

Travel (for Staff and HDR Students) Policy

Section 1 - Purpose

(1) The purpose of this Policy is to ensure the safety and wellbeing of University of Canberra (University) travellers, while providing a fair and cost-effective travel framework for the University.

Section 2 - Scope

(2) This Policy applies to:

- a. all travellers, which includes University and controlled entity staff, Higher Degree by Research (HDR) students, Council and Committee members, and others who are required to travel on approved University business; and
- b. all travel arrangements which are funded either in part or full by the University and/or its controlled entities, regardless of the source of the funds, duration, or purpose of travel.

(3) Travel refers to:

- a. a journey 50 kilometres or more away from the traveller's usual workplace (predominately the University's Bruce Campus); or
- b. a field trip being conducted at any location.

(4) This Policy does not cover coursework students.

Section 3 - Principles

General

(5) University travel may only proceed when there is a clear business need, a measurable benefit provided to the University and where the travel has been approved. Travellers will be required to demonstrate the value gained through travel.

(6) Business should be conducted using video conferencing, teleconferencing and virtual collaboration tools wherever possible as an alternative to undertaking business travel.

(7) Travellers must seek to conduct business travel at a minimum cost, therefore the most environmentally sustainable, efficient and cost-effective option must be considered, where practical.

(8) Any travel must comply with Australian government travel advisories as issued from time to time.

(9) All travel and travel expenditure must be approved prior to any bookings being made. All travel must adhere to the [Delegations of Authority Policy](#), the [Travel \(for Staff and HDR Students\) Procedure](#), legislation, contract and grant agreements, and other related University policies and procedures.

(10) All University approved travel must be booked through approved University suppliers and systems.

(11) University credit cards or travel cards should be used for all travel-related expenses. Reimbursement of approved travel-related expenses or per diems, will only be available to travellers who do not hold a University credit card or have access to a travel card.

(12) The University has responsibility to protect the safety and wellbeing of all persons travelling on University business. Travellers are responsible for ensuring they are fit to travel before undertaking any travel that falls within this Policy.

(13) University travellers and travel approvers are required to ensure travel risks are identified and appropriately managed in accordance with the Procedure prior to any trip being approved.

(14) Travellers are responsible for their own safety by preparing for and taking appropriate care while travelling and must adhere to all travel advice and warnings in accordance with the Procedure.

(15) Travellers are responsible for information security while travelling, especially when overseas, by taking appropriate precautions to protect electronic and hardcopy information, by adhering to any cybersecurity requirements of the University.

(16) While on University business, the [Charter of Conduct and Values](#) applies whilst travelling to, from and at any business travel destination.

(17) Any incident while travelling must be reported by submitting a [UC Health and Safety Report](#).

(18) Leisure travel is only permitted when it is incidental to the business need and must be in accordance with the Procedure. The University will not fund any component of leisure travel, including insurance.

(19) Approval of exceptions to this Policy will only be considered for sound commercial, safety or health reasons and can only be approved by the Chief Financial Officer. High-risk travel will be approved in accordance with the [Delegations of Authority Policy](#).

Section 4 - Procedure

(20) Refer to the [Travel \(for Staff and HDR Students\) Procedure](#).

Status and Details

Status	Current
Effective Date	18th April 2023
Review Date	18th April 2024
Approval Authority	Vice-Chancellor
Approval Date	18th April 2023
Expiry Date	To Be Advised
Responsible Executive	Geoff Drummond Chief Financial Officer
Responsible Manager	Peter Shipp Deputy Director, Corporate Finance
Author	Peter Shipp Deputy Director, Corporate Finance
Enquiries Contact	Peter Shipp Deputy Director, Corporate Finance <hr/> Operations