CBE travel procedure

Travel Policy (Effective 1 November 2013): The ANU travel policy (available at https://policies.anu.edu.au/ppl/document/ANUP_000476) establishes the principles and guidelines that must be followed when funding staff related travel. This is a CBE procedure for funding costs on approved travel in the most efficient and effective way.

Accommodation should be pre-paid, paid by purchase card or reimbursed upon submission of receipts.

Meals and incidentals can be paid from per diems and advances, or by purchase cards and reimbursements.

Per Diems (for meals and incidentals): The daily rates will be set at 60% of the ATO rates using the salary range $112,611 to $200,290 for all CBE staff (rounded to the nearest $) and 40% for all CBE students. In this context, incidental expenses are all minor items relating to travel, including internet costs and personal supplies. Taxi (or bus/rail/ferry) fares to and from the airport at departure and destination can be claimed separately using purchase cards, advances or reimbursement. No per diem will be paid on international transit days (that is, when in flight or travelling to the destination). Once per diems are paid, no reimbursement of food, drink or other minor expenses will be processed. Per diems should only be used for travel not exceeding 21 days. (Any exceptions must be approved by the Dean, CBE.) The following rates will apply to per diems.

Advances: These are lump-sum payments to cover travel costs (that are later acquitted by lodging receipts). They will be paid only in exceptional circumstances and must be approved by the Dean, CBE.

Purchase cards and reimbursements: Staff can choose to pay all travel expenses by purchase card or have the expenses reimbursed by providing receipts upon return.

For international travel the per diem rates for meals and incidentals (rounded to the nearest $), are:

<table>
<thead>
<tr>
<th>Cost Group*</th>
<th>Meals</th>
<th>Incidentally</th>
<th>Total</th>
<th>Staff Total (60% ATO)</th>
<th>Student Total (40% ATO)</th>
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<tbody>
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<td>1</td>
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<td>$25</td>
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<td>$295</td>
<td>$50</td>
<td>$345</td>
<td>$207</td>
<td>$138</td>
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</table>

*The cost groups are summarized in Schedule 1 of Table 1 in the ATO Per Diem Rates 2014 – 2015. A copy is provided below.

1 Per diem rates for all CBE staff and students will be set at 60% of the ATO per diem rates in the salary range $112,611 to $200,290, even for staff whose salaries lie outside this range.
For domestic travel the per diem rates for meals and incidentals (rounded to the nearest $), are:

<table>
<thead>
<tr>
<th>Place</th>
<th>Food and drink ($)</th>
<th>Incidentals ($)</th>
<th>Total ($)</th>
<th>Staff Total ($) (60% ATO)</th>
<th>Student Total ($) (40% ATO)</th>
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</thead>
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<td>Adelaide</td>
<td>$121.45</td>
<td>$26.75</td>
<td>$148.20</td>
<td>$89</td>
<td>$59</td>
</tr>
<tr>
<td>Brisbane</td>
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<td>$148.20</td>
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<td>$148.20</td>
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<td>Hobart</td>
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<td>$26.75</td>
<td>$148.20</td>
<td>$89</td>
<td>$59</td>
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<tr>
<td>Melbourne</td>
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<td>$26.75</td>
<td>$148.20</td>
<td>$89</td>
<td>$59</td>
</tr>
<tr>
<td>Perth</td>
<td>$121.45</td>
<td>$26.75</td>
<td>$148.20</td>
<td>$89</td>
<td>$59</td>
</tr>
<tr>
<td>Sydney</td>
<td>$121.45</td>
<td>$26.75</td>
<td>$148.20</td>
<td>$89</td>
<td>$59</td>
</tr>
<tr>
<td>Tier 2 and other country centres (see Table 5 of ATO Per Diem Rates 2012-2013)</td>
<td>B’fast $25.35</td>
<td>$26.75</td>
<td>$128.60</td>
<td>$77</td>
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*This is an edited version of Table 2 in ATO Per Diem Rates 2014 – 2015.

The cost groups are:

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<th>Country</th>
<th>Cost Group</th>
<th>Country</th>
<th>Cost Group</th>
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<tr>
<td>Antigua and Barbuda</td>
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<td>France</td>
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<td>Bahamas</td>
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