destinations to meet substantial costs relating to official university business refer section 5.3 and the safety and financial risks associated with allowing high value withdrawals.

In addition, when providing approval for high risk (DFAT level 3 & 4) international travel the relevant Head of Work Unit must consider the following additional points as a minimum:

The University's duty of care and concerns for personal safety.

Whether the work/research program can be deferred, undertaken in an alternate destination, or conducted via alternative means.

The expertise and knowledge of the country/location of the traveller and local networks, support and language ability.

Whether the traveller has the capacity to implement suitable risk reduction and contingency plans.

2.2.1 Domestic travel approval process

Staff

1. Staff traveller to obtain approval to book (verbal is permitted, written is recommended) from the financial delegate by following the relevant Work Unit's process. The following information should be provided:
 - official business purpose of travel
 - an account containing sufficient funds for the travel
 - destination and length of travel
 - any request for private travel and leave requests
 - risks
 - visa / inoculation / passport and other requirements
 - estimated costs
2. Staff traveller books travel in the travel expense management system, ensuring to attach any approval documentation.

Students

1. Student traveller to obtain written approval to travel from their supervisor.
2. Student traveller to obtain written approval to book from the financial delegate by following the relevant Work Unit's process. The following information should be provided:
 - official business purpose of travel
 - an account containing sufficient funds for the travel
 - destination and length of travel
 - any request for private travel and leave requests
 - risks
 - visa / inoculation / passport and other requirements
 - estimated costs
3. Student traveller books travel in the travel expense management system, ensuring to attach any approval documentation.

Guests (non-staff)

1. Travel arranger to obtain written approval to book from the financial delegate by following the relevant Work Unit's process. The following information should be provided:

- a. official business purpose of travel
 - b. an account containing sufficient funds for the travel
 - c. destination and length of travel
 - d. any request for private travel and leave requests
 - e. risks
 - f. visa / inoculation / passport and other requirements
 - g. estimated costs
2. Financial delegate approves the proposed travel.
 3. Travel arranger books travel in the travel expense management system, ensuring to attach any approval documentation.

2.2.2 International travel approval process

In addition to the domestic approval requirements, all international travel must also be approved by the Head of Work Unit before booking in the travel expense management system. This should be obtained by following the relevant Work Unit's existing approval process.

Approval for travel to destinations with a Department of Foreign Affairs & Trade travel warning of '*Do not travel*' or '*Reconsider your need to travel*' or otherwise considered to be high risk will only be given in exceptional circumstances.

Financial delegates should consider whether it is appropriate to pre-approve a maximum dollar amount for flights, car hire and accommodation, and if that amount is breached when the booking is made, whether the traveller should seek reapproval of the higher amount.

2.2.3 All approvals

The financial delegate is responsible for ensuring that the traveller has properly considered any private travel in line with the requirements of [FMPM 731 – Procedure Fringe Benefits Tax](#), and any leave applications are submitted and approved.

With the exception of staff allowed to approve their own domestic travel through terms in an employment contract or other formal agreement, travellers must not approve their own travel and must apply the one up rule (i.e. approved by their direct manager/supervisor) as a minimum for approval. Staff are not allowed to authorise reimbursement of their own entertainment expenses.

2.2.4 Changes to Approved Travel

If there is a significant change in the circumstances that existed when the travel was originally approved, including an escalation in the travel warnings or the unexpected unavailability of funds, approval for travel may be withdrawn, however any costs that cannot be refunded will be charged to the original cost centre.

Where travel is approved and significantly changes prior to departure, the traveller must obtain re-approval.

Where changes to travel plans result in unused air tickets, travellers must contact the University travel management company to arrange for the credit or refund. Travellers are responsible for effectively utilising credited tickets for subsequent University travel. Costs for changes for private reasons must be reimbursed unless agreed with the relevant Head of Work Unit due to illness, family responsibilities or other emergency or unavoidable events

3. BOOKING TRAVEL

Once travel is approved in accordance with Section 2 above, staff, students and guests (non-staff) may commence booking travel, incurring commitments and costs in relation to the approved trip.

3.1 Travel Budget

The traveller is required to provide the travel budget information when completing a travel request within the

3.4.3 Car Hire Bookings

Where applicable all hire cars must be booked via the online booking tool or in consultation with the travel management company noting:

present the most senior card holding staff member should pay and acquit the costs incurred. Students must not be requested to pay for expenses on behalf of a University staff member.

5.2 Advance Costs

5.2.1 Conference, Seminar and Similar

Travellers with approval to attend events organised by third parties may transact directly with the provider in advance of travel using a JCU corporate credit card.

5.2.2 Passport, Visa and Inoculation

Travellers are responsible for the cost of obtaining a passport however where Official University Business requires fast tracking of a passport application, obtaining of visas or specific inoculations the traveller may transact directly with the provider in advance of travel using a JCU corporate credit card.

5.3 Cash Withdrawals using Corporate Credit Card

Cash withdrawals are only permissible for international travel to enable withdrawal of cash in the local currency and must only be used where Corporate Credit Card facilities are not available. Cash withdrawals are not to be used for domestic travel.

Cash obtained via cash withdrawals can only be used by the credit card holder. The credit card holder can pay for costs relating to Official University Business on behalf of other members of the travelling group but the credit card holder must not distribute cash withdrawals to other travellers.

There are two types of cash withdrawals that may apply to international travel:

1. Low value ad hoc withdrawals to make purchases where the corporate card is not accepted to meet meal, incidental or ground transport costs. The need for this type of cash withdrawal by its nature will be unforeseen. It is expected that cash withdrawals for this purpose would be less than AUD\$100 per transaction.
2. High value withdrawals to meet costs of travel in countries or areas within countries where credit cards are not widely accepted and cash may be required to meet transport, accommodation and other expenses relating to the execution of Official University Business. The need for this type of cash withdrawal would be able to be anticipated in advance. If the need for high value cash withdrawals is unknown travellers must perform their own research to determine whether this is required in advance of travel.

Travellers requiring high value cash withdrawals must apply for an increased cash withdrawal limit via ServiceNow. Once an approved request is received by the corporate credit card team the limit will be adjusted for the duration of the approved travel.

A PIN number is required to access the corporate credit card cash withdrawal facility, which if not already obtained can be requested through ServiceNow.

Prior to making a cash withdrawal staff and students are advised to ensure they are familiar with the accittal requirements contained within [FMPM 421 – Corporate Credit Cards](#).

5.4 In-Travel Expenditure

Expenses incurred during the course of travel should be paid for using the JCU corporate credit card where possible and receipts/tax invoices obtained.

5.4.1 Meals and Incidentals

Travellers are allowed a maximum limit for the purchase of meals and incidentals while traveling. Costs in excess of the limits in Table 2 will be treated as private costs and recouped via payroll deduction.

Table 2 Reasonable meal and incidental limits

Daily Maximum	
Full Day	Part Day
AUD\$100	AUD\$60

Travellers are entitled to claim actual expenses up to the value of the full day rate when they spent the entire day in their travel destination or they meet the following criteria:

- Day Trips - The traveller departed earlier than 9am and returned later than 5pm; or
- Date of Departure – the traveller departed earlier than 9am; or
- Date of Return - the traveller arrived back later than 5pm; or
- No meals are included in the price of a fare, conference or room rate or are not otherwise provided to the traveller.

Travellers are only entitled to actual expenses up to the value of the part day rate when:

- Day Trips – The traveller departed after 9am or returned before 5pm; or
- Date of Departure – The traveller departed after 9am; or
- Date of Return – The traveller arrived back earlier than 5pm; or
- Meals are included in the price of a fare, conference or room rate or are otherwise provided to the traveller

5.4.2 Ground Transport

Travellers may incur costs associated with the use of licenced public transport taxi, bus, train etc. to facilitate Official University Business.

5.5 Allowances

The University provides four types of allowance relating to travel:

private vehicle section 5.5.1

field trips where the University provides food but not accommodation section.5.5.2

camping where both food and accommodation are not provided by the University section 5.5.2

living away from home refer [ATO, Living Away From Home Allowance](#)

5.5.1 Private Motor Vehicle Allowance

Travellers should consider the following before using a private motor vehicle (including salary packaged vehicles):

A private vehicle may only be used for University travel in cases where all other means of transportation including use of fleet vehicles are unavailable, or deemed to be unsuitable or inappropriate.

The traveller must obtain pre-approval from their Head of Work Unit for the use of a private motor vehicle for University travel. Any private Motor Vehicle allowance received by an employee will appear on the traveller's annual Income Statement (previously known as Payment summary) and will be included in the employee's assessable income.

7.2 Enrolled Higher Degree and Final Year Honors Students

18-2		30/04/2018	Changes made to reflect headline restructure 30/04/2018.	Quality, Standards and Policy
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