

The following guidelines and procedures apply to staff, visitors and students undertaking travel on behalf of the University, regardless of the source of funds.

APPROVAL TO TRAVEL

Any person who is travelling on behalf of the University must have prior approval from the appropriate delegate to be absent from the University. An [Approval to Travel Form](#) must be completed and signed by the appropriate delegate prior to make any travel arrangements or bookings. Original copies of all [Approval to Travel Form](#) must be forwarded to the CBE Finance Team and will be retained for audit purposes. An electronic PDF version will be made available for School Administrators on the CBE server.

All domestic [Approval to Travel Form](#) signed by the Head of School and all [Approval to Travel Form](#) requiring the signature of the Dean should be placed in the 'Travel Form' pigeon hole in the College Office. This pigeon hole is checked regularly throughout each day to ensure timely processing of the documents.

APPROVAL TO TRAVEL DELEGATIONS

Risk Category	DFAT Advice	Delegate	Form(s) Required
Domestic Travel	NA	Head of School	Approval to Travel Form
Category 1	Be alert to your own security	College Dean	Approval to Travel Form
Category 2	Exercise caution		
Category 3	High degree of caution		
Category 4	Reconsider you need to travel	College Dean	Approval to Travel Form AND Approval for Travel to High Risk Destinations Form
Category 5	Do not travel	Vice-Chancellor	Approval to Travel Form AND Approval for Travel to High Risk Destinations Form

To minimise processing time for international travel the first page of the applicable DFAT Travel Advisory is to be attached to all [Approval to Travel Forms](#) forwarded to the Dean for approval **at least 5 working days prior to making any travel arrangements or bookings** (NB that this 5 days is for obtaining the Dean's signature and the School Office may require travel paperwork earlier than this to organise Head of School approval).

The Department of Foreign Affairs and Trade (DFAT) Travel Advisories are updated regularly and are found at: <http://www.smartraveller.gov.au/>

MAKING TRAVEL ARRANGEMENTS

Air Travel

The College has entered into a trial arrangement with Campus Travel effective from Monday 2 February. The trial will last for six months and during this time all airfares (both domestic and international) must be booked through Campus Travel.

Campus Travel Consultant

Tamara Wheeler
Tamara.wheeler@campustravel.com.au
Room 1145, Copland Building
T: 02 6125 3893

All domestic air travel must be made by an administrator using the online Campus Travel tool [e3 Booking Tool](#).

When travelling overseas a quote from the Campus Travel consultant needs to be attached to the [Approval to Travel Form](#). The amount of this quote is to be completed in the budget section of the [Approval to Travel Form](#) and becomes the upper threshold for how much the airfare can cost. Once the [Approval to Travel Form](#) has been approved by the Head of School and Dean (where necessary) the airfare must be booked through the Campus Travel consultant, who will look for less expensive alternatives where possible. If at the stage of booking the cost of available airfares exceeds the initial quote then approval from the delegate must be sought prior to booking.

Any fares booked that are not the best fare available a reason is required and will be reported monthly to the Dean.

Travellers must travel at the “lowest logical airfare”. The expectation is that travellers purchase in advance of travel a **discount economy fare**. Any exemptions must be approval by the Dean in accordance with the [Standards of Air Travel Policy](#).

Traveller can elect to upgrade from economy to business class using Frequent Flyer points or where the traveller reimburses the University for the difference in cost (see further details on Frequent Flyer Programs and upgrading below).

Frequent Flyer Programs

Travellers are allowed to use benefits from Frequent Flyer points for other than official purposes when they arise out of official travel. However, the College recommends that staff consider applying the benefits to the University.

Frequent Flyer points may be used to upgrade from economy to business class. Frequent Flyer memberships *must not* influence travellers to select a flight that is not the “lowest logical airfare”. For example, if the traveller is required to purchase a more expensive economy class airfare in order to upgrade to business class using frequent flyer points then the College will only pay the lowest cost economy airfare and the difference funded by the traveller.

Motor Vehicles

If travelling by motor vehicle the College vehicle should be used where possible.

Prior to using a College vehicle for the first time an Application for [Authority to Drive a University Vehicle](#) must be completed and forwarded to the Fleet Manager. Any queries relating to the College vehicles should be forwarded to infrastructure.cbe@anu.edu.au.

Should a traveller elect to use their own private vehicle an [Application to Use a Private Vehicle for Official University Business](#) must be completed. Staff who use their own private vehicle are entitled to claim for mileage rates as specified by the Australian Taxation Office. Please note that for destinations where an airfare could have been purchased the traveller will be reimbursed for whatever mode of transport would have been more economical for the College (eg, if a private vehicle is driven to Sydney the traveller may be reimbursed for the cost of the cheapest available economy airfare for CBR/SYD rather than the applicable cents per kilometre allowance).

FUNDING ARRANGEMENTS

Travel expenses will be paid by the University if they are reasonable and necessarily incurred while undertaking approved University travel, and are appropriately documented and within the guidelines of this policy.

Reimbursement for expenses that are not in accordance with this policy requires written approval by the appropriate delegate. Travellers submitting expenses that are not in compliance with this policy risk delays in processing their claim, or partial or total forfeiture of reimbursement.

A summary of anticipated expenses and budget code **must** be completed on the [Approval to Travel Form](#) prior to obtaining the delegate's approval as this information then forms the budget for the trip. The University preference is to pre-pay expenses such as accommodation where possible. The three methods of payment for travel expenses within the submitted trip budget are:

Travel Allowances (Per Diems)

A travel allowance may be paid to **University staff only** for meals and incidentals, which includes all other expenses including local travel expenses (eg, taxi, bus, train). This amount is paid through the University's payroll system. Where a travel allowance is to be paid this should be indicated on the [Approval to Travel Form](#) and the [Travel Allowance \(per diem\) Calculator and Pay Code 291-294 Form](#) completed and attached. *Travel allowances cannot be paid to visiting fellows or students.*

Where meals, eg breakfast, lunch or dinner, are otherwise included (eg, airline provides meal, hotel includes breakfast, meals included in conference registration etc) these will not be funded in the travel allowance and should be indicated on the [Travel Allowance \(per diem\) Calculator and Pay Code 291-294 Form](#).

Direct Cost Recovery/Reimbursement

Reimbursement is based upon the provision of a [Reimbursement Claim Form](#) and original receipts/tax invoices to a maximum of the anticipated expenses as detailed on the [Approval to Travel Form](#).

Advances

Cash advances can be made to travellers *in limited circumstances*. Cash advances cannot be used for substantial costs that can be pre-paid (i.e. Airfares, accommodation, car hire etc). Where an advance is to be paid this should be indicated on the [Approval to Travel Form](#) and a [Request for Advance Form](#) completed. Advances must be acquitted and any unspent funds refunded within 15 working days from completion of travel. The College will fund up to 75% of the estimated total costs.

PRIVATE TRAVEL

Where a staff member is away for more than 5 nights and there is a private travel component of the trip the [FBT Private Travel Calculator](#) must be completed and attached to the [Approval to Travel Form](#). Where private travel results in a Fringe Benefit Tax (FBT) liability the employee will be required to make a contribution towards the cost of the travel to reduce the University's FBT to nil. The only exception to this rule is where prior approval from the HR Director to permit the College to fund the FBT liability arising from a business trip. The private travel provisions do not apply to visiting fellows or students.

Any queries regarding Private Travel and Fringe Benefit Tax should be forwarded to finance.cbe@anu.edu.au.

TRAVEL DIARIES

All staff who are away for more than 5 nights in total (including both business and private travel) are required to keep a [Travel Diary](#). Completed Travel Diaries are to be forwarded to the CBE Finance Team within 10 days of return. Failure to do so could result in further travel not being approved. Travel Diaries are not required from visiting fellows or students.

TRAVEL INSURANCE

Failure to submit an Approval to Travel Form means that the traveller does not have the approval of the University to travel. Further, if involved in an accident, the traveller may not be covered by insurance. Full details can be found on the [Business Travel Insurance](#) page.

The University's Travel Policy does not provide cover for damage or loss of rental motor vehicles. Travellers are therefore responsible for ensuring adequate insurance against damage and third party liability at the time of vehicle rental, both within Australia and overseas. Misuse of the vehicle or use outside the terms and conditions of the rental agreement may result in personal liability.

If however, the rented motor vehicle is involved in a collision while under the control of the authorised traveller, or if the rented motor vehicle is stolen or damaged, the University's policy will cover the rental Motor Vehicle Excess (Collision Damage and Theft Waiver) that the Insured Person is liable for, up to \$AUS5,000 (refer [Finance and Business Services - Rental Vehicle Information](#)).

OTHER TRAVEL INFORMATION

Refer to the following for detailed information:

[ANU Business Travel Portal](#)

[Business Travel Insurance](#)

[Domestic and Overseas Travel Allowances](#)

[FBT Private Travel Calculator](#)

[Private Travel on Business Trips](#)

[Staff Absences from the University](#)

[Standards of Air Travel Policy](#)

[Travel Diary Proforma](#)

[Travel Diary Policy](#)

[Use of Private Vehicles on University](#)

[Campus Travel e3 Booking Tool](#)