



Responsible Officer	Executive Director, Finance and Operations		
Contact Officer	Director, Procurement Email: procurement@unsw.edu.au		
Superseded Documents	Travel Procedure approved 31 October 2008, last amended 16 February 2009		
Review	1 January 2013		
File Number	2003/1920		
Associated Documents	Travel Procedure		
Version	Authorisation	Approval Date	Effective Date
1.0	Vice-Chancellor	11 November 2009	01 January 2010

1. Preamble

1.1 Purpose

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 supported by the [UNSW Travel Procedure](#) which is intended to ensure a clear and consistent understanding and implementation of this policy.

2. Scope

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. It also applies to anyone undertaking travel on behalf of the University (including Controlled Entities).

3. Definitions

No terms have been defined.

4. Policy Statement

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 flexibility and minimum inconvenience for University travellers.
- Facilitating the conduct of business in an efficient and appropriate manner.
- Ensuring transparent, effective and accountable management of travel costs.
- Providing timely and accurate reimbursement for all reasonable travel expenses.
- Complying with all legal and taxation obligations.
- Protecting the occupational health and safety of University travellers.

5. Legal & Policy Framework

This policy is supported by the **UNSW Travel Procedure**. The Travel Policy and Procedure are related to the following documents:

- UNSW Fieldwork Guidelines
- UNSW Conflict of Interest Policy
- UNSW Gifts and Benefits Procedure

6. Implementation

6.1 Roles & Responsibilities

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.

The **Procurement Director** has the overall responsibility for the implementation and review of the Travel Procedure and communication of the procedure to University Travellers.

The **Director of Finance** will ensure that appropriate accounting procedures are in place to support the UNSW Travel Procedure, and are communicated to University Travellers and persons with the appropriate level of delegated authority to approve travel.

Heads of School are responsible for approving reimbursement of student travel expenditure.

Procurement will monitor travel expenditure and provide regular reports to Faculties and Divisions. Periodic audits may be conducted into compliance with the procedure by Internal Audit

6.2 Support & Advice

Contact the Travel Category Manager, Procurement.

For questions relating to insurance contact the Director, Risk Management.

For questions relating to fieldwork trips, contact the Manager, Occupational Health and Safety.

7. Review

This policy will be reviewed three years from the date of effect.

Appendix A: History

Version	Authorised by	Approval Date	Effective Date	Sections modified
1.0	Vice-Chancellor	11 November 2009	1 January 2010	This is a new policy