Travel Policy

Section 1 - Purpose

(1) This Policy sets out the principles that guide University business travel (Travel) to ensure that travellers engage in cost-effective, secure, and sustainable practices while travelling for University business.

Section 2 - Scope

(2) This Policy applies to:

a. all individuals travelling for University business, including University and controlled entity staff, HDR students, Council and Committee members, and others required to travel on approved University business;
b. all travel arrangements funded either in partially or fully by the University and/or its controlled entities, irrespective of funding source, duration, or purpose of travel; and
c. fieldtrips involving the use of commercial services (flights, external car rental, accommodation, per diem/travel allowance).

Section 3 - Principles

Value

(3) Travel is permissible when there is a clear business need, measurable benefit to the University and prior approval. Travellers must demonstrate the value gained through travel.

(4) Travel arrangements should be refundable, re-bookable or covered by insurance in case of change in conditions or circumstances.

(5) The University's Charter of Conduct and Values applies during business travel.

Sustainability

(6) The University's commitment to sustainability is grounded in a desire to serve the changing needs and challenges of our regional and globally-connected communities – students, staff, Indigenous peoples and other stakeholders – and a deep connection to our place in the Canberra region, on Ngunnawal country. This Policy is aligned with the University's Sustainability Policy and it's Strategic Framework for Sustainability. The University is committed to taking a proactive stance in response to climate change by making a clear and timetabled commitment to achieving net zero emissions

(7) Travellers should prioritise environmentally sustainable, efficient and cost-effective travel options where practical.

(8) Travellers should utilise video conferencing, teleconferencing and virtual collaboration tools as alternatives to physical business travel whenever possible.

Governance

(9) All travel and associated expenditure must receive prior approval, and adhere to relevant University policies, procedures, and regulations.

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

(11) University credit cards or travel cards should be used for 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.

(12) Leisure travel is permitted only when incidental to business needs, following established procedures and without university funding.

(13) Exceptions to this policy require approval from the Chief Operating Officer and Vice-President Operations (COO) for valid commercial, safety, or health reasons.

Duty of care

(14) The University is committed to ensuring the safety and well-being of all individuals travelling on university business. Travellers must ensure they are fit to travel before undertaking any University business travel.

(15) Travellers must ensure any travel risks are identified and appropriately managed prior to approval, with high-risk travel subject to approval in accordance with the Delegations of Authority Policy.

(16) Travellers are responsible for their safety, adhering to travel cybersecurity requirements of the University advice, and must comply with Australian government travel advisories.

(17) Incidents during travel must be reported through the University's Report an Incident mechanism.

Section 4 - Responsibilities

WHO	RESPONSIBILITIES
Chief Operating Officer and Vice-President Operations (COO)	• Policy owner. • Approve exemption to this Policy and its associated Travel Procedure.
Delegate Band 3	• Approve High Risk travel.
Associate Director, Strategic Procurement	• Promotes the implementation of, and monitors compliance with this Policy across the University. • Proposes changes to this Policy in consultation with stakeholders.
Traveller	• Comply with this Policy.

Section 5 - Procedure

(18) Refer to the Travel Procedure.

Section 6 - Definitions

TERM	DEFINITION
Approval	Approval is the specific, written approval given to the traveller to travel on University business and incur expenses on behalf of the University in accordance with the University's Delegations of Authority Policy. All travel must be approved by an appropriate Band 4.
University business travel	Any activity undertaken by an employee for a range of purposes including research, fieldwork, conferences, guest lectures, presentations, teaching and learning, professional experience programs, marketing and relationship building that relates to their work as a University of Canberra employee.
Travel	Travel is defined as a journey 100 kilometres or more away from the traveller's usual workplace, primarily the University of Canberra's Bruce Campus.
Traveller(s)	All staff and HDR students and third parties of the University and related University entities undertaking, official University travel on behalf of the University and related entities.

Status and Details

Status	Current
Effective Date	1st January 2025
Review Date	1st January 2030
Approval Authority	Chief Operating Officer and Vice-President Operations
Approval Date	28th November 2024
Expiry Date	To Be Advised
Custodian	Geoff Drummond Chief Financial Officer
Responsible Manager	Amy Lapthorne Associate Director, Strategic Procurement
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