



Version	Approved by	Approval date	Effective date	Next review
2.1	President and Vice-Chancellor	28 November 2018	3 December 2018	November 2021
Policy Statement				
Purpose	<p>The University recognises that domestic and international travel is an essential part of the work-related activities of University staff and students. This Policy is designed to support the University's duty of care obligations, and to ensure a clear and consistent understanding of the University's services and expectations in relation to travel.</p> <p>This Policy is supported by the UNSW Travel Procedure which contains the mandatory processes required to implement this Policy.</p>			
Scope	<p>This Policy 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>			
Policy Provisions				

University Travellers, travel arrangers, approvers and Delegated Officers must exercise prudent business judgement at all times when booking, authorising and undertaking travel, by adhering to the following policy principles:

- **BEST** – Best: planning, price & practice, **E**ssential and **S**afe Travel.

1. Best: planning, price and practice (Principle #1)

The University supports the needs of University Travellers by:

- Providing an appropriate standard of comfort and conditions in which University Travellers can undertake University activities whilst away from home
- Offering choice and convenience for University Travellers
- Ensuring the most efficient use of its resources in: the need for travel, the travel booking process and the expense management process
- Maintaining accurate records for all travel approval and travel related expenditure
- Ensuring transparent, effective and accountable management of travel costs
- Ongoing management of third party travel providers and contractual arrangements
- Providing timely and accurate reimbursement for all reasonable travel expenses
- Complying with all legal and taxation obligations.

2. Essential (Principle #2)

- Required travel will facilitate the conduct of business in an efficient and appropriate manner.
- University Travellers, and their Delegated Officer, will ensure that travel is essential and provides a financial, educational or other material benefit.
- Alternatives to travel, such as teleconferencing and videoconferencing must be considered to support sustainability initiatives at the University.

3. Safe (Principle #3)

- The University will protect the health and safety of University Travellers.
- Where travel to high risk destinations or high-risk activities is requested, due process is followed to assess risk and seek permission from UNSW authorities.

Accountabilities				
Responsible Officer	Vice-President, Finance and Operations			
Contact Officer	myTravel@UNSW & Faculty Executive Director, Faculty of Arts and Social Sciences			
Supporting Information				
Legislative Compliance	This Policy supports the University's compliance with the following legislation: Nil			
Supporting Documents	Travel Procedure			
Related Documents	HS406 Fieldwork Guideline HS917 Fieldwork Procedure Credit Card Policy Credit Card Procedure Business Expense Policy Business Expense Procedure			
Superseded Documents	Travel Policy, v2.0			
File Number	2018/25706			
Definitions and Acronyms				
University Travellers	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	Vice-Chancellor	11 November 2009	1 January 2010	New document
2.0	President and Vice-Chancellor	24 October 2018	14 November 2018	Full review and release for the Travel Program Pilot Phase
2.1	President and Vice-Chancellor	28 November 2018	3 December 2018	Links updated prior to UNSW-wide release