

Schedule 5: Guide To Reasonable Travel And Entertainment Expenses

The travel budget is an important component of your travel request documentation.
The University requires the principles outlined below to be complied with when travelling on University approved business.

SPIRIT

Commonsense Expenditure
Value For Money (eg can you travel outside peak times?)
Return on Investment
Safety
Convenience
Fair & Reasonable
Withstands the Audit Test
Within Budget limits
Within Grant Contract T&C's
Tax Compliant

ACCOMMODATION

Use Preferred Suppliers whenever possible
Safe, affordable accommodation
Moderate Business Class (4 star or less when possible)
Convenient to place of business
Value for money (eg can you travel outside peak times?)

MEALS

100% of the ATO base rate is the 'maximum payable'
Reasonable amount = approx. 75% of the ATO base rate
Fair & Reasonable = country dependant
Actual expenses only = no allowances or advances
Receipts Required

CONFERENCES

Establish Business Needs
Review all inclusive conference deals with University Travel Management Company to ensure value for money still applies

ENTERTAINMENT WHILE TRAVELLING

Establish Business Need
Fair & Reasonable Expenditure Only
Does it withstand the 'reasonable man in the street' test.
Retain all receipts
Complete FBT Entertainment Form
Tip only where customary for reasonable amounts
Ensure compliance with Grant Funding T&C's.

VEHICLES

Fair & Reasonable Test
Preferred Option is University pool vehicle or Hire Car
Hire car preferred supplier rates available
Several tests to be met before private vehicles are approved:

- Comprehensive insurance
- Vehicle registration
- Personal family / companions not preferred
- ATO Mileage rate payable through Payroll

GIFTS WHEN TRAVELLING

Fair & Reasonable Only
Keep to a minimum
Within Grant T&C's
To be detailed in travel submission / business case

GENERAL

Receipts required for all travel expenses
Lost = Complete Missing Receipt Form (last resort)
<\$40 = Receipts preferred or Minor Receipts Form (last resort)
Ensure costs are not paid or budgeted for twice (eg all inclusive conference means that additional meals/ accommodation is not payable.
Reasonable mobile phone & data charges
Monitor communication charges carefully when travelling
FBT due to private travel is payable in full by the traveller

EXPENSES NOT PAYABLE

A detailed list is available
Primary test is expenses essentially of a personal or private nature are not payable by University funds.

INCIDENTAL EXPENSES

These are minor expenses that you usually have to pay 'cash' for
Minor transport charges – transfers, tolls, parking, public transports costs
Minor food expenditure – eg morning & afternoon tea.

TOOLS AVAILABLE

Trip Cost Calculator
Private Travel Calculator
Payable & Non Payable Examples

Schedule 6: Examples of Payable & Non Payable Travel Costs

TRAVEL EXPENSE EXAMPLES	PREFERRED PAYMENT METHOD					
	1	2	3	4		
	UC Issued Master Card	Cash (then submit online via iCMS)	UC Issued Travelex Cash Card	Cab Charge	Petty Cash (if < \$50)	UC Issued Diners Card
Airline Travel	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Accommodation	1	2	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Car Hire	1	2	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Food & beverage - business component only	1	2	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Domestic Taxi charges	1	2	2	1	3	<input type="checkbox"/>
International Taxi Charges	1	1	2	NA	NA	<input type="checkbox"/>
Shuttle Buses	1	2	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Conferences Fees & Charges	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Business Entertainment	1	2	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reasonable Tips (usually when travelling Over Seas)	1	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Visa/Consulate Fees	1	2	3	<input checked="" type="checkbox"/>	3	<input type="checkbox"/>
Interpreter Fees	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Road Tolls (when on University Business)	1	2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3	<input type="checkbox"/>
Inoculations	1	2	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reasonable Business Faxes, Internet & phone costs.	1	2	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Air Freight (if for business purposes) & Reasonable Excess Baggage Charges (when trip > 30 days)	1	2	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Schedule 6: Examples of Payable & Non Payable Travel Costs

The following list of expenses is not payable primarily because they are of a private and or personal nature. This list is not exhaustive.

1. Annual fees for personal credit cards.
2. Annual fees for corporate/personal credit card reward program.
3. Baby-sitting and animal boarding costs (except where approved in advance by the travellers', approving travel authorisor – please note potential FBT impact).
4. Car hire upgrade.
5. Donations.
6. Tips in Australia unless a Senior Manager 2, 3 or above.
7. Expenses/ meals included in pre-paid conference attendance fees.
8. When meals are provided as part of in flight service.
9. Expenses for travel companions/family members.
10. Expenses related to leisure activities while on a business trip.
11. Hotel mini bar and in house movies.
12. Alcohol unless consumed in accordance with entertaining business clients.
13. Non-compulsory insurance coverage.
14. Optional travel or baggage insurance.
15. Traffic infringement notices.
16. Personal accident insurance.
17. Souvenirs/personal gifts.
18. Personal grooming (eg hair cut).
19. Transportation from home to normal office and vice versa.