



Version	Approved by	Approval date	Effective date	Next review date
4.3	Vice-President, Finance and Operations	21 July 2016	25 July 2016	July 2017
<b>Procedure Statement</b>				
<b>Purpose</b>	This procedure provides clear direction of the processes for all travel on University business.			
<b>Scope</b>	This procedure applies to all travel covered by the <b>Travel Policy</b> and applies to: <ul style="list-style-type: none"> <li>• all University staff and students</li> <li>• anyone who incurs travel and travel-related expenses paid by the University regardless of the source of funds and/or</li> <li>• anyone undertaking travel on behalf of the University (including Controlled Entities)</li> <li>• Sections 4, 5 and 6 do not apply for non-UNSW funded student travel.</li> </ul>			
<b>Procedure Processes and Actions</b>				

1.	HEALTH AND SAFETY.....	2
1.1	Duty of Care.....	2
1.2	International Travel Advisories .....	2
1.3	Risk Assessments & Travel Risk Management.....	2
1.4	Fieldwork.....	2
1.5	Travel Insurance .....	3
2.	APPROVALS.....	3
3.	BOOKING UNIVERSITY-FUNDED TRAVEL.....	3
3.1	Travel Booking Methods .....	4
3.2	Class of Travel.....	4
3.3	Complaints .....	4
3.4	Frequent Flyer and Lounge Memberships.....	5
3.5	Accommodation .....	5
3.6	Motor Vehicles .....	5
4.	TRAVEL EXPENSES .....	5
4.1	Corporate Credit Card .....	6
4.2	Reimbursement.....	6
4.3	Travel Cash Advance .....	6
4.4	Travel Allowance .....	6
5.	OTHER .....	7
5.1	Travel Diaries.....	7
5.2	Accompanying Travellers .....	7
5.3	Staff Benefits.....	8
6.	ADDITIONAL STUDENT PROCEDURES .....	8
6.1	Student Travel.....	8
6.2	Registering Student International Travel .....	8
7.	UNSW TRAVEL ALLOWANCE 2016/2017.....	9

## 1. HEALTH AND SAFETY

### 1.1 Duty of Care

The University has a duty of care to provide a safe and healthy workplace for all staff, students and visitors undertaking approved travel on University business. The University has engaged a medical and travel risk management service, [International SOS](#) (iSOS), to provide travel-related security and medical advice prior to travel, advice and on-site assistance to travellers whilst travelling internationally.

All international travel booked through the [Preferred Travel Agents](#) (via the UNSW Travel Management system ([Serko](#)) or directly with these agents) will automatically be loaded into the iSOS MyTrips system including mobile phone and email contact details.

Travel booked independently must be entered directly into [MyTrips](#). Independently-booked travel is not to be entered into Serko for duty of care purposes. A [guide](#) to using MyTrips is available on the Finance Insurance Travel Safety website. It is the responsibility of all travellers to update MyTrips if their itineraries change.

### 1.2 International Travel Advisories

Before approval is obtained, all University travellers must check the destination(s) rating on the DFAT ([www.smartraveller.gov.au](http://www.smartraveller.gov.au)) website and [iSOS web portal](#) (log-in via the Finance Travel Safety website) for information about their scheduled travel destinations.

Destinations noted by DFAT Smartraveller as Level 3 '*Reconsider your need to Travel*' and DFAT Level 4 '*Do not travel*' and/or iSOS '*High*' and '*Extreme*' cannot be travelled to without consulting Finance [Insurance Travel Safety](#) and without the permission of the Deputy Vice-Chancellor (Education).

If your destination is rated at High or Extreme by iSOS for Medical Risk only, it is important for you to consult with your supervisor and your medical practitioner for appropriate preparations to be made prior to your travel. A Travel Risk Management form is not mandatory for High/Extreme medical risk destinations, but may assist when seeking approval for your travel.

Once travel has been approved, travellers should monitor the DFAT and iSOS web portal 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 DFAT and contact their UNSW supervisor. UNSW also recommends all travellers register with Smartraveller as a matter of general precaution.

### 1.3 Risk Assessments & Travel Risk Management

For international travel, a risk assessment will be mandatory for all destinations rated at DFAT 3 (*Reconsider your need for travel*) and DFAT 4 (*Do not travel*) levels and/or iSOS MyTrips '*High*' and '*Extreme*'. (See 2.2 for High/Extreme ratings for Medical Risk only)

For domestic travel, risk assessments are only required for travel to high risk destinations where the levels of risk exceed those found on UNSW campuses. Records of the risk assessment should be retained by the Supervisor.

A Travel Risk Management form is available from the Finance [Insurance Travel Safety](#) website.

### 1.4 Fieldwork

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

## 1.5 Travel Insurance

UNSW provides Corporate Travel Insurance which covers:

- UNSW staff, accompanying spouses/partners and dependent children, on approved travel of more than 100kms from the person's normal place of residence or UNSW campus 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 Finance Insurance website. If required, an iSOS card for emergency assistance only can be obtained from Insurance by calling 9385 1980 or an electronic version can be accessed via the Finance [Insurance Travel Safety](#) website.

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

## 2. 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 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 independent of financial delegations. Travel approval for Deans and Executive Team members will be submitted to the Executive Officer, Office of the President and Vice-Chancellor.

Travel approvals may be handwritten, by email or other digital means, on-line via Serko or by completion of a [travel approval form](#). The approval is to be retained within the work unit (except for Serko on-line approvals).

It is the responsibility of the Approver to ensure that:

- travel is for official University business;
- travel and the associated costs are relevant, comply with UNSW policy and are within budget constraints;
- the cost to the University is minimised; and
- travel to restricted/high risk destinations designated as DFAT (*Levels 3 or 4*) and/or iSOS (*High or Extreme*) has been approved by the Deputy Vice-Chancellor (Academic).

## 3. BOOKING UNIVERSITY-FUNDED TRAVEL

All University-funded 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.

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

The University recommends purchasing all travel services through the [Preferred Travel Agents](#) or [Serko](#) 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.

UNSW also recognises that the services available from the travel industry have changed significantly in recent years. Therefore, in circumstances where there are more viable alternatives available, staff can use alternative booking methods.

Travellers must be aware that, when booking outside the Preferred Travel Agents, they may not be provided with:

- 24-hour customer support, especially when flights are cancelled/delayed;
- Discounts for travel especially in some fare structures and with preferred airlines;
- Routine capture of a traveller's location for response in an emergency; or
- Experienced travel agent services, including visa advice.

### 3.1 Travel Booking Methods

There are three methods for booking University-funded travel:

- (i) **Serko**: Recommended for booking domestic travel and point to point international flight itineraries. The system centralises and automates: online approvals; the electronic upload of travel diaries required by the Australian Taxation Office (Fringe Benefit Tax); the calculation and payment of travel allowances. Travel bookings made in Serko automatically load travel details into MyTrips.

Travel details recorded into Serko in order to claim travel allowances (ie no bookings made) do not load into MyTrips and must be entered into MyTrips as per (iii).

- (ii) **Preferred travel agents**: Voyager, STA, Campus and Anywhere Travel are UNSW preferred agents. They have access to travel profiles and can load travellers' preferences for airlines and accommodation. Travel details booked through Voyager, STA, Campus and Anywhere Travel are automatically loaded into MyTrips.
- (iii) **Commercial airlines/ travel sites/other travel agents**: Travellers may book directly with airlines or through other travel sites e.g. qantas.com.au or webjet.com.au. If travel is booked through these sites, then you **must** record your travel details in [MyTrips](#) as the University is required to maintain a record of where travellers are at any time. A [guide](#) to using MyTrips is available on the Finance Travel Safety website.

A travel profile is to be set up and maintained for all University Travellers through either Serko or MyTrips.

Travel services including airfares and accommodation are to be paid for using a UNSW credit card. Credit cards will be provided in line with the UNSW Credit Card Procedure.

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 will liaise with the Travel Category Manager regarding any purchase order requests.

### 3.2 Class of Travel

University travellers will normally travel in economy class. Exceptions to this standard, such as a medical condition, explicit external funding arrangements, or otherwise provided for in the terms of employment, will require the written approval of the relevant Dean or Divisional Head and must be filed for inspection 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.

### 3.3 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.

### **3.4 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.

UNSW staff members may receive the benefit of our Corporate [Discount](#) Rate for Qantas Club and Virgin Australia Club memberships to purchase private membership of the Qantas Club.

### **3.5 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 ([TD2016/13](#)). Discount rates for hotels are available for UNSW travellers and information is available at Finance's [Booking Vehicles and Accommodation page](#).

### **3.6 Motor Vehicles**

A UNSW [Preferred Supplier](#) can be used to book rental vehicles for international approved 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 UNSW travel insurance.

The use of private vehicles for undertaking University business is discouraged. Local travellers must utilise University fleet services, rental cars, taxis, shuttle services or public transport before using private vehicles for travel on University business.

Travellers choosing to use a private vehicle should complete a [Travel MV1](#) form, Approval to Use a Private Vehicle on University Business, indicating vehicle registration and comprehensive insurance details. 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 for damage, loss or injury arising from the use of a private vehicle on University business.

## **4. 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 (excluding valet parking at airports);
- 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.

#### **4.1 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 expenses properly covered by the travel allowance to their credit card.

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.

#### **4.2 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.

#### **4.3 Travel Cash Advance**

A Travel Cash Advance may be approved where significant expenditure of a business nature is anticipated whilst travelling and not covered by a travel allowance and where a UNSW or private credit card cannot be used. Applications for a Travel Cash Advance can be made through Accounts Payable (effectively a reimbursement in advance). Receipts or invoices for travel cash advance expenses must be retained and submitted for settlement within 30 days from the date of travel return.

Using forms (Refer to [Accounts Payable Procedure](#)):

TR2 – Travel allowance for meals, accommodation (domestic only) and incidentals. Can be paid in advance and is not required to be reconciled or acquitted

TR3 – Travel cash advance for business expenses. Must be reconciled and acquitted upon return. Any unused funds must be repaid.

TR4 – Travel cash advance settlement form to be submitted within 30 days of travel return.

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

Reimbursements or Travel Cash Advances for accommodation (domestic only), meals and incidentals must meet the reasonableness test of the ATO Taxation Determination ([TD2016/13](#)).

#### **4.4 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 can be made via Serko or NS Financials. A Travel Allowance does not cover

expenses of a business nature and business claims should be processed through NS Financials for reimbursement.

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

The UNSW Travel Allowance rates 2016/17 ([Appendix 1](#)) are the maximum rate payable and are based on the reasonable expense allowance rates as defined by the ATO.

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 maxima rate and travellers may claim at lower rates.

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 on 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 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 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.

## **5. OTHER**

### **5.1 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 is available at [Sample travel diary](#).

The travel diary must be attached to booking(s) made in Serko. For all travel bookings made outside of Serko, the travel diary needs to be retained for a period of 5 years at the School or business unit level. Finance will conduct compliance testing to ensure existence of travel diaries on a quarterly basis. If a 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).

### **5.2 Accompanying Travellers**

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

### **5.3 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.

## **6. ADDITIONAL STUDENT PROCEDURES**

### **6.1 Student Travel**

This 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 or 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).

If the travel is not funded by UNSW, Sections 4, 5 and 6 do not apply for student travel.

All students travelling overseas should refer to the [Students Travelling Overseas – How to Prepare for Departure](#) before making arrangements to travel.

Research students should also consult the PRSS Travel information at the UNSW Research Gateway <http://research.unsw.edu.au>.

### **6.2 Registering Student International Travel**

As indicated in Section 2.1, Duty of Care, all students are required to create a profile and register their international travel arrangements into the [MyTrips](#) portal. How to use the portal is explained in the [Guide](#) and on the Finance [Insurance Travel Safety](#) website.



[APPENDIX 1](#)**7. UNSW TRAVEL ALLOWANCE 2016/2017****Table 1: Domestic Travel Allowance – Employee’s Annual Salary \$117,450 and below**

<b>Destination</b>	<b>Accommodation</b>	<b>Meals</b> <i>Breakfast \$26.45 Lunch \$29.75 Dinner \$50.70</i>	<b>Incidentals</b>
Adelaide	\$157	\$106.90	\$19.05
Brisbane	\$205	\$106.90	\$19.05
Canberra	\$168	\$106.90	\$19.05
Darwin	\$216	\$106.90	\$19.05
Hobart	\$132	\$106.90	\$19.05
Melbourne	\$173	\$106.90	\$19.05
Perth	\$233	\$106.90	\$19.05
Sydney	\$185	\$106.90	\$19.05
<b>High Cost Country Centres</b>			
Albany (WA)	\$179	\$106.90	\$19.05
Alice Springs (NT)	\$150	\$106.90	\$19.05
Bordertown (SA)	\$135	\$106.90	\$19.05
Bourke (NSW)	\$165	\$106.90	\$19.05
Bright (VIC)	\$152	\$106.90	\$19.05
Broome (WA)	\$260	\$106.90	\$19.05
Bunbury (WA)	\$155	\$106.90	\$19.05
Burnie (TAS)	\$160	\$106.90	\$19.05
Cairns (QLD)	\$153	\$106.90	\$19.05
Carnarvon (WA)	\$151	\$106.90	\$19.05
Castlemaine (VIC)	\$146	\$106.90	\$19.05
Chinchilla (QLD)	\$143	\$106.90	\$19.05
Christmas Island (WA)	\$180	\$106.90	\$19.05
Cocos (Keeling) Islands (WA)	\$285	\$106.90	\$19.05
Colac (VIC)	\$138	\$106.90	\$19.05
Dalby (QLD)	\$150	\$106.90	\$19.05
Dampier (WA)	\$175	\$106.90	\$19.05
Derby (WA)	\$190	\$106.90	\$19.05
Devonport (TAS)	\$145	\$106.90	\$19.05
Emerald (QLD)	\$156	\$106.90	\$19.05
Esperance (WA)	\$141	\$106.90	\$19.05
Exmouth (WA)	\$255	\$106.90	\$19.05
Geraldton (WA)	\$175	\$106.90	\$19.05
Gladstone (QLD)	\$187	\$106.90	\$19.05
Gold Coast (QLD)	\$200	\$106.90	\$19.05
Gosford (NSW)	\$140	\$106.90	\$19.05
Halls Creek (WA)	\$199	\$106.90	\$19.05
Hervey Bay (QLD)	\$157	\$106.90	\$19.05
Horn Island (QLD)	\$200	\$106.90	\$19.05

**UNSW Domestic Travel Allowance Rates 2016/17**

Jabiru (NT)	\$200	\$106.90	\$19.05
Kalgoorlie (WA)	\$159	\$106.90	\$19.05
Karratha (WA)	\$300	\$106.90	\$19.05
Katherine (NT)	\$134	\$106.90	\$19.05
Kingaroy (QLD)	\$134	\$106.90	\$19.05
Kununurra (WA)	\$202	\$106.90	\$19.05
Mackay (QLD)	\$161	\$106.90	\$19.05
Maitland (NSW)	\$152	\$106.90	\$19.05
Mount Isa (QLD)	\$160	\$106.90	\$19.05
Mudgee (NSW)	\$135	\$106.90	\$19.05
Newcastle (NSW)	\$165	\$106.90	\$19.05
Newman (WA)	\$195	\$106.90	\$19.05
Norfolk Island (NSW)	\$329	\$106.90	\$19.05
Northam (WA)	\$163	\$106.90	\$19.05
Orange (NSW)	\$155	\$106.90	\$19.05
Port Hedland (WA)	\$260	\$106.90	\$19.05
Port Lincoln (SA)	\$170	\$106.90	\$19.05
Port Macquarie (NSW)	\$140	\$106.90	\$19.05
Port Pirie (NSW)	\$150	\$106.90	\$19.05
Roma (QLD)	\$139	\$106.90	\$19.05
Thursday Island (QLD)	\$200	\$106.90	\$19.05
Townsville (QLD)	\$143	\$106.90	\$19.05
Wagga Wagga (NSW)	\$144	\$106.90	\$19.05
Weipa (QLD)	\$138	\$106.90	\$19.05
Whyalla (SA)	\$163	\$106.90	\$19.05
Wilpena Pound (SA)	\$167	\$106.90	\$19.05
Wollongong (NSW)	\$136	\$106.90	\$19.05
Wonthaggi (VIC)	\$138	\$106.90	\$19.05
Yulara (NT)	\$300	\$106.90	\$19.05
<b>OTHER COUNTRY CENTRES</b>	<b>Accommodation</b>	<b>Meals</b> <i>Breakfast \$23.70 Lunch \$27.05 Dinner \$46.65</i>	<b>Incidentals</b>
Other Country centres <b>not</b> listed	\$110	\$97.40	\$19.05
Albury (NSW)	\$132	\$97.40	\$19.05
Ararat (VIC)	\$132	\$97.40	\$19.05
Armidale (NSW)	\$132	\$97.40	\$19.05
Ayr (QLD)	\$132	\$97.40	\$19.05
Bairnsdale (VIC)	\$132	\$97.40	\$19.05
Ballarat (VIC)	\$132	\$97.40	\$19.05
Bathurst (NSW)	\$132	\$97.40	\$19.05
Bega (NSW)	\$132	\$97.40	\$19.05
Benalla (VIC)	\$132	\$97.40	\$19.05
Bendigo (VIC)	\$132	\$97.40	\$19.05
Broken Hill (NSW)	\$132	\$97.40	\$19.05
Bundaberg (QLD)	\$132	\$97.40	\$19.05
Ceduna (SA)	\$132	\$97.40	\$19.05
Charters Towers (QLD)	\$132	\$97.40	\$19.05

**UNSW Domestic Travel Allowance Rates 2016/17**

Coffs Harbour (NSW)	\$132	\$97.40	\$19.05
Cooma (NSW)	\$132	\$97.40	\$19.05
Dubbo (NSW)	\$132	\$97.40	\$19.05
Echuca (VIC)	\$132	\$97.40	\$19.05
Geelong (VIC)	\$132	\$97.40	\$19.05
Goulburn (NSW)	\$132	\$97.40	\$19.05
Griffith (NSW)	\$132	\$97.40	\$19.05
Gunnedah (NSW)	\$132	\$97.40	\$19.05
Hamilton (VIC)	\$132	\$97.40	\$19.05
Horsham (VIC)	\$132	\$97.40	\$19.05
Innisfail (QLD)	\$132	\$97.40	\$19.05
Kadina (SA)	\$132	\$97.40	\$19.05
Launceston (TAS)	\$132	\$97.40	\$19.05
Lismore (NSW)	\$132	\$97.40	\$19.05
Mildura (VIC)	\$132	\$97.40	\$19.05
Mount Gambier (SA)	\$132	\$97.40	\$19.05
Muswellbrook (NSW)	\$132	\$97.40	\$19.05
Naracoorte (SA)	\$132	\$97.40	\$19.05
Nowra (NSW)	\$132	\$97.40	\$19.05
Port Augusta (SA)	\$132	\$97.40	\$19.05
Portland (VIC)	\$132	\$97.40	\$19.05
Queanbeyan (NSW)	\$132	\$97.40	\$19.05
Queenstown (TAS)	\$132	\$97.40	\$19.05
Renmark (SA)	\$132	\$97.40	\$19.05
Rockhampton (QLD)	\$132	\$97.40	\$19.05
Sale (VIC)	\$132	\$97.40	\$19.05
Seymour (VIC)	\$132	\$97.40	\$19.05
Shepparton (VIC)	\$132	\$97.40	\$19.05
Swan Hill (VIC)	\$132	\$97.40	\$19.05
Tamworth (NSW)	\$132	\$97.40	\$19.05
Tennant Creek (NT)	\$132	\$97.40	\$19.05
Toowoomba (QLD)	\$132	\$97.40	\$19.05
Tumut (NSW)	\$132	\$97.40	\$19.05
Wangaratta (VIC)	\$132	\$97.40	\$19.05
Warrnambool (VIC)	\$132	\$97.40	\$19.05
Wodonga (VIC)	\$132	\$97.40	\$19.05

Table 2: Domestic Travel Allowance – Employee's Annual Salary \$117,451 to \$209,000

CITY	Accommodation	Meals <i>Breakfast \$28.80 Lunch \$40.75 Dinner \$57.05</i>	Incidentals
Adelaide	\$208	\$126.60	\$27.25
Brisbane	\$257	\$126.60	\$27.25
Canberra	\$223	\$126.60	\$27.25
Darwin	\$287	\$126.60	\$27.25
Hobart	\$176	\$126.60	\$27.25
Melbourne	\$228	\$126.60	\$27.25
Perth	\$245	\$126.60	\$27.25
Sydney	\$246	\$126.60	\$27.25
<b>High Cost Country Centres</b>			
Albany (WA)	\$179	\$126.60	\$27.25
Alice Springs (NT)	\$150	\$126.60	\$27.25
Bordertown (SA)	\$135	\$126.60	\$27.25
Bourke (NSW)	\$165	\$126.60	\$27.25
Bright (VIC)	\$152	\$126.60	\$27.25
Broome (WA)	\$260	\$126.60	\$27.25
Bunbury (WA)	\$155	\$126.60	\$27.25
Burnie (TAS)	\$160	\$126.60	\$27.25
Cairns (QLD)	\$153	\$126.60	\$27.25
Carnarvon (WA)	\$151	\$126.60	\$27.25
Castlemaine (VIC)	\$146	\$126.60	\$27.25
Chinchilla (QLD)	\$143	\$126.60	\$27.25
Christmas Island (WA)	\$180	\$126.60	\$27.25
Cocos (Keeling) Islands (WA)	\$285	\$126.60	\$27.25
Colac (VIC)	\$138	\$126.60	\$27.25
Dalby (QLD)	\$150	\$126.60	\$27.25
Dampier (WA)	\$175	\$126.60	\$27.25
Derby (WA)	\$190	\$126.60	\$27.25
Devonport (TAS)	\$145	\$126.60	\$27.25
Emerald (QLD)	\$156	\$126.60	\$27.25
Esperance (WA)	\$141	\$126.60	\$27.25
Exmouth (WA)	\$255	\$126.60	\$27.25
Geraldton (WA)	\$175	\$126.60	\$27.25
Gladstone (QLD)	\$187	\$126.60	\$27.25
Gold Coast (QLD)	\$200	\$126.60	\$27.25
Gosford (NSW)	\$140	\$126.60	\$27.25
Halls Creek (WA)	\$199	\$126.60	\$27.25
Hervey Bay (QLD)	\$157	\$126.60	\$27.25
Horn Island (QLD)	\$200	\$126.60	\$27.25
Jabiru (NT)	\$200	\$126.60	\$27.25
Kalgoorlie (WA)	\$159	\$126.60	\$27.25
Karratha (WA)	\$300	\$126.60	\$27.25
Katherine (NT)	\$134	\$126.60	\$27.25
Kingaroy (QLD)	\$134	\$126.60	\$27.25

**UNSW Domestic Travel Allowance Rates 2016/17**

Kununurra (WA)	\$202	\$126.60	\$27.25
Mackay (QLD)	\$161	\$126.60	\$27.25
Maitland (NSW)	\$152	\$126.60	\$27.25
Mount Isa (QLD)	\$160	\$126.60	\$27.25
Mudgee (NSW)	\$135	\$126.60	\$27.25
Newcastle (NSW)	\$165	\$126.60	\$27.25
Newman (WA)	\$195	\$126.60	\$27.25
Norfolk Island (NSW)	\$329	\$126.60	\$27.25
Northam (WA)	\$163	\$126.60	\$27.25
Orange (NSW)	\$155	\$126.60	\$27.25
Port Hedland (WA)	\$260	\$126.60	\$27.25
Port Lincoln (SA)	\$170	\$126.60	\$27.25
Port Macquarie (NSW)	\$140	\$126.60	\$27.25
Port Pirie (SA)	\$150	\$126.60	\$27.25
Roma (QLD)	\$139	\$126.60	\$27.25
Thursday Island (QLD)	\$200	\$126.60	\$27.25
Townsville (QLD)	\$143	\$126.60	\$27.25
Wagga Wagga (NSW)	\$144	\$126.60	\$27.25
Weipa (QLD)	\$138	\$126.60	\$27.25
Whyalla (SA)	\$163	\$126.60	\$27.25
Wilpena Pound (SA)	\$167	\$126.60	\$27.25
Wollongong (NSW)	\$136	\$126.60	\$27.25
Wonthaggi (VIC)	\$138	\$126.60	\$27.25
Yulara (NT)	\$300	\$126.60	\$27.25
<b>OTHER COUNTRY CENTRES</b>	<b>Accommodation</b>	<b>Meals</b> <i>Breakfast \$26.45</i> <i>Lunch \$27.05</i> <i>Dinner \$52.70</i>	<b>Incidentals</b>
Other Country centres <b>not</b> listed	\$134	\$106.20	\$27.25
Albury (NSW)	\$152	\$106.20	\$27.25
Ararat (VIC)	\$152	\$106.20	\$27.25
Armidale (NSW)	\$152	\$106.20	\$27.25
Ayr (QLD)	\$152	\$106.20	\$27.25
Bairnsdale (VIC)	\$152	\$106.20	\$27.25
Ballarat (VIC)	\$152	\$106.20	\$27.25
Bathurst (NSW)	\$152	\$106.20	\$27.25
Bega (NSW)	\$152	\$106.20	\$27.25
Benalla (VIC)	\$152	\$106.20	\$27.25
Bendigo (VIC)	\$152	\$106.20	\$27.25
Broken Hill (NSW)	\$152	\$106.20	\$27.25
Bundaberg (QLD)	\$152	\$106.20	\$27.25
Ceduna (SA)	\$152	\$106.20	\$27.25
Charters Towers (QLD)	\$152	\$106.20	\$27.25
Coffs Harbour (NSW)	\$152	\$106.20	\$27.25
Cooma (NSW)	\$152	\$106.20	\$27.25
Dubbo (NSW)	\$152	\$106.20	\$27.25
Echuca (VIC)	\$152	\$106.20	\$27.25
Geelong (VIC)	\$152	\$106.20	\$27.25

**UNSW Domestic Travel Allowance Rates 2016/17**

Goulburn (NSW)	\$152	\$106.20	\$27.25
Griffith (NSW)	\$152	\$106.20	\$27.25
Gunnedah (NSW)	\$152	\$106.20	\$27.25
Hamilton (VIC)	\$152	\$106.20	\$27.25
Horsham (VIC)	\$152	\$106.20	\$27.25
Innisfail (QLD)	\$152	\$106.20	\$27.25
Kadina (SA)	\$152	\$106.20	\$27.25
Launceston (TAS)	\$152	\$106.20	\$27.25
Lismore (NSW)	\$152	\$106.20	\$27.25
Mildura (VIC)	\$152	\$106.20	\$27.25
Mount Gambier (SA)	\$152	\$106.20	\$27.25
Muswellbrook (NSW)	\$152	\$106.20	\$27.25
Naracoorte (SA)	\$152	\$106.20	\$27.25
Nowra (NSW)	\$152	\$106.20	\$27.25
Port Augusta (SA)	\$152	\$106.20	\$27.25
Portland (VIC)	\$152	\$106.20	\$27.25
Queanbeyan (NSW)	\$152	\$106.20	\$27.25
Queenstown (TAS)	\$152	\$106.20	\$27.25
Renmark (SA)	\$152	\$106.20	\$27.25
Rockhampton (QLD)	\$152	\$106.20	\$27.25
Sale (VIC)	\$152	\$106.20	\$27.25
Seymour (VIC)	\$152	\$106.20	\$27.25
Shepparton (VIC)	\$152	\$106.20	\$27.25
Swan Hill (VIC)	\$152	\$106.20	\$27.25
Tamworth (NSW)	\$152	\$106.20	\$27.25
Tennant Creek (NT)	\$152	\$106.20	\$27.25
Toowoomba (QLD)	\$152	\$106.20	\$27.25
Tumut (NSW)	\$152	\$106.20	\$27.25
Wangaratta (VIC)	\$152	\$106.20	\$27.25
Warrnambool (VIC)	\$152	\$106.20	\$27.25
Wodonga (VIC)	\$152	\$106.20	\$27.25

Table 3: Domestic Travel Allowance – Employee’s Annual Salary \$209,001 and above

<b>CITY</b>	<b>Accommodation</b>	<b>Meals</b> <i>Breakfast \$34.00</i> <i>Lunch \$48.00</i> <i>Dinner \$67.30</i>	<b>Incidentals</b>
Adelaide	\$209	\$149.30	\$27.25
Brisbane	\$257	\$149.30	\$27.25
Canberra	\$246	\$149.30	\$27.25
Darwin	\$287	\$149.30	\$27.25
Hobart	\$195	\$149.30	\$27.25
Melbourne	\$265	\$149.30	\$27.25
Perth	\$265	\$149.30	\$27.25
Sydney	\$265	\$149.30	\$27.25
<b>OTHER COUNTRY CENTRES</b>	<b>Accommodation</b>	<b>Meals</b> <i>Breakfast \$34.00</i> <i>Lunch \$48.00</i> <i>Dinner \$67.30</i>	<b>Incidentals</b>
Other Country centres <b>not</b> listed	\$195	\$149.30	\$27.25
Broome (WA)	\$260	\$149.30	\$27.25
Cocos (Keeling) Islands (WA)	\$285	\$149.30	\$27.25
Exmouth (WA)	\$255	\$149.30	\$27.25
Gold Coast (QLD)	\$200	\$149.30	\$27.25
Halls Creek (WA)	\$199	\$149.30	\$27.25
Horn Island (QLD)	\$200	\$149.30	\$27.25
Jabiru (NT)	\$200	\$149.30	\$27.25
Karratha (WA)	\$300	\$149.30	\$27.25
Kununurra (WA)	\$202	\$149.30	\$27.25
Norfolk Island (NSW)	\$329	\$149.30	\$27.25
Port Hedland (WA)	\$260	\$149.30	\$27.25
Thursday Island (QLD)	\$200	\$149.30	\$27.25
Yulara (NT)	\$300	\$149.30	\$27.25

**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 \$117,450 and below**

<b>Country Code</b>	<b>Meals</b>	<b>Incidentals</b>
<b>1</b>	\$60	\$25
<b>2</b>	\$95	\$30
<b>3</b>	\$130	\$35
<b>4</b>	\$150	\$35
<b>5</b>	\$200	\$40
<b>6</b>	\$240	\$45

**Table 4b : International Travel Allowance – Employee’s Annual Salary \$117,451 to \$209,000**

<b>Country Code</b>	<b>Meals</b>	<b>Incidentals</b>
<b>1</b>	\$75	\$25
<b>2</b>	\$110	\$35
<b>3</b>	\$150	\$40
<b>4</b>	\$170	\$45
<b>5</b>	\$240	\$50
<b>6</b>	\$295	\$50

**Table 4c : International Travel Allowance – Employee’s Annual Salary \$209,001 and above**

<b>Country Code</b>	<b>Meals</b>	<b>Incidentals</b>
<b>1</b>	\$95	\$30
<b>2</b>	\$140	\$40
<b>3</b>	\$185	\$45
<b>4</b>	\$215	\$50
<b>5</b>	\$295	\$60
<b>6</b>	\$340	\$60



Table 5: International Country Codes

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

## UNSW International Travel Allowance 2016/2017

<b>Country</b>	<b>Code</b>	<b>Country</b>	<b>Code</b>
Eritrea	3	Sierra Leone	3
Estonia	3	Singapore	5
Ethiopia	3	Slovakia	4
Fiji	3	Slovenia	3
Finland	5	Solomon Islands	4
France	5	South Africa	2
Gabon	6	Spain	5
Gambia	2	Sri Lanka	3
Georgia	3	Sudan	3
Germany	5	Surinam	2
Ghana	4	Sweden	5
Gibraltar	3	Switzerland	6
Greece	4	Taiwan	4
Guatemala	3	Tanzania	3
Guyana	3	Thailand	4
Hungary	3	Tonga	3
Iceland	5	Trinidad and Tobago	5
India	3	Tunisia	3
Indonesia	3	Turkey	3
Iran	3	Uganda	3
Ireland	5	Ukraine	2
Israel	5	United Arab Emirates	5
Italy	5	United Kingdom	5
Jamaica	4	United States of America	5
Japan	6	Uruguay	3
Jordan	5	Vanuatu	5
Kazakhstan	2	Venezuela	5
Kenya	4	Vietnam	2
Korea Republic	5	Zambia	3
Kosovo	2		
Kuwait	5		
Kyrgyzstan	2		
Laos	2		
Latvia	4		
Lebanon	5		

<b>Accountabilities</b>				
<b>Responsible Officer</b>	Director of Finance			
<b>Contact Officer</b>	Director, Strategic Procurement ( <a href="#">Finance Help Desk</a> )			
<b>Supporting Information</b>				
<b>Parent Document (Policy)</b>	<a href="#">UNSW Travel Policy</a>			
<b>Supporting Documents</b>	Nil			
<b>Related Documents</b>	<a href="#">Accounts Payable Procedure</a> UNSW Fieldwork Guidelines <a href="#">UNSW Gifts and Benefits Procedure</a> Students Travelling Overseas – Personal Safety and Risk <a href="#">UNSW Code of Conduct</a> <a href="#">UNSW Student Code Policy</a>			
<b>Superseded Documents</b>	Travel Procedure, version 4.2 approved by the Vice-President, Finance and Operations on 22 July 2015			
<b>UNSW Statute and / or Regulation</b>	Nil			
<b>Relevant State / Federal Legislation</b>	Nil			
<b>File Number</b>	[For Governance Use]			
<b>Definitions and Acronyms</b>				
<b>Insert Term</b>	Insert definition of terms used within this Procedure and expand any acronyms used. Add extra rows below as required.			
<b>Revision History</b>				
<b>Version</b>	<b>Approved by</b>	<b>Approval date</b>	<b>Effective date</b>	<b>Sections modified</b>
1.0	Chief Operating Officer	31 October 2008	1 November 2008	
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 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.