

# TRAVEL POLICY AND PROCEDURE (FMPPM)

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## 1 PURPOSE

- 1.1 This document outlines the requirements for domestic<sup>1</sup> and international<sup>2</sup> travel when representing CQUniversity. It establishes the parameters for acceptable travel and supports the University in:
- providing adequate risk management to travellers through coordinated activities and decision making
  - meeting obligations under the [Work Health and Safety Act 2011](#) (Qld)
  - providing support to travellers
  - ensuring accountability for and transparency of travel events, and
  - meeting legislative and other reporting obligations.

## 2 SCOPE

- 2.1 This policy and procedure applies to:
- all travel events that incur a cost<sup>3</sup> to the University, and

<sup>1</sup> 'Domestic travel' refers to all travel within Australia.

<sup>2</sup> 'International travel' refers to all travel outside of Australia.

<sup>3</sup> Refers to costs incurred directly by the traveller (e.g. corporate credit card expenditure) and internal recharges (e.g. residential college accommodation, etc.)

- travel events that do not incur a cost, but require travel greater than 150km<sup>4</sup> from the traveller's normal place of work.
- 2.2 This policy and procedure applies to all CQUniversity staff, students<sup>5</sup>, adjuncts, contractors, members of Council and other University committees and other officers representing the University on official business.
- 2.3 This policy and procedure does not apply to relocation expenses incurred upon appointment to CQUniversity or to expenses relating to interview attendance. For information on relocation expenses, refer to the [Relocation Entitlement Procedure](#) and for information on interview attendance expenses, refer to the [Recruitment and Selection Procedure](#).

### 3 POLICY STATEMENT

- 3.1 CQUniversity staff may be required to undertake domestic and/or international travel as part of their employment. Students, adjuncts, contractors, members of Council and other University committees and other officers representing the University<sup>6</sup> may also be required to undertake official University travel.
- 3.2 Official University travel includes:
- days spent conducting University business, including travel time and business conducted on weekends and public holidays
  - unavoidable time spent between business activities due to the availability of connecting flights (incidental days), and
  - for international travel - one day either side of the travel event to assist travellers with recovery and preparation to conduct business (recovery time).
- 3.3 All travel must represent 'best value' for the University, benefit core business and align with the University's strategic goals and objectives. Travel should only be undertaken after other alternatives (e.g. videoconference, web-based meeting facilities, webinar etc) have been exhausted and absence from the workplace will not negatively impact on the business unit.
- 3.4 Written approval for all travel must be obtained prior to the travel event, irrespective of funding source. The level of approval will be dependent on the type of travel and associated risk level. Staff members must consult their supervisor to confirm their travel is a legitimate business requirement and absence from the workplace is warranted.
- 3.5 The University strongly discourages travellers requesting annual leave or other personal leave in conjunction with University funded travel (including those funded by research funding), and will endeavour to avoid the approval of travel incurring fringe benefits tax.
- 3.6 Travel by staff should be planned and undertaken within the University's span of hours (as documented in the [Central Queensland University Enterprise Agreement 2017](#)). Where it is necessary to travel outside the span of hours, time spent travelling will be considered working hours and staff may be eligible for paid overtime, time-off in lieu of paid overtime, or other flexible arrangements. Prior to approving any staff travel, supervisors will consider:
- the requirements of the staff members role
  - the needs of the individual work area, and
  - the requirements of the University's [Enterprise Agreement](#).
- 3.7 The University's primary responsibility is the safety and wellbeing of all travellers conducting approved University business. Travellers are obliged to do all that is reasonably practicable to ensure their acts or omissions do not create or increase a risk to themselves or others. Travellers must be responsible for their own health and safety and ensure:

<sup>4</sup> Refers to travel in each direction i.e. 300km total travel.

<sup>5</sup> 'Students' refers to undergraduate, postgraduate, non-award, vocational, education and training (VET) and exchange/mobility students of the University.

<sup>6</sup> For simplicity, staff members, students, adjuncts, contractors, members of Council and other University committees and other officers representing the University on official business are referred to as 'the traveller' throughout this document, unless otherwise stated.

- their travel activities are in accordance with the University's [Occupational Health and Safety Policy](#), [Work Health and Safety Roles and Responsibilities Procedure](#), [Motor Vehicle Policy](#) and [Motor Vehicle Procedure](#), [Vaccination and Immunisation Policy and Procedure](#), [Code of Conduct](#) (for staff) and [Student Behavioural Misconduct Procedure](#) (for students)<sup>7</sup>
  - they are physically fit and able to undertake the proposed travel<sup>8</sup>, and
  - they are mindful of any risks associated with their travel and act in a manner to mitigate or minimise such risks.
- 3.8 Prior to booking a travel event the traveller must consider any risks associated with their travel and conduct a risk assessment in conjunction with the University's Occupational Health and Safety (OHS) Unit and/or [International SOS Travel Safety](#) website where required.
- 3.9 The University subscribes to a travel assistance program, [International SOS](#), to provide advice and resources on medical and security assistance and international healthcare. All travellers planning to travel outside of Australia must utilise this resource prior to travel to ensure they are aware of any travel and medical risks associated with their travel and destination.
- 3.10 The University must disclose details of all international travel in the Annual Report. All travellers undertaking international travel must provide relevant information, including a breakdown of costs, at the time of requesting travel to ensure appropriate information can be collated and reported.
- 3.11 All travel, accommodation, car hire etc must be arranged through the University's preferred travel supplier, Travel Crew, irrespective of funding source, to enable the maintenance of a single record of traveller locations in the event of domestic or international incidents. In exceptional circumstances, travel may be arranged through another provider, however prior approval must be granted by the Deputy Vice-Chancellor (Finance and Planning), or nominee.
- 3.12 Travellers must use their corporate credit card for all travel expenses, where possible. Where a traveller does not have access to a corporate credit card, their credit limit is not sufficient to cover the costs, or an item is too low cost to use a corporate card, alternative arrangements can be made available.
- 3.13 Due to the cost of international travel, travellers may request Travel Crew to invoice the University for pre-booked expenses however, corporate credit cards must be used for the payment of all travel expenses incurred whilst overseas, where possible.
- 3.14 Control of travel expenditure is a management responsibility and must be monitored through the acquittal and approval of corporate credit card transactions and claims for reimbursement through the Financial Management System (FMS).
- 3.15 Travel events deemed non-compliant with this policy and procedure (including travel undertaken without prior approval) will be considered a misappropriation of funds and a breach of official policy. Travellers deemed non-compliant will be required to complete a [Travel Policy Non-Compliance Form](#) (*available to staff only*) and may face disciplinary action including usage and exclusion requirements of corporate credit cards. Debt recovery processes may also be initiated in accordance with the [Collections Policy and Procedure \(FMPP\)](#). Repeated non-compliances may result in a complete travel ban.

## 4 PROCEDURE

- 4.1 CQUniversity applies a five-step approach to the approval of domestic and international travel:
- Step 1: Travel request. Travellers must complete a travel request detailing their travel, an estimate of costs and an interim travel diary (where required).
- Step 2: Assessment of risk. Prior to travel, travellers must determine any risks associated with their destination and the risk of the work task to be undertaken.
- Step 3: Approval to travel. Travellers must obtain approval to travel from their supervisor and relevant manager, director or senior executive, where required.

<sup>7</sup> The University's documented codes of conduct include the [Code of Conduct](#) (staff) and the [Student Behavioural Misconduct Procedure](#) (students).

<sup>8</sup> By submitting a request to travel, travellers are confirming that they are fit and able to undertake all requirements of the travel event.

- Step 4: Approval to commit funds. Upon receiving approval to travel, all travellers must obtain approval from an authorised financial delegate for the estimated cost of travel.
- Step 5: Acquittal of expenditure. Upon return from approved travel, the traveller must acquit all expenditure for approval by their supervisor and authorised financial delegate.

## Domestic travel

### Travel request

- 4.2 Prior to travel, all travellers must complete a travel request detailing the particulars of their travel, an estimate of costs, eligible cost code and an interim travel diary (where required). All travel requests must be submitted within a sufficient timeframe to allow consideration and approval by the relevant authority.
- 4.3 Travellers are encouraged to utilise the University's FMS to submit domestic travel requests. Alternatively, requests to travel can be submitted via email.

### Risk assessment

- 4.4 Domestic travel is generally considered low risk, however travellers should be mindful of any risks associated with their travel<sup>9</sup> and discuss with their supervisor, taking into consideration the individual circumstances of the traveller, the conditions of the destination and the activity being undertaken.
- 4.5 Travellers undertaking travel for one or more of the following reasons must complete a [Task/Activity Risk Assessment](#) (*available to staff only*) in consultation with the University's OHS Unit:
- outside studies program (OSPRO)
  - research
  - student exchange, or
  - study tour.
- [Task/Activity Risk Assessments](#) must be approved by the OHS Unit prior to travel and a copy submitted with the travel request.
- 4.6 Where travellers are travelling together as a group, one [Task/Activity Risk Assessment](#) can be submitted. Individual risk assessments will not be required for each traveller unless specifically requested by the responsibility area or the OHS Unit.

### Approval to travel

- 4.7 All travellers must obtain written approval from their supervisor, prior to undertaking domestic travel. Written approval may include:
- approval of the travel request in the University's FMS
  - approval of Staff Self Service Online System (ESSO) leave request for Off Campus Commitment (OCC), or
  - email confirmation.
- 4.8 In addition to the above, the following travellers must obtain approval as follows:
- members of the University Council and University sub-committees must obtain approval from the University Secretary
  - adjunct staff members, undergraduate, postgraduate and VET students must obtain approval from the relevant Dean of School
  - exchange and mobility students must obtain approval from the International Director, and
  - other officers of the University (including contractors etc) must obtain approval from the relevant Director.
- 4.9 Members of the University's senior executive do not require approval to undertake domestic travel.

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<sup>9</sup> Risks to be considered may include method of transport, travel schedule and workload, nature of the travel activity, location to be visited and accommodation arrangements.

## Approval to commit funds

- 4.10 All approvals to commit funds must be exercised in accordance with the University's [Delegation of Authority Policy \(FMPPM\)](#).

## International travel

### Travel request

- 4.11 All international travel requests must be submitted through the University's FMS prior to travel. It is the traveller's responsibility to ensure the following information is available<sup>10</sup>:
- description, reason for and nature of travel
  - dates of travel, including number of business, incidental and private days
  - estimate of travel expenses
  - eligible cost code
  - risk assessment
  - supporting documentation (e.g. Travel Crew quotation, conference invitation etc.), and
  - interim travel diary (where required).

All international travel requests must be submitted in a sufficient timeframe, ideally a minimum of four weeks, to allow consideration and approval by the relevant delegates.

### Risk assessment

- 4.12 All International travel carries a level of risk, including short-term travel and travel to familiar locations. All travellers need to be aware and informed of any foreseeable risks with their intended destination and the activities being undertaken.
- 4.13 All travellers undertaking international travel must refer to the University's [International Travel Staffnet page](#) (*available to staff only*) prior to travel. Travellers must familiarise themselves with the country specific information, including any medical risks, recommended vaccinations, cultural information and the current security and safety situation. Travellers must also note any relevant information on local embassies, currency, power supply, geography and transport.
- 4.14 All Travellers must determine the level of travel and medical risk specific to their destination by completing a risk assessment in the University's [OHS Risk Staffnet page](#) (*available to staff only*). The assessment will provide a summary of risk and security information and a medical risk rating. A copy of this report must be attached to the travel request in the University's FMS before travel can be approved.
- 4.15 Where a destination is deemed to have a travel or medical risk rating of high, the traveller must reassess their need to travel in conjunction with their supervisor and the OHS Unit to determine if travel is essential to CQUniversity business and operations and cannot be deferred. Where such travel is a direct result of a research grant, advice must also be sought from the Office of Research.
- 4.16 Where a destination is deemed to have a travel or medical risk rating of extreme, the traveller must obtain additional approval from the Vice-Chancellor and President prior to travel.
- 4.17 Regardless of the travel or medical risk rating, the University may decline travel to any country where the risk is considered too great. The risk of travel will be assessed on a case-by-case basis with respect to the individual circumstances of the traveller, the conditions of the destination and the requirements of the University's travel insurance provider<sup>11</sup>.

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<sup>10</sup> Only CQUniversity staff have access to the FMS. Adjuncts and other officers of the University must contact the appropriate administration or support officer to complete the travel request on their behalf.

<sup>11</sup> Staff approving travel to high and extreme risk destinations must be cognisant of the exemptions contained in the University's travel insurance policy as travel to particular countries and travel events prone to political and natural disaster evacuation will not be covered. Further information can be obtained from [CQU Insurance](#).

- 4.18 In addition to the above, travellers undertaking travel for one or more of the following reasons must complete a [Task/Activity Risk Assessment](#) in consultation with the University's OHS Unit:
- outside studies program (OSPRO)
  - research
  - student exchange, or
  - study tour.
- 4.19 Where a [Task/Activity Risk Assessment](#) is required, the assessment must be approved by the OHS Unit prior to travel and a copy submitted with the travel request.
- 4.20 Where travellers are travelling together as a group, one [Task/Activity Risk Assessment](#) can be submitted. Individual risk assessments will not be required for each traveller unless specifically requested by the responsibility area or the OHS Unit.
- 4.21 All travellers undertaking international travel must register their details with International SOS. Details must also be registered with the Department of Foreign Affairs and Trade (DFAT) via the [Smart Traveller](#) website, where possible.

### **Approval to Travel**

- 4.22 All international travel requests submitted through the FMS must be approved by the traveller's supervisor, relevant Head of Division and the Deputy Vice-Chancellor (Finance and Planning) prior to booking and travel.
- 4.23 Travel approval for the following travellers is as follows:
- the Chancellor and members of the University Council and Council sub-committees must obtain approval from the University Secretary
  - adjunct staff members, undergraduate, postgraduate and VET students must obtain approval from the relevant Dean of School
  - exchange and mobility students must obtain approval from the International Director, and
  - other officers of the University (including contractors etc) must obtain approval from the relevant Dean or Director of Division.
- 4.24 It is the traveller's responsibility to ensure they have an up-to-date passport with an expiry date extending at least six months beyond the period of travel and that they have completed any necessary requirements to obtain a visa (prior to travel or granted on arrival).

### **Approval to Commit Funds**

- 4.25 All approvals to commit funds must be exercised in accordance with the University's [Delegation of Authority Policy \(FMPM\)](#).

### **Acquittal of expenditure**

- 4.26 Traveller's may incur a variety of expenses while undertaking official University travel. Expenses may include transport (air, land and sea), accommodation, meals and entertainment, conference fees and incidental and other expenses.
- 4.27 When incurring travel expenses, travellers must be mindful of the [Procurement Policy and Procedure \(FMPM\)](#), ensuring all expenses adhere to the requirements of achieving value for money.

### **Air travel**

- 4.28 The standard class of air travel is economy class.
- 4.29 Travel by business class is restricted to members of the University's senior executive and other staff whose contract of employment entitles them to do so.

- 4.30 Travel by business class is permitted for the Pro Vice-Chancellors and Deans of Schools for segments that exceed five hours flight time.
- 4.31 Where a traveller is undertaking international travel and is required to work at their destination soon after arrival, a class of travel higher than economy may be approved. Higher classes of travel may also be approved for travellers with extenuating circumstances or on a standing or ad hoc basis as required. All such requests must be approved by the Vice-Chancellor and President.
- 4.32 Travellers eligible for economy class may upgrade to a higher class of travel, without the need for approval, if they personally pay the difference between fares to Travel Crew prior to booking or use airline frequent flyer points.

### **Vehicle travel**

- 4.33 Where travel by vehicle is deemed the most appropriate form of travel, a CQUniversity fleet vehicle must be utilised. Fleet vehicles are managed by the Facilities Management Directorate and must be booked and operated in accordance with the [Motor Vehicle Policy](#) and [Motor Vehicle Procedure](#).
- 4.34 Where a fleet vehicle is not available, travellers may book a rental vehicle through Travel Crew, utilising one of the University's preferred suppliers.
- 4.35 Where a fleet vehicle is not available and other forms of transport are deemed inappropriate, travellers may use their personal vehicle. Prior approval must be obtained from the traveller's supervisor.
- 4.36 When using a personal vehicle, travellers are responsible for any damage to the vehicle and for ensuring they have appropriate insurance cover to undertake business related travel. The use of personal vehicles is not covered under the University's travel insurance policy.
- 4.37 Where using a personal vehicle, travellers will only be eligible to claim reimbursement on a cents per kilometre basis in accordance with the Australian Tax Office's (ATO) [published rates](#). Corporate credit cards must not be used for the payment of fuel or other vehicle expenses.
- 4.38 Reimbursement of private vehicle expenses will be made upon completion of the travel event via electronic funds transfer. Staff must submit their claim for expenses in the FMS and provide evidence of the kilometres travelled (e.g. log book, odometer readings etc). Other travellers should complete a [Mileage Claim Form](#) (*available to staff only*) and submit through their relevant administration officer/support officer.

### **Taxis**

- 4.39 Taxi travel whilst on official university business is acceptable in the following circumstances:
- travel to and from business meetings, conferences, and seminars where public transport is not available or practicable
  - travel to and from airports or accommodation where public transport is not available or practicable

Expenditure associated with travel from the principal place of residence to the identified base University campus is not acceptable.

- 4.40 Corporate credit card is the preferred method of payment for taxi travel. Travellers who travel infrequently and do not have a corporate credit card may make an application through their relevant administration officer/support officer or the Financial and Planning Division for cabcharge e-ticket/s prior to travel.

### **Accommodation**

- 4.41 All travellers are entitled to a safe and comfortable standard of accommodation with an emphasis on a location convenient to the required place of business. Accommodation will be provided commensurate with the traveller's role and destination and in accordance with the ATO's published [reasonable travel and overtime meal allowance expenses amounts](#).

## Private accommodation allowance

- 4.42 Where commercial accommodation is not available or the traveller wishes to stay with relatives or friends, a private accommodation allowance will be paid. Allowances will be paid for each travel day involving an overnight stay and will be calculated in accordance with the Queensland Government's [Domestic Travelling and Relieving Expenses Directive](#).
- 4.43 Payment of private accommodation allowances will be made upon completion of travel. The traveller must submit their claim for the allowance in the FMS and will be reimbursed via electronic funds transfer.
- 4.44 Private accommodation allowance will not be paid for travellers undertaking international travel.

## Meals and entertainment

- 4.45 Travellers are entitled to meals while travelling in accordance with the overnight absences and departure guidelines detailed in the Queensland Government's [Domestic Travelling and Relieving Expenses Directive](#) and the thresholds published in the ATO's [reasonable travel and overtime meal allowance expenses amounts](#).
- 4.46 Meal expenses are intended to cover the cost of the traveller's meal only, however there may be instances where the traveller chooses, or is required to dine with other persons not undertaking official University travel. Such expenditure may be considered [meal expenditure](#) or [entertainment](#) as outlined below.

### Meal expenditure

- 4.47 Meal expenditure refers to meals and beverages taken by the traveller<sup>12</sup> while travelling on official University business. It includes food and drink to enable the traveller to complete the working day (i.e. breakfast, lunch and an evening meal) when overnight travel is required. It does not include meals consumed as part of an entertainment experience (e.g. river boat cruise, theatre restaurant, etc). Such expenditure would be considered [entertainment](#).
- 4.48 Reasonable consumption of alcohol<sup>13</sup> will also be considered meal expenditure, however unreasonable or excessive alcohol consumption is inappropriate and will be considered [entertainment](#).
- 4.49 Meal expenditure incurred by the traveller will not be considered a fringe benefit and will not attract fringe benefits tax. No additional information is required by the traveller on acquittal of their corporate credit card or claim for reimbursement.

### Entertainment

- 4.50 Entertainment refers to meals and beverages provided for the purpose of entertainment and may include meals paid for spouses, partners and associates of the traveller, meals consumed in social rather than business situations or unreasonable consumption of alcohol. It also includes meals and beverages consumed as part of an entertainment experience (e.g. river boat cruise, theatre restaurant, etc.).
- 4.51 Entertainment will be considered a fringe benefit and will attract fringe benefits tax. Travellers who believe they may incur entertainment expenditure must refer to the [Fringe Benefit Tax](#) section of this document to ensure they are cognisant of the University's requirements and expectations in relation to fringe benefits tax. Advice should also be sought from the [Financial Accounting Team](#).
- 4.52 Where the traveller dines with another person/s and pays for meal expenses other than their own, the traveller must complete and submit a [FBT Entertainment Expense Form](#) (*available to staff only*) upon acquittal of their corporate credit card or claim for reimbursement.
- 4.53 Information provided will be considered on a case-by-case basis by the Finance and Planning Division to determine if the expenditure is an entertainment benefit and attract the payment of fringe benefits tax.

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<sup>12</sup> This may include meals taken by the traveller on their own, or with other persons where the traveller pays only for their own meal and not the meals of others.

<sup>13</sup> The University considers reasonable alcohol consumption to be one alcoholic beverage with the traveller's evening meal. It is not considered to be what the traveller would normally consume if they were at their place of residence.

## Conference fees

- 4.54 In some cases, the payment of conference fees may include the cost of other travel expenses (e.g. accommodation and meals). Where Travel Crew are unable to facilitate such accommodation bookings, or the conference organiser offers concessional accommodation rates, payment for accommodation can be made directly to the conference organiser using the corporate credit card<sup>14</sup>.

## Incidental allowance

- 4.55 An incidental allowance is available to all travellers undertaking international travel. Allowances will be commensurate with the traveller's role and destination and will be calculated in accordance with the ATO's [published reasonable travel and overtime meal allowance expense amounts](#).
- 4.56 Travellers are eligible for an incidental allowance for each official travel day involving an overnight stay. This also includes the return travel day where arrival home occurs after 12.00pm midday.
- 4.57 The incidental allowance is intended to be used to compensate the traveller for the payment of minor expenses that cannot be pre-purchased with accommodation, or other travel expenses where use of the corporate credit card is not practical. Examples may include morning and afternoon teas, minor meals, gratuities, newspapers, laundry, phone calls, bus and train travel and other incidental costs of travel.
- 4.58 Incidental allowance will not be paid to the traveller automatically. Travellers must submit a claim for the allowance in the FMS. Payment will be made upon completion of the travel event with the traveller reimbursed via electronic funds transfer.
- 4.59 Receipts are not required in order to claim an incidental allowance, however travellers cannot pay for incidental expenses on their corporate credit card and claim an allowance. Where incidental expenditure is identified on the corporate credit card, travellers will not be eligible for an incidental allowance.
- 4.60 Incidental allowance will not be paid for travellers undertaking domestic travel as it is expected that the purchase of all incidentals will be made using the corporate credit card. If a traveller does not have a corporate credit card they may submit a claim for reimbursement of expenses through the FMS in accordance with the claims for reimbursement section of this document.

## Other expenses

### Frequent Flyer Programs

- 4.61 Travellers may utilise private airline frequent flyer programs when undertaking official University travel. However, frequent flyer points accumulated on such travel (e.g. points from air fares, car hire, accommodation, food and beverage) should be used to fund further CQUniversity travel where possible.

### Airline Lounge Memberships

- 4.62 Membership to private airline lounges (e.g. Qantas Club, etc) are considered an optional private expense and will not be funded by the University.
- 4.63 Membership to private airline lounges will be made available to senior executives. Use of such memberships for private travel purposes must be incidental to the use of the membership for official business purposes.

### Telephone and Communications Charges

- 4.64 Phone calls and other communications charges may be charged to the corporate credit card or reimbursed upon return. All charges must be reasonable, necessary for conducting University business and supported by an itemised call list from the accommodation or communications provider.
- 4.65 All CQUniversity mobile devices have been upgraded to include the Telstra International Day Pass for eligible countries. Therefore, all devices (phones, iPads and modems) will be covered by this plan whilst travelling overseas. Travellers must consult the [International Travel Staffnet page](#) (available to staff only) to

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<sup>14</sup> Approval from the Deputy Vice-Chancellor (Finance and Planning) is not required for such bookings outside of Travel Crew.

ensure they are travelling to an eligible country. Otherwise, they must contact the Information and Technology Directorate to ensure appropriate international roaming is in place prior to travel.

#### Passport, Visa and Other Services

- 4.66 Passports are considered personal documents and must be acquired and funded by the traveller.
- 4.67 The University will fund the cost of visas for countries to be visited as part of official University travel. However, visas required for any private portions of travel must be acquired and funded by the traveller.
- 4.68 Travel Crew can assist with obtaining visas and meeting other ancillary requirements of the destination's consulate procedures. It is the responsibility of the traveller to check the current requirements of their destination at the time of reservation to ensure adequate time is available to obtain the necessary consular approvals.

#### Travel Insurance

- 4.69 Approved travellers are insured by the University's insurance policies. A summary of the University's relevant insurance policies can be found on the [Finance and Planning Division StaffNet page](#) (available to staff only). Details of cover can also be obtained by contacting [CQU Insurance](#).
- 4.70 Any claims against the University's policy must be lodged using the [Travel Insurance Claim Form](#) (available to staff only) and will be assessed on a case-by-case basis by the Finance and Planning Division. Where required, or where a dispute exists, the Deputy Vice-Chancellor (Finance and Planning) must provide final sign-off.
- 4.71 The University will not cover any relatives or associates of the traveller. Travellers undertaking private travel in conjunction with official University travel are not permitted to access the University's insurance cover for the private portion of their travel. Exceptions may be granted by the Deputy Vice-Chancellor (Finance and Planning) prior to travel where special or extenuating circumstances exist.
- 4.72 Additional insurance can be purchased by the traveller if the level of cover provided is considered inadequate for their personal requirements. Any additional insurance costs, including cover for accompanying spouse/partner and/or dependent child(ren) or private travel components, must be acquired and funded by the traveller.

#### Vaccinations

- 4.73 Travellers must assess the medical risks of their travel destination and seek any necessary vaccinations in accordance with the [Vaccination and Immunisation Policy and Procedure](#).
- 4.74 Where appropriate, travellers must consult their doctor to obtain the necessary vaccinations and medications required for travel to their destination. Reimbursement for the cost of such vaccinations will be in accordance with the [Vaccination and Immunisation Policy and Procedure](#) and based on the medical requirements of their destination, as detailed in the [International SOS](#) risk summary report.

### **Payment of expenses**

#### **Corporate credit card**

- 4.75 Staff must use their corporate credit card for the payment of all travel expenses, where possible. CQUniversity has scrutinised listings of vendors who accept the corporate credit card and are satisfied that this method of payment will be accepted in most Australian and overseas urban and metropolitan areas.
- 4.76 Where the traveller does not have access to a corporate credit card or their credit limit is not sufficient to cover the costs of their travel, they must consult their supervisor for suitable payment arrangements (e.g. Travel Crew invoicing, travel advance, existing corporate credit card etc.). Staff who do not have a corporate credit card may also make an application in accordance with the [Corporate Credit Card Procedure \(FMPM\)](#).
- 4.77 Where travellers do not have a corporate credit card, most travel-related bookings can be arranged and paid for in advance by requesting Travel Crew to invoice the University directly.

## Travel advance

- 4.78 Travellers who do not have access to a corporate credit card, and are undertaking travel on remote research field trips to provincial or rural locations or on low-budget trips, may require cash for the payment of their expenses. In such instances, the traveller must contact [Accounts Payable](#) to arrange a travel advance.
- 4.79 Requests for travel advances must be made at least 10 working days prior to travel to ensure the advance can be finalised, and payment made prior to the travel event. Travel advances will be paid via electronic funds transfer and must be acquitted using the [Travel Advance Acquittal Form](#) (*available to staff only*) within 14 days of return from travel. The traveller will be responsible for reimbursing the University for any unused funds. Failure to acquit a travel advance within the specified time is considered non-compliant and recovery of funds may be commenced in accordance with the [Collections Policy and Procedure \(FMPM\)](#).

## Claims for reimbursement

- 4.80 Travel expenses may be incurred directly by the traveller where a corporate credit card is unable to be used. Such expenses will be reimbursed to the traveller via electronic funds transfer if they are deemed reasonable and a legitimate business expense. Expenses exceeding \$75 (excluding GST) will only be reimbursed at the discretion of the traveller's supervisor or relevant financial delegate.

## Tax Invoices

- 4.81 The University is entitled to claim GST paid on all creditable transactions, regardless of value, when supported by a receipt or tax invoice.
- 4.82 It is the responsibility of the traveller to obtain the appropriate tax invoice (or overseas equivalent) and provide this at the time of acquittal of their corporate credit card or claim for reimbursement. EFTPOS receipts are not considered a tax invoice.
- 4.83 A tax invoice is required for all expenses. In exceptional circumstances expenses under \$75.00 (excluding GST), may be supported by an email or written summary of the transaction, including date, amount and nature of the expense for consideration and approval by the financial delegate.

## Acquittal of expenditure

- 4.84 As soon as practicable upon return from travel, travellers must confirm the costs of their travel, review any corporate credit card transactions and acquit all expenses in the University's FMS. Acquittals must be completed in accordance with the [Corporate Credit Card Procedure \(FMPM\)](#).
- 4.85 Upon acquittal, the traveller's supervisor must review and approve the travel expenses incurred, determining if they are reasonable<sup>15</sup> and legitimate business expenses and adhere to the requirements of this policy and procedure. Approval must be completed in accordance with the [Corporate Credit Card Procedure \(FMPM\)](#).
- 4.86 Where the supervisor deems an expense unreasonable, not a legitimate business expense or non-compliant with this policy and procedure, the University will seek reimbursement from the traveller in accordance with the [Collections Policy and Procedure \(FMPM\)](#).
- 4.87 Where the total travel expenses exceed the estimated costs approved in the initial travel request, the traveller must obtain approval from an authorised financial delegate for the additional expenditure in accordance with the [Delegation of Authority Policy \(FMPM\)](#).
- 4.88 Travel expenses incurred directly by the traveller must also be acquitted in the FMS and will be reimbursed to the traveller in accordance with the claims for reimbursement section if they are deemed reasonable and legitimate business expenses.
- 4.89 Disputes between the traveller and supervisor over what is considered a reasonable or legitimate business expense, will be dealt with by the Deputy Vice Chancellor (Finance and Planning).

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<sup>15</sup> A reasonable travel expense refers to any legitimate expense incurred in order to conduct official university business effectively. For example, a transport fare, meal or beverage from the mini-bar may be deemed a reasonable expense, however the purchase of an in-house movie, upgrades of flights or rooms and personal expenditure would be deemed unreasonable.

- 4.90 The Australian Taxation Office (ATO) issues an annual taxation determination on [reasonable travel and overtime meal allowance expense amounts](#) for domestic and international travel expenses. Supervisors must refer to the published reasonable amounts tables in determining expenditure limits and reasonable travel expenditure.
- 4.91 Supervisors must be cognisant that approving expenditure above the reasonable amounts published by the ATO may result in taxation penalties and implications to the traveller and the University. If approving expenditure outside of the ATO guidelines, advice must be sought from the [Financial Accounting Team](#) and a substantiation of the claim provided upon request.

## Funding sources

- 4.92 Travel may be funded in a number of ways. Most commonly, travel will be wholly funded by the University; however there may be instances, particularly where research, representative or private activities are involved, where an external party or the individual traveller may be required to fund a portion of the travel expenses.
- 4.93 The below list defines the various ways travel may be funded. All travel must meet at least one of the below criteria, with the traveller to determine the most appropriate method in conjunction with their supervisor.
- **Wholly funded by CQUniversity**
    - travel events where all travel expenses are funded by the University. Such travel must be approved and acquitted in accordance with this policy and procedure.
  - **Partially funded by CQUniversity**
    - Travel events where only a percentage of travel expenses are funded by CQUniversity. Such travel must be approved and acquitted in accordance with this policy and procedure.
    - The source of the external funding must be identified as part of the initial travel request<sup>16</sup>, together with the percentage and/or amount to be funded by the external party or individual traveller. Where the partial costs will be funded by the individual traveller, arrangements must be made with Travel Crew or the approved travel provider to make payment for this portion of the travel prior to booking and departure.
    - Where the travel is partially funded by the individual traveller due to the travel having a private component, travellers must ensure their travel meets the requirements of the [Private Travel](#) section.
    - Where travel is partially funded by an external grant, all travel arrangements must also comply with the terms and conditions of the grant.
  - **Not funded by CQUniversity**
    - Travel events where all travel expenses are funded by an external party or by the individual traveller. Such travel must still be approved in accordance with this policy and procedure, however acquittal of expenditure will not be required. The source of the external funding must be identified as part of the initial travel request.
    - Where the travel is funded by the individual traveller, bookings must be made through Travel Crew, where appropriate. However, where an external party is funding the travel, the party's preferred provider may be used.
    - Where the travel is funded by an external grant, all travel arrangements must also comply with the terms and conditions of the grant.

## Private travel

- 4.94 The University strongly discourages travellers requesting annual leave or taking other personal time in conjunction with University funded travel. However, it is recognised that special or extenuating circumstances may exist where a private travel component may be permitted.
- 4.95 Private travel does not include incidental days or recovery time, which are both considered official University travel.

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<sup>16</sup> Where the external funding source is confidential, the traveller is not required to identify this information on the travel request, however they must note that funding is confidential

4.96 The below list defines the various types of private travel the University may permit. All private travel must meet at least one of the below criteria. The traveller must identify the relevant type on their travel request, in consultation with their supervisor and with advice from the [Financial Accounting Team](#).

- **Incidental private travel**

- Private travel combined with official University travel where the private travel component is incidental to the overall purpose of the trip. Private travel is considered incidental where the private travel component is less than 30% of the total travel period.
- For example, the approved travel event is 12 days duration, including two days of annual leave (private travel). In this case, the private travel component would be deemed incidental to the overall purpose of the trip (i.e. less than 30% of the duration) and the travel event would be considered official University travel.

- **Dual purpose travel**

- Private travel combined with official University travel where the private travel component is more than 30% of the total travel period. Such travel events are considered to have a dual purpose (i.e. both business and private in nature) and may be subject to fringe benefits tax.
- For example, the approved travel event is 30 days duration, including 12 days of annual leave (private travel). In this case, the private travel component would not be deemed incidental to the overall purpose of the trip (i.e. more than 30% of the duration) and the travel event would be considered dual purpose travel and a co-payment required.

4.97 As part of the travel request, and in addition to the approval requirements in accordance with this policy and procedure, travellers must seek approval from their supervisor to undertake private travel. Staff must also submit the necessary requests in the ESSO in accordance with the [Leave Procedure](#).

4.98 Travellers must clearly identify the percentage and/or amount to be funded by the individual traveller and seek approval as part of their formal request to travel.

4.99 The University will not fund the cost of private travel, regardless of whether it is considered incidental to official University travel. It is the responsibility of the traveller to make arrangements with Travel Crew or the approved travel provider to make payment for the private portion of their travel prior to booking and departure (e.g. flights, accommodation). Private expenses incurred while travelling must also be funded by the individual traveller (e.g. meals, incidentals).

4.100 Private expenses must not be incurred on the corporate credit card. Private expenses incurred on the corporate credit card will be considered a misappropriation of funds and the traveller may face disciplinary action including having the corporate credit card cancelled. Debt recovery processes may also be initiated in accordance with the [Collections Policy and Procedure \(FMPPM\)](#).

4.101 Where there is any doubt as to whether the travel event is of a private or business nature, the traveller must incur their travel expenses privately and seek reimbursement upon return from travel. Travellers must also consult the [Financial Accounting Team](#) to determine if the private portion of their travel is appropriate and/or will incur fringe benefits tax.

### **Co-payments for private travel**

4.102 Where private travel is deemed incidental, the traveller will not be required to make a co-payment towards the cost of their travel, unless expressly requested by their supervisor or relevant head of division.

4.103 Where travel is deemed dual purpose, the traveller will be required to make a co-payment to the University to ensure fringe benefits tax is not incurred and that University funds are used appropriately. The minimum co-payment will be 50% of the total cost of any airfares and other costs incurred while in transit<sup>17</sup>. Further co-payment may be required at the request of the traveller's supervisor, relevant head of division or Deputy Vice-Chancellor (Finance and Planning), or nominee.

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<sup>17</sup> Costs incurred in transit include accommodation and meals whilst in transit (e.g. overnight stay and associated meals due to connecting flights); travel insurance and transportation costs between private accommodation and the place of business (e.g. taxi or transport from private hotel to conference venue).

4.104 In addition to the above requirements, all travellers must personally fund any costs associated with the private component of their travel in accordance with section 4.96 of this policy and procedure.

### **Accompanying relatives**

4.105 Relatives are not permitted to accompany travellers on official University business. Where exceptional circumstances exist, prior approval must be obtained in writing from the relevant senior executive.

4.106 Approvals for accompanying relatives must take into account any risks to the health and safety of any accompanying travellers. Consideration must also be given to the business of the University, ensuring that any accompanying relatives will not negatively impact on the outcome of the travel event.

4.107 The University will not fund the cost of accompanying relatives. Where it is approved for a relative to accompany the traveller, all costs incurred by the accompanying traveller must be borne by the traveller. This includes the cost of meals and refreshments, transportation and any additional accommodation costs resulting from an additional guest. Where expenses are pre-booked through Travel Crew, the traveller must arrange for the accompanying relatives costs to be invoiced separately.

### **Preferred suppliers**

4.108 The University's preferred travel supplier is Travel Crew. The advance booking of all travel expenses (e.g. accommodation, airfares, car hire, etc) must be made through Travel Crew.

4.109 The University does not have a preferred airline carrier. Value for money, best available fares and suitability of travel time must be the main considerations when booking airline travel.

### **Travel diary**

4.110 A travel diary is the record of dates, places, times and duration of activities undertaken on official University travel. It identifies components of the travel event as business or private and provides information to determine if activities undertaken are appropriate, if they will attract fringe benefits tax or if the travel has a dual purpose.

4.111 Travellers undertaking domestic travel must maintain a travel diary where their travel duration is more than five consecutive nights and the travel involves a private portion (e.g. the approved travel event is six nights duration, however the traveller elects to stay an additional night for a social engagement).

4.112 Travellers undertaking international travel must maintain a travel diary where the travel duration is more than five consecutive nights.

4.113 Where a travel diary is required, it must include the following information for each activity:

- date, day and approximate time commenced
- time taken to complete (i.e. start and finish time)
- location, and
- nature and description.

4.114 All entries must clearly identify each activity undertaken and differentiate between official University and private travel.

4.115 Where a travel diary is required, travellers must complete an interim diary when lodging their travel request. Travellers must then review the interim diary upon return and make any variations as part of the confirmation of their travel expenses and finalisation of their travel event.

4.116 For domestic travel requests not submitted in the FMS, a template for completion of the travel diary can be found on the [Finance and Planning Division StaffNet Page](#) (available to staff only).

## Fringe benefits tax

- 4.117 A travel fringe benefit may arise where the University pays for travel expenses not directly related to the traveller's employment and not considered incidental to the travel event. This includes the payment of private travel expenses and travel events that include a private travel component.
- 4.118 Where a fringe benefit exists, the University must pay fringe benefits tax in accordance with the [Fringe Benefits Tax Assessment Act 1986](#) (Cwlth).
- 4.119 The University will take all appropriate actions to avoid travel events that incur fringe benefits tax. The Finance and Planning Division will assess all applications involving a private travel component and/or private travel expenses on a case-by-case basis prior to travel. The assessment will determine if a fringe benefit exists and if a co-payment is required from the traveller to ensure fringe benefits tax is not incurred.

## Cancellation of travel

- 4.120 Travellers must notify Travel Crew of the cancellation of approved travel as soon as possible.
- 4.121 Where possible, refunds will be obtained and credited to the University. However, where reasonable notice of cancellation has not been provided and a refund or credit cannot be obtained, the traveller may be requested to reimburse the University for the cost of unused services.
- 4.122 Where a refund or credit cannot be obtained, the traveller must also contact [CQU Insurance](#) to discuss the details of the cancellation and determine if a claim can be lodged against the University's travel insurance policy.

## 5 RESPONSIBILITIES

### Compliance, monitoring and review

- 5.1 The Deputy Vice-Chancellor (Finance and Planning) is responsible for monitoring, reviewing and ensuring compliance with this policy and procedure.
- 5.2 Control of travel expenditure is a management responsibility and must be monitored by supervisors through the approval and acquittal of travel requests, corporate credit card statements and other transactions.
- 5.3 The Finance and Planning Division is responsible for identifying, reporting and accounting for fringe benefits tax incurred by the University and for ensuring compliance with the private travel and fringe benefits tax requirements of this policy and procedure.

### Reporting

- 5.4 In accordance with the requirements of the [Annual report requirements for Queensland Government agencies](#), details of all international travel must be disclosed and reported to the Legislative Assembly in the University's Annual Report.
- 5.5 In accordance with the requirements of the [Fringe Benefits Tax Assessment Act 1986](#), details of all expenditure funded by the University and defined as a fringe benefit must be reported to the ATO in the University's annual Fringe Benefits Tax Return.

### Records management

- 5.6 Staff must maintain all records relevant to administering this policy and procedure in a recognised University recordkeeping system.

## 6 DEFINITIONS

- 6.1 Terms not defined in this document may be in the University [glossary](#).

## Terms and definitions

**Domestic travel:** all travel undertaken within Australia.

**Fringe benefits tax:** the tax levied by the Australian Taxation Office on travel and other fringe benefits.

**Incidental days:** unavoidable time spent between business activities due to the availability of connecting flights.

**International travel:** all travel undertaken outside of Australia.

**Senior executive:** the Chancellor, Vice-Chancellor and President, Provost and Deputy Vice-Chancellors of the University.

**Travel expenses:** the full cost of all transport (air, land and sea), accommodation, meals, incidental expenses, conferences and other activities related to travel on official University business.

**Traveller:** staff, students, contractors, adjuncts, members of Council and other University Committees and other officers representing the University on official business.

## 7 RELATED LEGISLATION AND DOCUMENTS

[Annual report requirements for Queensland Government agencies](#)

[Central Queensland University Enterprise Agreement 2017](#)

[Code of Conduct](#)

[Collections Policy and Procedure \(FMPM\)](#)

[Corporate Credit Card Procedure \(FMPM\)](#)

[Delegation of Authority Policy \(FMPM\)](#)

[Domestic Travelling and Relieving Expenses Directive](#) (Queensland Government)

[FBT Entertainment Expense Form](#) (*available to staff only*)

[Financial Accountability Act 2009](#) (Qld)

[Financial and Performance Management Standard 2009](#) (Qld)

[Financial Management Practice Manual \(FMPM\)](#)

[Fringe Benefits Tax Assessment Act 1986](#) (Cwlth)

[Fringe benefits tax – a guide for employers \(Chapters 9 & 15\)](#)

[Income Tax Assessment Act 1997](#) (Cwlth)

[Income tax: what are the reasonable travel and meal allowance expense amounts for \(financial year\)](#) (ATO)

[Leave Procedure](#)

[Mileage Claim Form](#) (*available to staff only*)

[Motor Vehicle Policy](#)

[Motor Vehicle Procedure](#)

[Occupational Health and Safety Policy](#)

[Procurement Policy and Procedure](#)

[Student Behavioural Misconduct Procedure](#)

[Task/Activity Risk Assessment](#) (*available to staff only*)

[Travel Advance Acquittal Form](#) (*available to staff only*)

[Travel Insurance Claim Form](#) (*available to staff only*)

[Travel Insurance Fact sheet - Staff](#) (*available to staff only*)

[Travel Insurance Fact sheet - Student](#) (available to staff only)

[Travel Policy Non-Compliance Form](#) (available to staff only)

[Vaccination and Immunisation Policy and Procedure](#)

[Work Health and Safety Act 2011](#) (Qld)

[Work Health and Safety Roles and Responsibilities Procedure](#)

## 8 FEEDBACK

8.1 University staff and students may provide feedback about this document by emailing [policy@cqu.edu.au](mailto:policy@cqu.edu.au).

## 9 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Council
Advisory Committee to Approval Authority	Audit, Risk and Finance Committee
Administrator	Deputy Vice-Chancellor (Finance and Planning)
Next Review Date	3/10/2021

Approval and Amendment History	Details
Original Approval Authority and Date	Council 25/06/1983
Amendment Authority and Date	Vice-Chancellor's Advisory Committee 16/12/1993; Council 24/02/1997; Council 18/04/2000; Vice-President (Administration 15/05/2000; Vice-President (Administration 03/07/2000; Registrar and Chief Compliance Officer 05/10/2004; Executive Director (Corporate Services) 24/01/2007; Council 09/07/2007; Council 06/07/2009; Council 20/08/2012; Council 26/08/2015; Minor Amendments 03/02/2016; Hyperlink update 13/03/2018; Audit, Risk and Finance Committee 3/10/2018.
Notes	