



Version	Approved by	Approval date	Effective date	Next review
5.1	President and Vice-Chancellor	28 November 2018	3 December 2018	November 2021
<b>Policy Statement</b>				
<b>Purpose</b>	<p>This Procedure describes the mandatory requirements that support the UNSW <i>Travel Policy</i>. The <i>Travel Policy</i> and this <i>Travel Procedure</i> are based on a set of key principles for travel:</p> <p><b>BEST –</b></p> <ul style="list-style-type: none"> <li>• <b>Best planning, price and practice</b> – to provide appropriate systems, processes and suppliers to meet traveller’s requirements;</li> <li>• <b>Essential</b> - to ensure travel provides a benefit for the traveller and the University; and</li> <li>• <b>Safe Travel</b> – to manage duty of care obligations.</li> </ul>			
<b>Scope</b>	<p>This procedure applies to all University staff and students and/or to anyone who incurs travel and travel-related expenses paid by the University regardless of the source of funds (henceforth called “University Travellers”).</p> <p>It also applies to anyone undertaking travel on behalf of the University (including all Controlled and Related Entities).</p>			
<b>Are Local Documents on this subject permitted?</b>	<input checked="" type="checkbox"/> Yes, however Local Documents must be consistent with this University-wide Document		<input type="checkbox"/> No	
<b>Procedure Processes and Actions</b>				

This procedure supports the UNSW [Travel Policy](#) and the requirement that University Travellers, travel arrangers, approvers and Delegated Officers adhere to the ‘**BEST**’ travel policy principles. To achieve this UNSW aims to ensure that:

- The management of travel costs and the booking and expense process is transparent, effective and accountable and that the need for travel is appropriately documented and ensures the most efficient use of resources (‘**Best planning price and practice**’)
- Travel is limited to that which is **Essential** for University business
- **Safe Travel** is adopted for the purpose of protecting the health and safety of travellers and managing travel risk, whilst ensuring that travellers are provided with a level of comfort while away from home.

All University funded travel services must be purchased on the basis of the most efficient, safe, convenient/common sense and cost-effective means of transportation.

Travellers must recognise the restrictions and limitations that may be imposed by grant organisations when travel is funded from grants.

The following sections describe these aims in more detail.

## 1. **Best: planning, price and practice**

University Travellers should apply sound planning and booking practices to help ensure value for money.

### 1.1. Pre-Trip Approval/Information

- 1.1.1 All proposed travel is to be recorded in the University’s Pre-Trip Approval/Information system (PTA).
- 1.1.2 The PTA will capture the preliminary information for the purposes of recordkeeping, audit processes and helping the University discharge its obligation to provide duty of care and safety.
- 1.1.3 Where required the PTA can be prompted to seek authority from the Delegated Officer. The Delegated Officer is usually the Supervisor or Line Manager (or someone of higher delegation

than the traveller). For Domestic bookings the PTA will send a notification to the Delegated Officer. International bookings will require approval from the Delegated Officer before a booking can be made.

1.1.4 Travel should be planned in advance and last-minute travel is to be avoided where possible to minimise costs. Generally, airfares and hotel rates are more expensive closer to the day of departure. Availability may also be limited, especially where a trip coincides with key events, such as conferences, large public events, or peak travel periods such as the European summer.

1.1.5 Travellers and where required, Delegated Officers (Approvers) are to ensure that:

- Travel is for official University business
- Travel and associated costs are relevant, comply with UNSW Policy and are within budget constraints
- The cost to the University is minimised
- Travel to restricted/high risk destinations is approved by the Director, Risk Management.

## 1.2. Travel Management Company (TMC)

All travel must be booked through the University's approved TMC – Business Travel by STA. Travellers should not book outside of the TMC as this creates audit, reporting, compliance and duty of care issues.

The TMC offers 2 booking solutions:

1. Online Booking Tool (OBT) – this should be used for domestic bookings
2. Consultants – for international bookings, complex domestic bookings and general information.

The TMC can book:

- Air
- Accommodation
- Car hire
- Rail/Ferry transfers

The TMC can assist with:

- General travel information and requirements
- Visa processing and other ancillary requirements

## 1.3. Travel Expenses and Class of Travel

Expectations and requirements related to travel expenses, class of travel, ground transport, meals, incidentals, lounge memberships, entertainment and reasonable travel expenditure are all set out in the UNSW [Business Expense Procedure](#).

## 1.4. Insurance

1.4.1 Various levels of travel insurance exist for travellers, dependent upon:

- Length of travel
- University Traveller e.g. staff or student
- Whether private travel is combined with business travel
- Excess cover for rental vehicles

For full details please review information at <https://www.fin.unsw.edu.au/services/insurance>.

## 1.5. Paying for Travel

1.5.1 Payment of air and accommodation facilitated through the TMC booking process will be automated through a central payment process.

- 1.5.2 Where it is necessary to pay for air and accommodation directly, e.g. a last-minute change in arrangements or due to conflict or disaster directly affecting a destination, the University Traveller should use:
- (a) a UNSW credit card with reimbursement through NS Financial systems, or
  - (b) pay for it independently and seek reimbursement. Reimbursements will only be paid if they are in line with the [Business Expense Policy](#) and [Business Expense Procedure](#).
- 1.5.3 Payment and reimbursement of travel related expenses, such as meals while travelling, taxis, incidentals or in the case of 1.5.2(b), can be made in line with the [Business Expense Policy](#) and [Business Expense Procedure](#), with the following processes:
- Travel Allowances (Per Diems) can be paid in advance and do not require reconciliation or acquittal – complete the TR2 form.
  - Travel Cash Advance for business expenses (e.g. where credit cards may not be accepted) – complete the TR3 form.
  - Reconciliation of Cash Advances. This may require repayment of any unused portions of a Cash Advance must be made to UNSW - complete the TR4 form.
  - Note: students are not eligible to Travel Allowances (Per Diems) but with agreement of the Head of School may claim reimbursement of actual expenditure upon production of receipts subject to limits outlined in the [Business Expense Procedure](#),

## 1.6. External grants

Travel funded through external grant arrangements must comply with the terms and conditions of the grant. Where there is an inconsistency between the terms of the external grant and the University's [Travel Policy](#), [Travel Procedure](#) and [Business Expense Procedure](#), the terms of the external grant, with respect to travel, shall prevail.

To the extent that Fringe Benefits Tax (FBT) liability must be eliminated (see Section 1.7) this UNSW [Travel Procedure](#) should be followed. If the grant is silent on travel terms, the [Travel Policy](#), [Travel Procedure](#) and [Business Expense Procedure](#) applies.

## 1.7. FBT Liability

Any FBT liability that arises as a result of a travel event (either funded through external grants or internally) must be eliminated by the University Traveller through:

- a. the reduction of private travel days to less than 50% of the trip duration
- b. flight cost contribution as per the method in Section 4.1.1 or
- c. FBT repayment as per the method in 4.1.1.

## 1.8. Telephony & Data

Telephony and data roaming charges must be considered when travelling. Pay-as-you-go roaming is disallowed, while travellers may pre-arrange international plans/data packs on their Australian sims. The [Business Expense Procedure](#) provides information. Travellers are to comply with the advice provided at the following links:

<https://www.it.unsw.edu.au/staff/mobile/optus.html#OptusMobileGlobalRoaming>

[https://www.it.unsw.edu.au/staff/mobile/mobile\\_data\\_precautions.html](https://www.it.unsw.edu.au/staff/mobile/mobile_data_precautions.html).

## 2. Essential Travel

University Travellers must only travel when they can clearly justify, to the satisfaction of the approving Delegated Officer, why the travel is beneficial for UNSW and necessary.

### 2.1. Essential travel

- 2.1.1. To obtain travel pre-approval, the University Traveller must demonstrate to the approving Delegated Officer that the travel is essential and beneficial. The following is of note: The travel

is required, as alternatives such as teleconferencing and videoconferencing are not a reasonable viable option.

- 2.1.2. The required travel is within a cost centre budget and beneficial for the functions of the University.
- 2.1.3. The business component of the travel represents more than 50% of the total travel duration. If not refer to Section 4.1.1. Private contribution to flights' cost, and leave as appropriate (annual, long service or leave without pay) has been booked to cover any weekdays that are classified as private days.
- 2.1.4. All requests for Travel are completed in the Pre-Trip Approval/Information (PTA) system for audit purposes. Refer to Section 1.1.

## 2.2. Travel diary

Under Payroll Tax and Fringe Benefits Tax requirements, a travel diary is needed for any travel 6 nights or longer, away from home and must be retained for 5 years.

- 2.2.1. Any trip that is 6 nights or longer away from home needs to:
  - a. be booked with the University's approved travel management company - Business Travel by STA
  - b. have a Travel diary completed in the Pre-Trip Approval system (or using the Travel Diary - TR5 form)
- 2.2.2. The University Traveller must complete a Travel Diary for the:
  - a. pre-trip – outlining key trip information, together with any conference itinerary, external invitation or supporting brochure
  - b. post-trip – update their trip details and submit it to their Delegated Officer within 10 business days of returning from the trip.

## 3. Safety

University travel should only be undertaken when it is safe to do so.

### 3.1. Safety and wellbeing

The University Traveller and the approving Delegated Officer must take reasonable steps to ensure the safety and wellbeing of everyone travelling on University business.

### 3.2. High risk country

The University will not require University Travellers to travel to a high-risk country on University business. A high-risk country is determined based on the ratings provided by Department of Foreign Affairs and Trade (DFAT) or International SOS (ISOS).

All requests for travel to a high-risk country must be approved by the Director, Risk Management prior to any bookings or travel.

Any travel undertaken to a high-risk country, will not be covered by the University's travel insurance, unless appropriate approval from Director, Risk Management has been granted.

### 3.3. High risk Activity

Travellers and Delegated Officers should check whether any high-risk activities are covered by the University's [Travel Insurance](#).

Travellers and Delegated Officers should also refer to

[HS406 Fieldwork Guideline](#), [HS917 Fieldwork Procedure](#), and [HS019 Fieldwork Risk Management Checklist](#).

## 4. Additional Requirements

### 4.1 Private Travel in conjunction with Business Travel

- 4.1.1. **Private contribution to flights' cost:** The University Traveller (including students when travelling as an Employee) must privately pay for the private portion of the total flights' cost for a trip, whenever the private component of the travel is proposed to be 50% or more of the duration of the entire trip.

In this latter scenario, the University Traveller must do one of the following:

- a. reduce the private component to be less than 50% of the duration of the entire trip, or
- b. pay the University's TMC for the entire trip privately themselves and then seek reimbursement of the business component (50% of the total airfares) from the University, or
- c. pay the private component of the flights' cost (50% of the total airfares) directly to the University's TMC at the time of booking, or
- d. if a trip change happens post-departure, repay the private portion of the flights' cost to the University after completing the trip.

- 4.1.2 The University does not reimburse travel expenses of an accompanying traveller unless specified in an employment contract or expressly approved by the Vice-Chancellor.

## 4.2. Departure, route and stopovers

- 4.2.1. **Flight and route:** When travelling on University business, University Travellers must:

- a. undertake the most direct and economical route from the University to the location of their University business
- b. return back via the same most direct and economical route
- c. not direct the choice of a flight or route based on their:
  - i) private preference of the route, or
  - ii) private preference of an airline provider, or
  - iii) private travel needs.

## 4.3. Usage of Private Vehicles

- 4.3.1. Usage of Private vehicles is discouraged. Travellers who chose to use a private vehicle should complete the Travel MV1 (Approval to Use a Private Vehicle) and a MV2 form (Private Vehicle Mileage Claim) to record their mileage for each claim.
- 4.3.2. The University does not accept liability for damage, loss or injury arising from the use of a private vehicle on University business.

## 4.4. Student Travel

- 4.4.1 The procedure applies to all student travel for approved UNSW related activities, domestic and international, such as exchange, fieldwork, practicum, short course, conferences, study tour, volunteer placement and internship undertaken while studying at UNSW. This includes travel for Arc@UNSW activities, specifically those under a Student Community and Development Grant, and activities included in a student's Australian Higher Education Graduate Statement (AHEGS).
- 4.4.2 All students travelling overseas should refer to the *Students Travelling Overseas – How to Prepare for Departure* before making arrangements to travel.
- 4.4.3 Research students should also consult the Postgraduate Research Student Support (PRSS) Travel Information at the UNSW Research Gateway <http://research.unsw.edu.au>.

Accountabilities	
<b>Responsible Officer</b>	Travel Program Manager
<b>Contact Officer</b>	myTravel@UNSW & Faculty Executive Director, UNSW Arts and Social Sciences (FASS)

Supporting Information				
<b>Legislative Compliance</b>	This Procedure supports the University's compliance with the following legislation: Nil			
<b>Parent Document (Policy)</b>	<a href="#">Travel Policy</a>			
<b>Supporting Documents</b>	Nil			
<b>Related Documents</b>	<a href="#">HS406 Fieldwork Guideline</a> <a href="#">HS917 Fieldwork Procedure</a> <a href="#">HS019 Fieldwork Risk Management Checklist</a> <a href="#">Conflict of Interest Policy</a> <a href="#">Gifts and Benefits Procedure</a> <a href="#">Register of Delegations</a> <a href="#">Credit Card Policy</a> <a href="#">Business Expense Policy</a> <a href="#">Business Expense Procedure</a> <a href="#">Travel MV1 (Approval to Use a Private Vehicle)</a> <a href="#">MV2 form (Private Vehicle Mileage Claim)</a>			
<b>Superseded Documents</b>	Travel Procedure, v5.0			
<b>File Number</b>	2017/21851			
Definitions and Acronyms				
<b>Delegated Officer</b>	The University Traveller's supervisor as noted in the University's Human Resource structure			
<b>FBT</b>	Fringe Benefits Tax as per the definition of the Australian Tax Office			
<b>PTA</b>	Pre Trip Approval. Workflow system which contains information on the University Traveller's intention to travel			
<b>TMC</b>	Travel Management Company. The University's TMC is <b>Business Travel by STA</b>			
<b>University Traveller</b>	University staff and students and/or to anyone who incurs travel and travel-related expenses paid by the University regardless of the source of funds			
Revision History				
Version	Approved by	Approval date	Effective date	Sections modified
1.0	Chief Operating Officer	31 October 2008	1 November 2008	New document
1.1	Director of Procurement	3 November	3 November	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
2.3	Executive Director, Finance and Operations	13 July 2011	1 July 2011	Appendix 1
2.4	Administrative update by Head, Governance Support	8 March 2012	8 March 2012	Links updated in Section 2.1 and 2.3
3.0	Vice-President, Finance and Operations	7 June 2012	1 June 2012	Full review
3.1	Vice-President, Finance and Operations	20 August 2012	1 July 2012	4.2, 5.2, 5.3, Appendix 1
3.2	Vice-President, Finance and Operations	19 July 2013	1 July 2013	4.1, 4.1.2, 4.1.3, 4.1.4, 4.2, 5.3, Appendix 1
4.0	Vice-President, Finance and Operations	2 October 2014	2 October 2014	Full review Inclusion of International SOS (iSOS)
4.2	Vice-President, Finance and Operations	22 July 2015	22 July 2015	Preferred Suppliers. Updated ATO travel allowance rates 2015-16
4.3	Vice-President, Finance and Operations	21 July 2016	25 July 2016	Updated ATO travel allowance rates 2016/2017 and updates to new Finance website.
4.4	Vice President, Finance and Operations	17 August 2017	17 August 2017	Updated sections 1.2 and 2, to reflect change in responsibility from Deputy Vice Chancellor (Education) and Deputy- Vice Chancellor (Academic), to Director, Risk Management.  Updated ATO travel allowance rates 2017/2018.
4.5	Vice President, Finance and Operations	4 December 2017	4 December 2017	Updated to link to new Business Expense Policy and Procedure and remove duplications.
5.0	President and Vice-Chancellor	24 October 2018	14 November 2018	Full review and release for the Travel Program Pilot Phase
5.1	President and Vice-Chancellor	28 November 2018	3 December 2018	Minor amendments section 1.5.3; 2.2; 2.2.1 and 4.1.1 and links updated prior to UNSW-wide release