Travel Procedure

Section 1 - Purpose

(1) This Procedure supports the Travel Policy and provides procedural guidance for University and controlled entity staff, HDR students, Council and Committee members, and others travelling on approved University business (Travellers). The Travel Policy, this Procedure and associated guidelines are to be read in conjunction and apply to all Travellers regardless of the source of funds.

Section 2 - Scope

(2) This Procedure has the same scope as the Travel Policy.

Section 3 - Policy

(3) This Procedure supports the Travel Policy.

Section 4 - Procedure

(4) University business 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.

(5) Travel may only proceed when there is a clear business need, and measurable benefit provided to the University. All Travel should be identified and included in an annual travel planning record, as part of annual budget development and should comply with the following principles:

Refine	Travellers must plan travel in a sustainable manner and consider if travel can be replaced with virtual engagement.
Reinvest	Travellers must consider and articulate the value and benefits that the travel will deliver to the University.
Refund	Travellers must ensure that travel arrangements can be refunded, rebooked, or covered by insurance should conditions or circumstances change.

Travel planning

Business case

(6) Travellers are required to secure approval for Travel, including:

a. justifying the need for Travel (planned research, teaching, learning or engagement activity) and highlighting the implications of not undertaking the trip or utilising videoconferencing;
b. demonstrating the value and benefits of the Travel, such as increased funding or knowledge sharing with colleagues to enhance work practices;
c. confirming that the trip has been discussed and included in the Annual Travel Planning budget; and

d. consideration for any requirements of managing travel risk, related to health, safety and security has been undertaken.

Travel budget

(7) Travellers must ensure that sufficient funds are available from the designated cost centre for the full cost of the travel including incidentals, before seeking approval. The trip costs should cover:

a. most effective (reasonable fare of the day) and practical route, sourced from the University's Travel Management Company (TMC);
b. accommodation and car hire arranged through the University's e-booking tool, ensuring modesty, safety, and value;
c. fees related to conference, seminar, course, or event attendance;
d. reasonable expenses for daily meals and incidentals, with 75% of ATO reasonable travel allowances serving as a benchmark; and
e. provision for visa, permits, immunisations, entertainment, and hospitality expenses, if applicable.

Risk assessment

Health and safety

(8) Travellers must ensure health, safety and security risks are identified and appropriately managed. A Traveller is required to be fit to travel and declare any pre-existing conditions to their manager prior to undertaking any travel.

(9) Travellers with pre-existing injuries, health concerns, return-to-work arrangement, rehabilitation program or any other factors which may affect their ability to travel should undertake a risk assessment and seek medical clearance prior to travel.

(10) Failure to disclose a pre-existing condition may prejudice an insurance claim relating to that pre-existing condition in the event of an incident whilst travelling for work.

(11) The University has a membership with a travel risk service provider. They provide 24-hour medical and security advice and assistance, including emergencies. Travellers are required to undertake a travel briefing by contacting the travel risk provider prior to travel to any DFAT level 3 & 4, (High-Risk destinations). Travel briefings are also available for DFAT level 1 & 2, (Low-Risk destinations).

Vaccinations and medical kits

(12) Travellers must comply with any vaccination requirements of the relevant State/Territory or Country and travel provider (airline etc) prior to travel. Travellers should visit www.traveldoctor.com.au and Smartraveller for further information.

Emergency contact details

(13) Travellers are required to ensure the emergency contact details held by the University are up to date (i.e. in Travel profile, HR Online or Callista).

DFAT travel advice / Smartraveller

(14) Travellers are required to check the Australian Government Department of Foreign Affairs and Trade (DFAT) Smartraveller website for travel advice and related services. Travel approvers should check the DFAT travel advisory notices and, if the proposed Travel is to a high-risk destination, must consider whether the travel should proceed.

(15) The alert levels for DFAT are set out in table 1.

Table 1

DFAT Risk Level Advice	University Requirements	Insurance cover
Level 1 - Exercise normal safety precautions	Approval by Delegate Band 4. Delegate must ensure that staff take due note of DFAT warning and appropriate risk management strategies are in place.	University Corporate Travel insurance applicable
Level 2 - Exercise a high degree of caution	Approval by Delegate Band 4. Delegate must ensure that staff take due note of DFAT warning and appropriate risk management strategies are in place.	University Corporate Travel insurance applicable
Level 3 - Reconsider your need to travel	Approval by Delegate Band 3. Delegates must assess risk before approving.	Limitation on University Corporate Travel insurance. Contact insurance@canberra.edu.au for further information.
Level – 4 Do not travel	No travel approval	

(16) The University reserves the right to withdraw approval, restrict, or cancel Travel due to health and security warnings. This can also occur due to other factors as published by DFAT's Smartraveller, insurers, or other reliable sources.

(17) If a DFAT rating increases prior to, or during Travel, the Traveller must liaise with their Dean/Director and must follow any instructions issued by the University or our travel risk service provider.

Passports, Visas and Permits

(18) Travellers must ensure they arrange passports (including dual nationality), visas, specific permits, as well as any other documentation required for their trip prior to departure. Contact Smartraveller for advice.

(19) Costs associated with obtaining or renewing visas, immunisations and specific permits for approved University business travel may be charged to the University.

Cyber Security

(20) Travellers are responsible for information security while travelling overseas, by taking appropriate precautions to protect electronic and hardcopy information, to prevent unauthorised systems access and the risks of any cybercrimes. Further advice on cyber security while travelling may be found on the Australian Government's Smart Traveller website.

(21) Prior to departure Travellers must:

a. carefully consider the information being taken whilst travelling and remove all non-essential sensitive University-related data from all devices, including laptops, tablets (iPads), smart phones and USB drives.;
b. consider how the traveller will connect while overseas, ensure that mobile data roaming is enabled on your mobile device or whether the Traveller needs to purchase a local SIM card while overseas;
c. ensure they are using Microsoft Authenticator and not SMS for Multi Factor Authenticator – this will ensure the traveller can easily maintain access to their university account while travelling;
d. confirm that all accompanying devices are well-protected by checking that:
    i. the Operating System (Windows, Mac OS, Android) has the most recent version and updates have been installed;
    ii. anti-virus software is installed and up-to-date; and
    iii. a strong password is applied to each device, or the traveller is using a strong pin or biometric unlocks

(e.g. Fingerprint reader or Windows Hello);

e. disable any ‘auto-join’ functionality for Wi-Fi or Bluetooth devices and disable Near Field Communication (NFC) on Android if not using Google Pay while overseas;
f. back up data before travelling as it may not be possible to recover data from a compromised device; and
g. Digital, Information and Technology Management (DITM) should be contacted prior for all overseas Travel, via the service desk.

Booking travel

(22) All University individual or group business travel must be booked through the approved TMC via the e-booking tool. The e-booking tool shall be used for all Travel related bookings, including flights, hotel accommodation and car hire. Travel expenses should not be booked or paid using University corporate cards outside the e-booking tool or approved suppliers.

(23) The Traveller must create a user profile in the e-booking tool prior to commencing their travel. The traveller is responsible for ensuring their profile details are correct, and for authorisation and payment for any personal contribution towards travel.

(24) All air travel will be subject to the University’s carbon offset program. Travellers’ must not purchase the ‘offset’ programs offered through the airline carrier. The University is providing for an internal carbon offset program where funds collected are directed to appropriate, University ‘green’ initiatives.

(25) The e-booking tool shall be used to register all Field Trips. This ensures that the University can monitor travel arrangements, including any incidents which may occur at the travel destinations and provide support as required.

Air travel

(26) Travel must be by economy class via the Lowest Logical Fare except where:

a. the Traveller holds a Band 0, Band 1 or Band 2 Delegation, or are a University Council member;
b. the Travellers’ conditions of employment documentation specifically allow for this class of travel;
c. the Traveller has an existing medical condition, and the requirement has been specified by a medical practitioner or specialist in writing;
d. it is arranged at no additional cost to the University (e.g. it is funded by a research grant or via an upgrade using loyalty rewards program); or
e. it is approved by the Vice-Chancellor.

(27) The University will not fund First Class travel. Travellers may travel First Class if arranged at no cost to the University.

Lounge memberships and loyalty rewards programs

(28) The University will not pay for lounge memberships or loyalty rewards programs including Frequent Flyer reward programs for a traveller, unless specifically provided for in the traveller's conditions of employment.

(29) Travellers may accrue loyalty rewards program points earned as a result of expenditure by the University, which can then be redeemed by either upgrading their class of travel without prior approval.

(30) Frequent flyers upgrades are managed separately by the Traveller through the redemption process outlined by the traveller’s Frequent Flyer program and after ticketing has been completed through the University’s endorsed TMC.

Conference

(31) Travellers must have prior approval from the relevant delegate before booking attendance at a conference.

(32) Travellers must review conference details carefully when booking travel to determine what is included in the conference booking fee to ensure costs are not claimed or budgeted for twice. For example, meals and accommodation included in an all-inclusive conference fee must be deducted commensurately from the meals and incidentals component of the travel budget and highlighted to the approving delegate.

(33) Conference fees should be paid for using the University credit card where possible otherwise the normal accounts payable processes apply.

(34) Accommodation deals provided in conjunction with the conference may not always be value for money. Travellers should check the accommodation costs via the e-booking tool before automatically accepting the conference accommodation deal. Other issues such as location of accommodation (and therefore transport costs) to the conference venue should be considered.

Accommodation

(35) Accommodation must be booked through the e-booking tool. Accommodation should be modest, conveniently located, provide value for money, a safe and secure environment.

(36) The University has established strategic partnerships for discounted accommodation. Options range from traditional hotels to serviced apartments and regional motels. These discounted rates are available for access direct with the property or via the e-booking tool.

(37) Staff should consider a serviced apartment for better value and greater convenience for extended stays.

Sustainable accommodation tips

(38) Staff should research sustainable options when booking. Look for hotels actively engaged in sustainability practices and choose convenient locations close to event venues to reduce travel. Check their websites for certifications

(39) Be a conscientious visitor and respect local culture and heritage, support local businesses, and purchase local produce. Take small though impactful actions on the trip that reduce impact like turning off lights and air conditioning or heating in the room when leaving.

Vehicle transport options

(40) The University has various options available for travellers. Travellers should always use one of the following options whilst travelling:

a. vehicle rental: Travellers should use contracted suppliers via the Travel portal directly to the car rental companies or e-booking tool. Rent the least expensive type of vehicle suitable for the business activity. Special purpose vehicles such as four-wheel drives, buses, utilities etc, should only be rented when and if there is a specific operational requirement to do so. Travellers should accept the vehicle insurance cover as provided by the rental company. The University's Business Travel Insurance Policy covers the Rental Vehicle Excess up to $5,000. There is no requirement to pay additional fees to the rental company to reduce the excess when hiring a vehicle.
b. taxis and other ride-sharing options: Travellers should use taxis and approved online transportation network companies, ensuring ensure their own safety.
c. private Motor Vehicle Usage is discouraged on approved University business travel. Under specific circumstances where this is approved, consideration should be given to ensure registration, insurance and

licensing are up to date. The University is not responsible for any private vehicle costs incurred or third-party passengers.

d. parking: Travellers may use a University credit card or claim to be reimbursed through University's expense management system for parking costs associated with university business.

Approving travel

(41) All Travel requests must be approved using the e-booking tool in accordance with the University's Delegations of Authority Policy.

(42) All Travel, including field trips, for domestic or Low-Risk destinations, must be approved by the appropriate Band 4 or above prior to any Travel being booked unless the Traveller is a pre-approved Express Booker. A Traveller is unable to approve their own trip as this is considered a conflict of interest.

(43) Where Travel is to a DFAT Level 3 destination (refer to Table 1), the Band 4 Delegate should recommend the destination to a Band 3 Delegate for approval.

(44) If the alert level for DFAT changes from a Level 1 and 2 "low risk" destination to a Level 3 or higher risk destination prior to Travel the trip will need to be re-approved by the appropriate Delegate.

(45) Any Travel being charged to a cost centre, project or unit not directly controlled by the travel approver must have written approval from the financial delegate of said cost centre, project or unit manager.

Express bookers

(46) Express bookers are those staff with pre-authorisation to undertake domestic travel without additional approval. This applies to Band 3 and above, Council Members, or other approved staff. Frequent domestic Travellers may request express booking status from a Band 2 Delegate.

Group bookings

(47) Most airlines provide group bookings/discount deals available through the University's TMC. A group booking is defined as five plus travellers travelling on the same itinerary.

(48) Group Travel approval is possible where the Travellers share the same delegated authority. Separate travel approvals are required where this is not the case. One Risk Assessment plan may be completed for the group travel if the itinerary is the same for all travellers.

Travellers with an Australian Defence Security Clearance

(49) All UC Travellers who hold an Australian Defence Security Clearance require a security briefing prior to departure to an international destination by the University of Canberra Security Officer and familiarise themselves with the Security Awareness package located at Defence engagement - Staff Portal - University of Canberra.

Fringe Benefits Tax (FBT)

Travel diary

(50) Under the requirements of the Fringe Benefits Tax (FBT) legislation, a travel diary must be kept for travel of six or more consecutive nights by the traveller. The FBT travel diary must detail all business activities undertaken during a trip including:

a. the place where the business activity was undertaken, the date and approximate time when the business activity commenced;

b. the duration of the business activity;
c. the nature of the business activity; and
d. any leisure travel component.

(51) The travel diary is maintained within the e-booking tool and must be retained by the University for five years.

Dual purpose travel

(52) Private travel is only permitted when it is part of a bona fide University business trip, is incidental to the business need and the private travel component is 25% or less of the total time away from campus, excluding weekends. Private travel must be in accordance with these Procedure.

(53) Any private travel of a trip that exceeds 25% of the business travel period (to a maximum of 28 days) is deemed to be leisure travel and may incur fringe benefits. Leisure travel must be approved by the Chief Financial Officer (CFO) and be supported by the approving Delegate. The University will not fund any component of leisure travel, including insurance.

(54) Leisure travel approval will only be granted when the Traveller contributes from personal funds to reduce the FBT to zero by paying the 'agreed contribution' to Finance & Analytics before the commencement of the travel. Please contact fbttravel@canberra.edu.au for further advice.

(55) Unavoidable delay between business activities will not be counted as part of the private component if:

a. it was essential that the business activities on either side of the delay were undertaken during the trip;
b. the business activities could not have been scheduled at any other time such as to minimise the delay; or
c. the Traveller was not required to take any personal leave (annual leave/ long service leave/ leave without pay).

(56) Travellers may take advantage of corporate prices offered to the University. Travellers will be required to directly contact TMC consultant and are responsible for the booking fees. Leisure travel must not be booked via the e-booking tool. Leisure insurance costs are currently unable to be offered through the University travel insurance providers.

Paying for travel

(57) University credit cards and travel cards are to be used for all expenses and approved entertainment associated with business travel.

(58) Personal expenses, including for leisure components of travel, are not to be charged to a university credit or travel card.

Travel allowance

(59) The University provides reasonable allowances for daily meals and incidentals. These allowances are capped at 75% of the amount determined by ATO travel allowance rates for the current financial year.

(60) The University pays accommodation providers directly and does not pay an allowance or per diem to a traveller to cover accommodation.

(61) Per diem is only applicable to those travellers who are undertaking a one-off domestic trip and have not been issued with a university credit card or travel card. The amount of the per diem must be approved in advance and are to be capped at 75% of the amount determined by ATO travel allowance rates for the current financial year.

(62) Per-diems will not be paid for international travel. In exceptional circumstances, travellers may request payment for per diem. This request must be approved by the CFO after endorsement by a Band 3 delegate. The allowances are

capped at 75% of the amount determined by ATO travel allowance rates for the current financial year.

(63) Where a per diem has been paid, no further expenses shall be reimbursed without relevant approval.

(64) Travellers who undertake more than one trip a year, or who are undertaking international travel should apply for a university credit card.

During travel

University travel risk advisory services

(65) Travellers are responsible for their own safety while travelling and should be mindful of potential risks in the local area and to act in a manner that will minimise harm to themselves. Travellers should acknowledge and adhere to all travel advice and warnings provided by Department of Foreign Affairs and Trade (DFAT) Smartraveller.

(66) Travellers are required to register with the University's travel risk service provider, using the University's Corporate Membership and should download the App and ensure that they are receiving notifications. The Traveller should also monitor emails for any official information provided by the University's travel risk provider.

(67) Where the trip is not automatically registered with the University's travel risk provider, the Traveller must register the trip manually. This ensures the University can monitor Travel arrangements, including any incidents which may occur at the travel destinations and provide support as required.

Travel insurance

(68) The University's insurance applies for all approved Travel, including field trips. Travellers should check the insurance policy terms and conditions prior to booking to determine if the coverage meets individual needs. Where appropriate, Travellers should consider purchasing extra travel insurance at their own personal expense. Travellers are not to travel without insurance.

(69) DFAT Level 4 destinations and sanction countries require confirmation of insurance prior to Travel being approved. To obtain this confirmation contact insurance@canberra.edu.au.

(70) While the University's Travel Insurance Policy does provide cover for foreign nationals travelling to their home country, there are certain insurance policy sections that will not apply e.g. medical expenses.

(71) In the case of any injury or loss whilst overseas, the following details must be collected and recorded, if available, to assist in assessing a claim:

a. police or transport provider report number and reports;
b. witness details (if any);
c. invoices and receipts for expenses related to the incident;
d. medical certificates;
e. treating practitioner contact details; and
f. proof of ownership.

(72) Where an incident involves injury to a third party, or loss or damage to property belonging to a third party, the insurer recommends that University employees do not admit liability even if you think you are at fault. The Insurer is entitled to deny a claim or pay a reduced amount if statements made by University employees prejudice the Insurer's position.

Assistance and Incidents

(73) All Travellers are required to report all injuries, accidents, hazards and near misses to People & Culture (P&C) using the Report an Incident form.

(74) Any incident resulting in a loss or claim, should also be reported using the University's Insurance Request Form.

(75) For emergencies, Travellers should contact local emergency services and/travel advisory service provider for assistance, as well notify their supervisor/manager.

(76) Questions related to insurance and the travel advisory service provider that are not addressed on the University's travel and insurance websites should be directed to the Insurance team via email at insurance@canberra.edu.au

Cybersecurity

(77) To ensure electronic and hardcopy information remains protected while travelling, travellers are required to:

a. maintain control of any devices that hold sensitive information at all times;
b. do not check your devices as checked baggage;
c. do not leave devices unsecured in your accommodation;
d. do not lend your device to anyone;
e. sensitive work should be limited to trusted networks only;
f. do not use public or untrusted Wi-Fi networks, use mobile internet data where possible;
g. do not use free or gifted USB devices, or other electronic devices such as 'hotspots' as these may contain malware which could infect your devices;
h. do not use public USB charging ports; and
i. avoid using public computers or devices for business purposes or to access any personal or sensitive data.

Post-travel

(78) Travellers will be required to demonstrate the value gained through the travel they have undertaken. This will link to the business case submitted prior to Travel.

Travel Expenses

(79) Acquittals - For information on acquittals, see the University's Corporate Credit Card Procedure.

(80) Receipts - it is recommended that Travellers retain receipts, or a summary of costs incurred for a minimum period of 5 years. This will allow you to respond to any request from the ATO for substantiation of travel expenses. If an original receipt has been lost or not issued you are required to fill out the Lost Receipt Form.

(81) Cybersecurity - On return to have IT equipment e.g. laptop, checked by DITM prior to being connected to the University's network.

Section 5 - Responsibilities

WHO	RESPONSIBILITIES
Travel Approver (Band 4 and above Delegate)	• Consider and approve the business travel request for Domestic and International DFAT level 1 and 2 low risk Countries • Ensure all travellers are fit for travel and aware of their responsibilities as per the Travel Policy and associated procedural guidelines. • Duty of care for traveller.

WHO	RESPONSIBILITIES
Travel Approver Band 3 and above Delegate	• Consider and approve the business travel request for Domestic and International DFAT level 3 and 4 high risk Countries.
Traveller	• Seek appropriate approval in a timely manner allowing sufficient time for approval. • Check Travel advisory guidelines, and insurance requirements for the proposed destination. • Adhere to the statements within the travel declaration. • Be responsible for your own health and safety when travelling. • Conduct business at minimum cost for achieving success and desired outcomes. • Exercise the same care as you would when incurring personal expenses. • Must not authorise or approve their own travel or expenses acquittals/reimbursements.
Travel Advisors Network (TAN)	• Assist travellers within their portfolios with travel related enquiries.
Chief Financial Officer (CFO)	• Approve exemption to this Procedure for domestic and low-risk countries. • Consider FBT payment obligation.
Finance & Analytics	• Manage the University's relationship with the travel assistance provider.
Insurance Office	• Ensure adequate insurance coverage for travel and provide insurance support and advice. • Provide advice in relation to risk management processes related to travel.
People & Culture (P&C)	• Support, monitor and respond to incident reporting.
Strategic Procurement	• Manage the e-booking platform. • Auditing and reporting of compliance with Travel Policy and associated Procedure. • Management of travel management company • Provide travel booking process support

Section 6 - Definitions

TERM	DEFINITION
The University	The University of Canberra (ABN 81 633 873 422).
Agreed contribution	The sum of money required to reduce to zero any Fringe Benefits Tax (FBT) component arising from associated leisure travel.
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.
ATO base travel allowance	This is the rate specified by the ATO as 'reasonable' for meals, incidentals and accommodation costs incurred while travel on approved business.

TERM	DEFINITION
Business Activity	An 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.
DFAT Warning	DFAT (Department of Foreign Affairs and Trade) provides travel risk ratings for countries on its Smartraveller website.
E-booking platform	Locomote is the 'self-booking tool' used by the University for booking travel.
Express Booking Status	A form of travel booking where individual domestic trips can be booked without the specific, individual trip authorisation of the usual authoriser
FBT	Fringe benefits tax (FBT) is a tax paid on certain benefits employers provide to their staff or their staffs' associates (typically family members). FBT is separate from income tax and is based on the taxable value of the various fringe benefits provided.
Frequent Flyer Points (FFP)	Airline loyalty program points redeemable for upgrades and fares.
Frequent Traveller	Expected to travel on long distance flights (longer than 4 hours flight time) more than twice a year in carrying out one's role.
International Travel	Travel to any destination outside of Australia. This includes the 'domestic' leg of an international journey providing the gap between the domestic leg and commencement of the international component is 24 hours or less.
Lowest Logical Fare	The lowest cost to deliver the Traveller to their destination taking into consideration timing, safety and reliability of carrier and the most effective and practical route.
Incidental	In the context of business travel, leisure travel will be considered to be 'merely incidental' to the business purpose of extended travel if the leisure travel component of the trip does not exceed 25% of the trip up to a maximum of 28 days.
Partially Funded Travel	Travel for University Business, where the University does not fully meet the travel expenses or travel and/or expenses are partially paid by a third party or the traveller.
Preferred supplier agreements	Preferred supplier agreements are value for money arrangements backed by specific contractual obligations designed specifically for the University and must be used when undertaking University approved travel.
Leisure Travel Component	The leisure component of a trip is the number of days where an employee is not undertaking business activities. Please note, days in transit and unavoidable delays between business activities due to weekends, public holidays and scheduling issues will not be counted in the leisure component where documentation is attached to support the classification of these days as days in transit/unavoidable delays (eg. itinerary, explanation of scheduling limitations etc).
Reasonable Costs/ Expenses	Legitimate work-related costs/expenses which are incurred to conduct official business effectively up to the appropriate levels as determined by Finance & Analytics from time to time.
Source of funds	Includes Operational, Research, Consultancy or Capital funds.
Travel Advisor Network	A network of staff members of the University or related entity who assists with travel related matters.
Travel Advisory	Information provided by the Australian Government through the Smartraveller website.
Travel Approver – University of Canberra	Band 4 and above in accordance with the Delegations of Authority Policy.
Travel Budget	Is the estimate of travel submitted by the traveller. The travel budget should include all relevant costs including any business entertainment or additional expenses proposed while travelling eg gifts.
Travel Diary	Record of actual events following travel to meet the requirements of the ATO for the purpose of assessing Fringe Benefit Tax. A travel diary is required when an employee is away 'for 6 or more nights in a row.'

TERM	DEFINITION
Travel Journey	This is a journey that requires the traveller to journey 100 kilometres or more away from the University of Canberra's Bruce Campus.
Travel Management Company (TMC)	The Travel Agent or business that provides travel services including expert business travel advice, bookings, ticketing and ancillary services to the University and with which the University has entered into a contractual relationship to provide travel services to the University.
Travel per diems	Refers to the ATO specified travel allowances.
Travel Procedures	Sets out the processes and procedures to be used in the application of the Travel Policy.
Travel Request	This is the travel request method as input in the e-booking platform.
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.
Unavoidable delay	A delay between business activities will not be counted as part of the leisure component if it was essential that the business activities on either side of the delay were undertaken during the trip, and the business activities could not have been scheduled at any other.
University funded	Travel that is funded in whole or in part by monies held in the University bank account(s).
University Travel Portal	A travel web site on the University staff portal designed to provide the University traveller with a single-entry point to the University travel and related information.
University business Travel	Travel undertaken by a University of Canberra employee in their role as an employee (i.e. not in their capacity as a private individual). Note: If the University has paid for (including payment from a grant allocation) some or all the travel expenditure, or continued to pay the employee, or provided travel insurance cover, the travel will constitute work-related travel.
Written Evidence	The ATO requires that you must have written evidence for the whole of your 'travel' claim, not just the excess over the reasonable amount. Suitable written evidence will include detailed receipts (not just credit card slips) of the expenditure undertaken and why cheaper alternatives were not available or suitable (e.g. peak time of travel, safety requirements etc.

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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