



<b>Policy Hierarchy link</b>	This procedure supports the <b>Travel Policy</b> .		
<b>Responsible Officer</b>	Executive Director, Finance and Operations		
<b>Contact Officer</b>	Director, Procurement Email: <a href="mailto:procurement@unsw.edu.au">procurement@unsw.edu.au</a>		
<b>Superseded Documents</b>	Travel Procedure approved 31 October 2008, last amended 16 February 2009		
<b>File Number</b>	2003/1920		
<b>Associated Documents</b>	<a href="#">Appendix 1</a> : UNSW Travel Allowances UNSW Fieldwork Guidelines UNSW Gifts and Benefits Procedure		
<b>Version</b>	<b>Authorised by</b>	<b>Approval Date</b>	<b>Effective Date</b>
2.2	Executive Director, Finance and Operations	19 January 2011	1 January 2011

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## 1. PURPOSE AND SCOPE

This procedure applies to all travel covered by the **Travel Policy**.

## 2. HEALTH AND SAFETY

### 2.1 Travel Advisories

Before approval is obtained, all University travellers must check the DFAT website ([www.smarttraveller.gov.au](http://www.smarttraveller.gov.au)) for information about their scheduled travel destinations. Destinations noted by Smart Traveller as a 'Reconsider your need to Travel' or 'Advised Not to Travel' risk cannot be travelled to without consulting the Risk Management Unit and without the permission of an Executive Team member ([UNSW Executive Team](#)). Once travel has been approved, travellers should monitor the DFAT website for any changes in their travel advisory, since these can be updated frequently.

When there is concern about the safety of a University Traveller's destination, the University may curtail, suspend or prohibit travel.

In the situation of a travelling staff member or student being caught in an emergency overseas such as a health alert, conflict, civil unrest, terrorist event or natural disaster, they are required to register with the Australian embassy and contact their UNSW supervisor.

## 2.2 Fieldwork

The UNSW Fieldwork Guidelines must be followed when undertaking fieldwork trips ([UNSW Fieldwork Guidelines](#)).

## 2.3 Risk Assessment

For travel activities where the levels of risk exceed those found on UNSW campuses, a risk assessment must be conducted by the individual or group engaged in the off-campus activities, and reviewed by the responsible UNSW Supervisor. Records of the risk assessment should be retained by the Supervisor.

Travel specific risk assessment forms are available from the [Risk Management Unit](#) website.

## 2.4 Travel Insurance

UNSW provides Corporate Travel Insurance which covers:

- UNSW staff, accompanying spouses/partners and dependent children, on approved travel of more than 100kms on UNSW business, and
- UNSW students travelling more than 100kms on approved UNSW business such as attending a conference, conducting fieldwork, participating in an approved exchange program or otherwise with permission of their academic supervisor or School.

The UNSW Corporate Travel Insurance has exclusions which are specified on the Insurance website ([Travel Insurance FAQs](#)). If required an insurance card (ACE Assistance) for emergency assistance only can be obtained from the Risk Management Unit by calling 9385 1980. An electronic version of the insurance card can be found on the UNSW Travel website [ACE Travel Card](#).

The card contains both a website and a phone number that staff can call in the event of serious medical or personal emergencies.

## 3. APPROVALS

The **Travel Policy** states that all travel of more than 100kms from the usual workplace, domestic and international, must be approved by a person with the appropriate level of delegated authority within the traveller's Faculty or Division. Deans and Heads of Division must establish clear and written delegations for travel approvals within their Faculty or Division.

Approval must be documented in written or electronic form and filed for audit access if required (a recommended TR1 Travel Approval Form is available at [Travel Forms](#)). A Travel Approval document requires completion by the traveller and approval by the person with delegated authority to approve their travel.

## 4. TRAVEL BOOKING

All travel services must be purchased using the best fare of the day and on the basis of the most efficient, safe, convenient and cost effective means of transportation.

### 4.1 Airfares

#### 4.1.1 Use of Preferred Travel Agents

University travel bookings should normally be made through one of the UNSW Preferred Travel Agents in order to access a range of discounts and gain maximum benefit for the University. Use of other travel suppliers could potentially decrease the availability of discounts for all University travel, limit the University's purchasing power, increase administration costs, hinder the collection of valuable travel management information and make it more difficult for the University to know the location of travellers in the event of an emergency.

Bookings may be made with other travel suppliers in the following circumstances:

- the University's preferred travel agent(s) and other travel suppliers respond to an identical request for a quotation, and
- the other travel supplier provides a materially lower quote of greater than 15% (excluding any management fees)
- the University's preferred travel agent(s) cannot match or better the other travel supplier.

Where these circumstances apply the other travel supplier's quote may be accepted, if approved by the person with delegated authority to approve the traveller's travel. In order to comply with good procurement practice and enable UNSW to manage its suppliers effectively, when a booking is made through another travel supplier, then the traveller must:

- provide the Risk Management Unit with a copy of the booking, so that the University maintains a record of where its travellers are at any time, and
- provide Procurement with a copy of the booking, so that the preferred travel agent's failure to offer the best fare available can be followed up with them.

Travel services or products not available through travel agents (e.g., EasyJet, Ryanair etc) are not subject to the process outlined above.

Travel services including airfares and accommodation are to be paid for using a UNSW credit card. Finance is required to provide credit cards and maintain limits at levels consistent with this requirement. Group travel bookings may be more appropriately purchased using a Purchase Order. Please contact Travel Category Manager at [procurement@unsw.edu.au](mailto:procurement@unsw.edu.au) before using this order and payment method.

The Preferred Travel Agents are Campus Travel (Domestic and International Bookings) and Anywhere Travel (International Bookings).

<p><a href="#">Campus Travel</a> - Domestic and International Bookings Tel: 02 9423 8010 E-mail: <a href="mailto:unsw@campustravel.com.au">unsw@campustravel.com.au</a></p>	<p><a href="#">Anywhere Travel</a> - International Bookings Tel: 02 9663 0411 E-mail: <a href="mailto:unsw@anywheretravel.com.au">unsw@anywheretravel.com.au</a></p>
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#### Domestic travel

For staff and students, Domestic travel bookings are to be made through the e3 online booking tool. For one-off visitors, please call or email the Preferred Travel Agent, domestic to book travel.

### **International travel**

For international travel quotes and bookings, please email or call either of the Preferred Travel Agents. Response times for quotes and bookings within five days of departure date are one business hour. Response times for all other quotes and bookings are 24 hours.

#### **4.1.2 Complaints**

In order to ensure that the UNSW preferred travel suppliers deliver the level of customer service expected, any issues or complaints regarding service quality from preferred suppliers should be referred to the Travel Category Manager at [procurement@unsw.edu.au](mailto:procurement@unsw.edu.au) stating the nature of the complaint. The Procurement team will follow up with the customer and supplier, and respond to the customer within 2 days.

#### **4.1.3 Class of Travel**

University travellers will normally travel in economy class. Exceptions to this standard, such as a medical condition or explicit external funding arrangements, will require the written approval of the relevant Dean or Divisional Head and must be filed for audit review if required. Approval may be given on a standing basis for a stated period of time.

University Travellers may choose to utilise their frequent flyer points or use personal funds to upgrade.

#### **4.1.4 Frequent Flyer and Lounge Memberships**

Loyalty and frequent flyer program fees will not be paid by the University. Loyalty and frequent flyer points accrued as a result of UNSW travel may be utilised to upgrade to a class higher than that to which the traveller is entitled, or used for other work or leisure travel. Airline lounge memberships may be paid by the University for frequent travellers (i.e. 5 or more trips per year) and must be approved by the relevant Dean or Divisional Head.

### **4.2 Accommodation**

The standard of accommodation chosen should provide a safe and secure environment, which is conveniently located and provides value for money. As a general indication for overseas travel, a single room with private facilities in a 3-4 star hotel would meet these standards. An Australian Taxation Office (ATO) Taxation Determination stipulates reasonable amounts for accommodation within Australia for each financial year (2010/11 – [TD2010/19](#)). Discount rates for hotels are available for UNSW travellers from [UNSW Procurement](#) and are available to be booked online through the e3 Online Booking Tool.

### **4.3 Motor Vehicles**

A UNSW Preferred Supplier can be used to book rental vehicles for international use and the On-line Booking Tool should be used to book rental vehicles for domestic travel.

It may be necessary to purchase additional insurance on overseas rentals as most rental vehicle providers only provide basic insurance coverage. For incidents whilst travelling on University business, excess cover up to \$5000 will be provided by the University.

Travellers must utilise University fleet services, rental cars, taxis, shuttle services or public transport before using private vehicles for travel on University business. Travellers

requesting to use a private vehicle should complete a [Travel MV1](#) form attaching evidence of comprehensive insurance and vehicle registration. As per ATO requirements, Travellers must keep a record of mileage ([MV2 form](#)) for each claim (maximum 5,000 kms per car, per financial year).

The University does not accept any liability arising from the use of a private vehicle on University business.

## 5. TRAVEL EXPENSES

The University does not expect employees to be out of pocket as a result of travel on University business and will ensure that they are paid or reimbursed an amount that is consistent with reasonable business-related expenses actually incurred.

Payment or reimbursement of travel expenses must be approved by the person with delegated authority to approve travel in the traveller's Faculty or Division. Approvals must be in writing, and filed for audit review if required. The question of what is an appropriate travel expense to pay or reimburse, consistent with the UNSW Travel Policy and Procedure, is a matter of the travel approver's judgement. As a guideline, travel expenses must be of a business nature and, in addition to accommodation, meals and incidentals, would normally include:

- visa and related fees,
- internet access,
- transport, including taxis, public transport, travel taxes and tolls,
- dry cleaning and laundry expenses (where staff are away more than five days),
- parking fees,
- business phone calls, and
- health expenses (including inoculations, vaccinations and travel specific medications).

Payment or reimbursement of travel expenses can be made by one or a combination of a UNSW credit card, reimbursement of reasonable expenses actually incurred, and payment of a travel allowance.

### 5.1 Corporate Credit Card

Staff holding a UNSW credit card should use it for travel expenses wherever possible and appropriate. Where a travel allowance has been (or will be) claimed, staff should not charge to their credit card expenses properly covered by the travel allowance.

Credit card reconciliations, for all charges, are to be completed via the NS Financials system. Substantiation and appropriate records of expenditure are required for travel expenditure charged to the credit card domestically and overseas. Receipts and tax invoices must be submitted with your UNSW Credit Card reconciliation.

For extended travel periods, cardholders should notify the Credit Card Administrator that reconciliation and approval may be delayed to prevent suspension of their card.

### 5.2 Reimbursement

Reasonable expenses actually incurred may be reimbursed upon production of invoices/receipts. For minor items of expenditure in circumstances where it is not normal business practice to issue receipts, a statement by the traveller as to the amount and nature of such expenditure incurred will be accepted in lieu of a receipt.

Tipping, in countries where it is an expected payment and up to the expected amount, can be included in claims for reimbursement of meals.

Reimbursements for accommodation (domestic only), meals and incidentals must meet the reasonableness test of the ATO Taxation Determination (TD2010/15).

Applications for a Travel Cash Advance ([TR3 Form](#)) – effectively a reimbursement in advance - may be approved where a significant amount of expenditure while travelling is anticipated and a UNSW or private credit card cannot be used. Receipts or invoices for cash advance expenses must be retained and submitted for settlement within 30 days from the date of travel return ([TR4 Form](#)).

Repayment of any unused portions of a Cash Advance must be made to UNSW by way of a personal cheque or via EFTPOS.

### 5.3 Travel Allowance

A Travel Allowance is a pre-determined amount per day to cover accommodation (domestic only), food, drink and incidental expenses incurred while travelling. Applications for a Travel Allowance are made via a [TR2 Form](#). A Travel Allowance does not cover expenses of a business nature and should be processed through NS Financials for payment.

A Travel Allowance is only payable when the employee must sleep away from home.

The UNSW Travel Allowance rates 2010/2011 ([Appendix 1](#)) are the maximum rate payable and are based on the reasonable expense allowance rates as defined by the ATO ([TD2010/15](#)).

The actual Travel Allowances payable may be determined by Deans and Heads of Divisions for their Faculty or Division but may not be greater than the UNSW Travel Allowance rates. Deans and Heads of Divisions may set lower rates than the maximum rate and travellers may claim at lower rates. A Travel Allowance calculator ([Travel](#)) is available to calculate the maximum amounts allowable for domestic and international travel.

A Travel Allowance is paid as an alternative to claiming reimbursement for actual expenditure incurred on the items covered by the Allowance. Therefore, where an Allowance has been claimed there is no requirement to reconcile or acquit the allowance and no requirement to submit receipts and invoices. Likewise, reimbursement may not be claimed or a UNSW credit card used for expenses covered by the Allowance. If the amount of the Travel Allowance claimed is more than the ATO reasonable amount, the whole claim must be substantiated, not just the excess.

A Travel Allowance may also be subject to NSW State government payroll tax.

A Travel Allowance cannot be claimed if either accommodation or meals are provided or included in the event cost, such as at conferences, workshops, seminars.

An Incidentals only allowance, not exceeding \$25 per day, is available in instances where the traveller elects to use their UNSW Credit Card for meals. The combined credit card expense plus the incidentals allowance must not exceed the maximum rate per day for the applicable employee salary range. An Incidentals only allowance is available when attending conferences/events where meals are included in the event cost. The Incidentals allowance should not be claimed for business-related expenses (see Section 5 above).

A Travel Allowance may be paid before or after travel is completed. When a Travel Allowance has been paid in advance and travel plans are consequently amended, the

Traveller may claim an additional allowance (if the travel is lengthened) or repay to the University a portion of the Allowance (if the travel is shortened).

Travel Allowances are payable from the time of arrival on the first leg of a trip until the time of departure for the final return leg (excluding any periods of personal leave).

Students are not eligible to receive Travel Allowance payments but with agreement of the Head of School may claim reimbursement of actual expenditure upon production of receipts.

## 6. OTHER

### 6.1 Travel Diaries

A travel diary is a document/s indicating the nature of the business activity, where the activity took place, the dates, the approximate commencement times and duration of the activity. Under Payroll Tax and Fringe Benefits Tax requirements, travel diaries must be filed for all travel for periods of 6 or more nights away from an employee's residence including transit time. Periods of personal travel should be recorded as "Private". A sample travel diary and a recommended TR5 Travel Diary Form are available at [Travel Forms](#). The travel diary needs to be retained for a period of five years.

If a completed travel diary is not completed, all travel costs will be subject to Payroll Tax and Fringe Benefits Tax (currently up to 107% of the total travel cost).

### 6.2 Travel Profile

A travel profile is to be set up and maintained for all University Travellers. The travel profile form can be accessed by logging onto MyUNSW.

### 6.3 Accompanying Travellers

The University does not reimburse travel expenses of an accompanying traveller.

### 6.4 Staff Benefits

In accordance with the UNSW Gifts and Benefits Procedure ([Gifts and Benefits](#)), staff and students are generally not permitted to accept gifts and benefits from UNSW preferred suppliers.

## 7. REVIEW & HISTORY

This procedure will be reviewed by the Procurement Director annually after the stipulated effective date.

## Appendix 1: UNSW Travel Allowance 2010/2011

Table 1: Domestic Travel Allowance – Employee's Annual Salary \$97,100 and below

Destination	Accommodation	Meals <i>Breakfast \$23.10 Lunch \$25.90 Dinner \$44.50</i>	Incidentals
Adelaide	\$157.00	\$93.50	\$16.85
Brisbane	\$201.00	\$93.50	\$16.85
Canberra	\$145.00	\$93.50	\$16.85
Darwin	\$172.00	\$93.50	\$16.85
Hobart	\$117.00	\$93.50	\$16.85
Melbourne	\$173.00	\$93.50	\$16.85
Perth	\$164.00	\$93.50	\$16.85
Sydney	\$183.00	\$93.50	\$16.85
Albany (WA)	\$118.20	\$93.50	\$16.85
Alice Springs (NT)	\$113.00	\$93.50	\$16.85
Ballarat (VIC)	\$122.50	\$93.50	\$16.85
Bendigo (VIC)	\$122.00	\$93.50	\$16.85
Bright (VIC)	\$113.00	\$93.50	\$16.85
Broome (WA)	\$214.00	\$93.50	\$16.85
Bunbury (WA)	\$122.50	\$93.50	\$16.85
Burnie (TAS)	\$125.00	\$93.50	\$16.85
Cairns (QLD)	\$123.00	\$93.50	\$16.85
Carnarvon (WA)	\$146.30	\$93.50	\$16.85
Christmas Island (WA)	\$150.00	\$93.50	\$16.85
Cocos (Keeling) Islands	\$110.00	\$93.50	\$16.85
Dalby (QLD)	\$110.00	\$93.50	\$16.85
Dampier (WA)	\$174.40	\$93.50	\$16.85
Derby (WA)	\$181.50	\$93.50	\$16.85
Devonport (TAS)	\$128.50	\$93.50	\$16.85
Echuca (VIC)	\$122.30	\$93.50	\$16.85
Emerald (QLD)	\$119.50	\$93.50	\$16.85
Esperance (WA)	\$118.00	\$93.50	\$16.85
Exmouth (WA)	\$190.00	\$93.50	\$16.85
Geelong (VIC)	\$121.00	\$93.50	\$16.85
Geraldton (WA)	\$133.50	\$93.50	\$16.85
Gladstone (QLD)	\$118.50	\$93.50	\$16.85
Gold Coast (QLD)	\$135.00	\$93.50	\$16.85
Halls Creek (WA)	\$147.50	\$93.50	\$16.85
Hervey Bay (QLD)	\$119.00	\$93.50	\$16.85
Horn Island (QLD)	\$169.00	\$93.50	\$16.85
Horsham (VIC)	\$113.00	\$93.50	\$16.85
Jabiru (NT)	\$198.00	\$93.50	\$16.85
Kalgoorlie (WA)	\$138.50	\$93.50	\$16.85
Karratha (WA)	\$285.00	\$93.50	\$16.85
Katherine (NT)	\$120.50	\$93.50	\$16.85
Kununurra (WA)	\$182.00	\$93.50	\$16.85



**UNSW Domestic Travel Allowance 2010/2011**

Launceston (TAS)	\$115.50	\$93.50	\$16.85
Mackay (QLD)	\$132.50	\$93.50	\$16.85
Maitland (NSW)	\$111.50	\$93.50	\$16.85
Mount Isa (QLD)	\$158.50	\$93.50	\$16.85
Newcastle (NSW)	\$132.50	\$93.50	\$16.85
Newman (WA)	\$195.00	\$93.50	\$16.85
Norfolk Island	\$132.50	\$93.50	\$16.85
Port Hedland (WA)	\$270.00	\$93.50	\$16.85
Port Lincoln (SA)	\$112.00	\$93.50	\$16.85
Port Macquarie (NSW)	\$115.00	\$93.50	\$16.85
Queanbeyan (NSW)	\$113.50	\$93.50	\$16.85
Tamworth (NSW)	\$111.00	\$93.50	\$16.85
Thursday Island (QLD)	\$180.00	\$93.50	\$16.85
Townsville (QLD)	\$124.00	\$93.50	\$16.85
Wagga Wagga (NSW)	\$117.50	\$93.50	\$16.85
Warrnambool (VIC)	\$114.20	\$93.50	\$16.85
Weipa (QLD)	\$138.00	\$93.50	\$16.85
Whyalla (SA)	\$118.00	\$93.50	\$16.85
Wilpena-Pound (SA)	\$142.00	\$93.50	\$16.85
Wonthaggi (VIC)	\$122.00	\$93.50	\$16.85
Yulara (NT)	\$331.00	\$93.50	\$16.85
<b>OTHER COUNTRY CENTRES</b>	<b>Accommodation</b>	<b>Meals</b> <i>Breakfast \$20.65</i> <i>Lunch \$23.60</i> <i>Dinner \$40.65</i>	<b>Incidentals</b>
Other Country centres not listed	\$92.00	\$84.90	\$16.85
Ararat (VIC)	\$107.00	\$84.90	\$16.85
Armidale (NSW)	\$107.00	\$84.90	\$16.85
Bairnsdale (VIC)	\$107.00	\$84.90	\$16.85
Bathurst (NSW)	\$107.00	\$84.90	\$16.85
Bordertown (SA)	\$107.00	\$84.90	\$16.85
Broken Hill (NSW)	\$107.00	\$84.90	\$16.85
Bundaberg (QLD)	\$107.00	\$84.90	\$16.85
Castlemaine (VIC)	\$107.00	\$84.90	\$16.85
Ceduna (SA)	\$107.00	\$84.90	\$16.85
Coffs Harbour (NSW)	\$107.00	\$84.90	\$16.85
Cooma (NSW)	\$107.00	\$84.90	\$16.85
Dubbo (NSW)	\$107.00	\$84.90	\$16.85
Gosford (NSW)	\$107.00	\$84.90	\$16.85
Goulburn (NSW)	\$107.00	\$84.90	\$16.85
Hamilton (VIC)	\$107.00	\$84.90	\$16.85
Innisfail (QLD)	\$107.00	\$84.90	\$16.85
Kadina (SA)	\$107.00	\$84.90	\$16.85
Kingaroy (QLD)	\$107.00	\$84.90	\$16.85
Mildura (VIC)	\$107.00	\$84.90	\$16.85
Mount Gambier (SA)	\$107.00	\$84.90	\$16.85
Mudgee (NSW)	\$107.00	\$84.90	\$16.85
Muswellbrook (NSW)	\$107.00	\$84.90	\$16.85
Naracoorte (SA)	\$107.00	\$84.90	\$16.85

**UNSW Domestic Travel Allowance 2010/2011**

Orange (NSW)	\$107.00	\$84.90	\$16.85
Port Augusta (SA)	\$107.00	\$84.90	\$16.85
Portland (VIC)	\$107.00	\$84.90	\$16.85
Renmark (SA)	\$107.00	\$84.90	\$16.85
Rockhampton (QLD)	\$107.00	\$84.90	\$16.85
Roma (QLD)	\$107.00	\$84.90	\$16.85
Seymour (VIC)	\$107.00	\$84.90	\$16.85
Swan Hill (VIC)	\$107.00	\$84.90	\$16.85
Toowoomba (QLD)	\$107.00	\$84.90	\$16.85
Wollongong (NSW)	\$107.00	\$84.90	\$16.85

Archived Document

Table 2: Domestic Travel Allowance – Employee's Annual Salary \$97,101 to \$172,700

CITY	Accommodation	Meals <i>Breakfast \$25.10 Lunch \$35.55 Dinner \$49.80</i>	Incidentals
Adelaide	\$185.00	\$110.45	\$24.05
Brisbane	\$233.00	\$110.45	\$24.05
Canberra	\$183.00	\$110.45	\$24.05
Darwin	\$229.00	\$110.45	\$24.05
Hobart	\$150.00	\$110.45	\$24.05
Melbourne	\$197.00	\$110.45	\$24.05
Perth	\$211.00	\$110.45	\$24.05
Sydney	\$225.00	\$110.45	\$24.05
Albany (WA)	\$118.20	\$110.45	\$24.05
Alice Springs (NT)	\$113.00	\$110.45	\$24.05
Ballarat (VIC)	\$122.50	\$110.45	\$24.05
Bendigo (VIC)	\$122.00	\$110.45	\$24.05
Bright (VIC)	\$113.00	\$110.45	\$24.05
Broome (WA)	\$214.00	\$110.45	\$24.05
Bunbury (WA)	\$122.50	\$110.45	\$24.05
Burnie (TAS)	\$125.00	\$110.45	\$24.05
Cairns (QLD)	\$123.00	\$110.45	\$24.05
Carnarvon (WA)	\$146.30	\$110.45	\$24.05
Christmas Island (WA)	\$150.00	\$110.45	\$24.05
Cocos (Keeling) Islands	\$110.00	\$110.45	\$24.05
Dalby (QLD)	\$110.00	\$110.45	\$24.05
Dampier (WA)	\$174.40	\$110.45	\$24.05
Derby (WA)	\$181.50	\$110.45	\$24.05
Devonport (TAS)	\$128.50	\$110.45	\$24.05
Echuca (VIC)	\$122.30	\$110.45	\$24.05
Emerald (QLD)	\$119.50	\$110.45	\$24.05
Esperance (WA)	\$118.00	\$110.45	\$24.05
Exmouth (WA)	\$190.00	\$110.45	\$24.05
Geelong (VIC)	\$121.00	\$110.45	\$24.05
Geraldton (WA)	\$133.50	\$110.45	\$24.05
Gladstone (QLD)	\$118.50	\$110.45	\$24.05
Gold Coast (QLD)	\$135.00	\$110.45	\$24.05
Halls Creek (WA)	\$147.50	\$110.45	\$24.05
Hervey Bay (QLD)	\$119.00	\$110.45	\$24.05
Horn Island (QLD)	\$169.00	\$110.45	\$24.05
Horsham (VIC)	\$113.00	\$110.45	\$24.05
Jabiru (NT)	\$198.00	\$110.45	\$24.05
Kalgoorlie (WA)	\$138.50	\$110.45	\$24.05
Karratha (WA)	\$285.00	\$110.45	\$24.05
Katherine 9NT)	\$120.50	\$110.45	\$24.05
Kununurra (WA)	\$182.00	\$110.45	\$24.05
Launceston (TAS)	\$115.50	\$110.45	\$24.05

**UNSW Domestic Travel Allowance 2010/2011**

Mackay (QLD)	\$132.50	\$110.45	\$24.05
Maitland (NSW)	\$111.50	\$110.45	\$24.05
Mount Isa (QLD)	\$158.50	\$110.45	\$24.05
Newcastle (NSW)	\$132.50	\$110.45	\$24.05
Newman (WA)	\$195.00	\$110.45	\$24.05
Norfolk Island	\$132.50	\$110.45	\$24.05
Port Hedland (WA)	\$270.00	\$110.45	\$24.05
Port Lincoln (SA)	\$112.00	\$110.45	\$24.05
Port Macquarie (NSW)	\$115.00	\$110.45	\$24.05
Queanbeyan (NSW)	\$113.50	\$110.45	\$24.05
Tamworth (NSW)	\$111.00	\$110.45	\$24.05
Thursday Island (QLD)	\$180.00	\$110.45	\$24.05
Townsville (QLD)	\$124.00	\$110.45	\$24.05
Wagga Wagga (NSW)	\$117.50	\$110.45	\$24.05
Warrnambool (VIC)	\$114.20	\$110.45	\$24.05
Weipa (QLD)	\$138.00	\$110.45	\$24.05
Whyalla (SA)	\$118.00	\$110.45	\$24.05
Wilpena-Pound (SA)	\$142.00	\$110.45	\$24.05
Wonthaggi (VIC)	\$122.00	\$110.45	\$24.05
Yulara (NT)	\$331.00	\$110.45	\$24.05
<b>OTHER COUNTRY CENTRES</b>	<b>Accommodation</b>	<b>Meals</b> <i>Breakfast \$23.10</i> <i>Lunch \$23.60</i> <i>Dinner \$45.95</i>	<b>Incidentals</b>
Other Country centres not listed	\$110.00	\$92.65	\$24.05
Ararat (VIC)	\$128.00	\$92.65	\$24.05
Armidale (NSW)	\$128.00	\$92.65	\$24.05
Bairnsdale (VIC)	\$128.00	\$92.65	\$24.05
Bathurst (NSW)	\$128.00	\$92.65	\$24.05
Bordertown (SA)	\$128.00	\$92.65	\$24.05
Broken Hill (NSW)	\$128.00	\$92.65	\$24.05
Bundaberg (QLD)	\$128.00	\$92.65	\$24.05
Castlemaine (VIC)	\$128.00	\$92.65	\$24.05
Ceduna (SA)	\$128.00	\$92.65	\$24.05
Coffs Harbour (NSW)	\$128.00	\$92.65	\$24.05
Cooma (NSW)	\$128.00	\$92.65	\$24.05
Dubbo (NSW)	\$128.00	\$92.65	\$24.05
Gosford (NSW)	\$128.00	\$92.65	\$24.05
Goulburn (NSW)	\$128.00	\$92.65	\$24.05
Hamilton (VIC)	\$128.00	\$92.65	\$24.05
Innisfail (QLD)	\$128.00	\$92.65	\$24.05
Kadina (SA)	\$128.00	\$92.65	\$24.05
Kingaroy (QLD)	\$128.00	\$92.65	\$24.05
Mildura (VIC)	\$128.00	\$92.65	\$24.05
Mount Gambier (SA)	\$128.00	\$92.65	\$24.05
Mudgee (NSW)	\$128.00	\$92.65	\$24.05
Muswellbrook (NSW)	\$128.00	\$92.65	\$24.05
Naracoorte (SA)	\$128.00	\$92.65	\$24.05
Orange (NSW)	\$128.00	\$92.65	\$24.05

**UNSW Domestic Travel Allowance 2010/2011**

Port Augusta (SA)	\$128.00	\$92.65	\$24.05
Portland (VIC)	\$128.00	\$92.65	\$24.05
Renmark (SA)	\$128.00	\$92.65	\$24.05
Rockhampton (QLD)	\$128.00	\$92.65	\$24.05
Roma (QLD)	\$128.00	\$92.65	\$24.05
Seymour (VIC)	\$128.00	\$92.65	\$24.05
Swan Hill (VIC)	\$128.00	\$92.65	\$24.05
Toowoomba (QLD)	\$128.00	\$92.65	\$24.05
Wollongong (NSW)	\$128.00	\$92.65	\$24.05

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**Table 3: Domestic Travel Allowance – Employee’s Annual Salary \$172,701 and above**

<b>CITY</b>	<b>Accommodation</b>	<b>Meals</b> <i>Breakfast \$27.00</i> <i>Lunch \$38.00</i> <i>Dinner \$65.00</i>	<b>Incidentals</b>
Adelaide	\$209.00	\$130.00	\$24.05
Brisbane	\$236.00	\$130.00	\$24.05
Canberra	\$230.00	\$130.00	\$24.05
Darwin	\$265.00	\$130.00	\$24.05
Hobart	\$195.00	\$130.00	\$24.05
Melbourne	\$265.00	\$130.00	\$24.05
Perth	\$275.00	\$130.00	\$24.05
Sydney	\$265.00	\$130.00	\$24.05
All other destinations except below	\$190.00	\$130.00	\$24.05
Broome (WA)	\$214.00	\$130.00	\$24.05
Jabiru (NT)	\$198.00	\$130.00	\$24.05
Karratha (WA)	\$285.00	\$130.00	\$24.05
Newman (WA)	\$195.00	\$130.00	\$24.05
Port Hedland (WA)	\$270.00	\$130.00	\$24.05
Yulara (NT)	\$331.00	\$130.00	\$24.05

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**UNSW INTERNATIONAL TRAVEL ALLOWANCE RATES**

For countries not listed in Table 5, please use Country Code 1

**Table 4a : International Travel Allowance – Employee's Annual Salary \$97,100 and below**

Country Code	Meals	Incidentals
1	\$65	\$25
2	\$85	\$30
3	\$120	\$35
4	\$155	\$35
5	\$185	\$40
6	\$215	\$45

**Table 4b : International Travel Allowance – Employee's Annual Salary \$97,101 to \$172,700**

Country Code	Meals	Incidentals
1	\$90	\$25
2	\$120	\$35
3	\$150	\$40
4	\$185	\$45
5	\$225	\$50
6	\$270	\$50

**Table 4c : International Travel Allowance – Employee's Annual Salary \$172,701 and above**

Country Code	Meals	Incidentals
1	\$115	\$30
2	\$150	\$40
3	\$180	\$45
4	\$215	\$50
5	\$265	\$60
6	\$310	\$60

Table 5: International Country Codes

Country	Code	Country	Code
Albania	2	Libya	3
Algeria	3	Lithuania	3
Angola	6	Luxembourg	4
Antigua and Barbuda	4	Macedonia	2
Argentina	2	Malawi	2
Austria	4	Malaysia	2
Azerbaijan	4	Mali	3
Bahamas	5	Malta	4
Bahrain	3	Mauritius	3
Bangladesh	3	Mexico	2
Barbados	5	Monaco	6
Belgium	4	Morocco	3
Bermuda	5	Mozambique	2
Bolivia	1	Myanmar	3
Bosnia	2	Namibia	2
Brazil	5	Nepal	2
Brunei	2	Netherlands	4
Bulgaria	3	New Caledonia	5
Burkina Faso	3	New Zealand	3
Cambodia	2	Nicaragua	2
Cameroon	3	Nigeria	4
Canada	4	Norway	6
Chile	2	Oman	5
China (incl. Macau & Hong Kong)	4	Pakistan	2
Colombia	3	Panama	2
Congo Democratic Republic	3	Papua New Guinea	3
Cook Islands	4	Paraguay	1
Costa Rica	2	Peru	3
Cote D'Ivoire	4	Philippines	3
Croatia	3	Poland	3
Cuba	3	Portugal	4
Cyprus	4	Puerto Rico	3
Czech Republic	4	Qatar	4
Denmark	6	Romania	3
Dominican Republic	3	Russia	6
East Timor	2	Rwanda	3
Ecuador	2	Saint Lucia	3
Egypt	3	Saint Vincent	2
El Salvador	2	Samoa	3
Eritrea	2	Saudi Arabia	2
Estonia	3	Senegal	3
Ethiopia	1	Serbia	2



Country	Code	Country	Code
Fiji	2	Sierra Leone	3
Finland	5	Singapore	4
France	5	Slovakia	4
Gabon	5	Slovenia	3
Gambia	2	Solomon Islands	2
Georgia	2	South Africa	2
Germany	4	Spain	4
Ghana	3	Sri Lanka	2
Gibraltar	3	Sudan	3
Greece	4	Surinam	3
Guatemala	3	Sweden	5
Guyana	2	Switzerland	5
Hungary	3	Syria	3
Iceland	4	Taiwan	3
India	3	Tanzania	2
Indonesia	3	Thailand	3
Iran	2	Tonga	2
Irish Republic	5	Trinidad and Tobago	5
Israel	4	Tunisia	2
Italy	4	Turkey	4
Jamaica	2	Uganda	2
Japan	5	Ukraine	3
Jordan	4	United Arab Emirates	5
Kazakhstan	3	United Kingdom	5
Kenya	3	United States of America	4
Korea Republic	5	Uruguay	2
Kuwait	4	Vanuatu	4
Laos	2	Venezuela	4
Latvia	4	Vietnam	2
Lebanon	3	Zambia	3

## Appendix 2: History

Version	Authorised by	Approval Date	Effective Date	Sections modified
1.0	Chief Operating Officer	31 October 2008	1 November 2008	
1.1	Director of Procurement	3 November	[xx Month Year]	2.7.2
1.2	Director of Procurement	16 February 2009	16 February 2009	2.7
2.0	Executive Director, Finance and Operations	6 November 2009	1 January 2010	Full review
2.1	Executive Director, Finance and Operations	7 July 2010	1 July 2010	Updated Travel Allowances
2.2	Executive Director, Finance and Operations	19 January 2011	1 January 2011	4.1.1, 4.1.2, 4.3, 5.3, 6.1, add 6.5