Travel (for Staff and HDR Students) Procedure

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Contact: financial.services@canberra.edu.au

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In developing this procedure the University had regard to the provisions of section 40B(1)(b) of the Human Rights Act 2004 (ACT).

PURPOSE:

1. This procedure supports the Travel (for Staff and HDR Students) Policy (Travel Policy) and provides procedural guidance to all University travellers, including University and controlled entity staff, HDR students, Council and Committee members, and others who are required to travel on approved University business.

2. University travel may only proceed when there is a clear business need, and measurable benefit provided to the University, and should comply with the following:

   a. **Replace** – travellers must consider if travel can be replaced with video conferencing, procuring virtual assistance, or establishing collaborations with remote colleagues.

   b. **Reduce** – travellers should seek to minimise travel or reduce the number of travellers in a group; this may include sharing the benefits of the trip with colleagues (for example through a presentation or report).

   c. **Reinvest** – travellers must consider the value and benefits that the travel will deliver to the University.

   d. **Refund** – travellers should ensure that travel arrangements can be refunded, rebooked or covered by insurance should conditions or circumstances change.

   e. **Refine** – travellers should plan travel thoughtfully and creatively, travel safely and consider their responsibilities in keeping our communities safe and healthy.

SCOPE:

This procedure has the same scope as the Travel (for Staff and HDR Students) Policy.

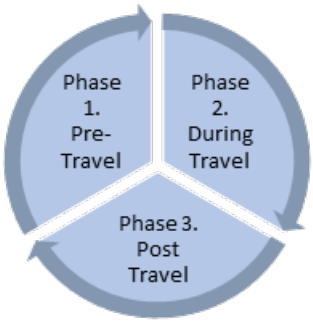
PROCEDURE:

1. **Travel at University of Canberra**

1.1. Travel refers to a journey which is greater than 50 kilometres from the traveller's usual workplace (predominately the University of Canberra's Bruce Campus).

2. **Travel Phases**

2.1. All travel should be identified and included in an annual travel planning record, as part of Faculty and Business unit budget development. The travel process is comprised of three distinct



phases:

3. **Phase 1. Pre-Travel**

3.1. Phase 1 relates to pre-travel preparation, where travellers are required to:

a. prepare a business case and seek approval for their travel;

b. be prepared by identifying and managing any risks related to health, safety and security prior to travelling, e.g. vaccinations and first-aid kits;

c. ensure they are registered with International SOS prior to travelling;

d. ensure appropriate insurance is in place for the travel destination(s); and

e. booking travel using the University's approved travel suppliers.

3.2. **Business Case**

3.2.1. A business case is required for each trip articulating the need to travel and how the travel will benefit the University. This includes:

a. demonstrating that their trip has been discussed and included in Annual Travel Planning and budget(s);

b. demonstrating the need to travel, including any implications of not undertaking this trip; and

c. articulating the value and benefit to be gained and shared through travel (for example can you share knowledge gained with your colleagues to improve their work practices).

3.3. **Trip Budget**

3.3.1. Travellers must budget for all costs of each trip including any incidentals before requesting approval. Travel budget costs will include:

a. the most 'logical fare of the day' as provided by the University's Travel Management Company (TMC);

b. accommodation and car hire organised through the University's preferred supplier (accommodation should be modest and provide a safe and secure environment, conveniently located and providing value for money);

c. conference, seminar, course, or event attendance related fees;

d. reasonable cost of daily meals and incidentals (75% of ATO reasonable travel-allowances can be used as a benchmark): and

e. visa, specific permits, entertainment and hospitality expenditure (if applicable).

3.3.2. **Per diem**

a. 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. The amount of the per diem must be approved in advance and must be no more than 75% of the amount determined by ATO reasonable travel-allowances.

b. Per-diems will not be paid for international travel. The traveller must apply for a University credit card.

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

d. Travellers who undertake more than one trip a year, or who are undertaking international travel should apply for a University credit card.

3.4. **Conference and Group Bookings**

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

3.4.2. 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, e.g. 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.

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

3.4.4. Accommodation deals provided in conjunction with the conference may not always be value for money. Travellers should check the accommodation costs via the TMC 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.

3.4.5. Group bookings/discount deals are available through the University's Travel Management Company (TMC).

3.5. **Air Travel**

3.5.1. The University will not fund **First Class travel** irrespective of the source of funds. Travellers may travel First Class if arranged at no cost to the University (e.g. via an upgrade using a loyalty rewards program).

3.5.2. Travellers are not entitled to book Business Class or Premium Economy, 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 allows 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.

3.5.3. **Lounge Memberships and Loyalty Rewards Programs**

a. 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.

b. 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 or for their personal use.

c. 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.

3.6. **Vehicle Transport Options**

3.6.1. The University has various options available for travellers. Travellers should always use one of the following options whilst travelling.

a. **Vehicle Rental (a preferred option)**

i. The University has a contracted supplier arrangement with various car rental companies. Booking for both domestic and international vehicle rental is managed via the TMC e-booking tool or directly with the rental company.

ii. Travellers should always 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.

iii. When hiring a car, travellers should accept all vehicle insurance cover offered by the rental company. The University's Business Travel Insurance Policy covers the Rental Vehicle Excess up to $5,000. Do not pay additional fees to the rental company to reduce the excess when hiring a vehicle.

b. **Taxis and other ride-sharing options**

3.6.1.1. Travellers may use the following modes of ground transport provided they take all appropriate measures to ensure their safety and assist the University in exercising its duty of care:

i. online transportation network companies (such as Uber) in cities where they operate legally (through the use of University credit card);

ii. taxis (through the use of University credit card or cab charge); or

c. **Private Motor Vehicle Usage**

i. Use of your private motor vehicle, on approved University business travel is discouraged. Exceptions will be made if your vehicle is provided under a novated lease arrangement with the University; or there is no alternative to private motor vehicle usage.

ii. If proposing to utilise your private vehicle for domestic travel this will need to be highlighted on your domestic travel request for the specific attention of the travel authoriser and will be required on a trip-by-trip basis. The traveller must certify that:

A. the vehicle is fully registered;

B. the vehicle has comprehensive insurance and the vehicle owner's insurer has been advised that the vehicle is used for business purposes; and

C. you are fully licensed to drive the proposed vehicle.

iii. The University will not be responsible for any costs incurred in the event of loss or damage to a private vehicle.

iv. The University will not be responsible for, nor authorise any 3rd parties travelling with the approved traveller.

v. A percentage of all private car authorised travel will be subject to regular review and the traveller will be required to provide the evidence of vehicle registration and insurance upon request. A motor vehicle allowance request should be submitted to Payroll within Finance and Business Services for payment in accordance with the ATO rates (as published from time to time) upon completion of the approved trip.

vi. The University will not pay a motor vehicle allowance for travel:

3.6.1.1. to and from your normal place of work; or

3.6.1.2. to and from your place of residence to the airport and return when travelling interstate on business (taxi or airport parking costs are payable).

vii. The traveller can choose to claim motor vehicle allowance between home and the airport through their personal tax if applicable.

d. **Parking**

i. Travellers may be reimbursed through University's expense management system for parking costs associated with University business. Alternatively, airport parking costs can be charged direct to a University credit card.

ii. Parking is only payable where the cost is estimated to be less than the cost of a taxi service from the place of residence to the airport and return.

3.7. **Health and Safety**

3.7.1. A traveller must be fit to travel and declare any pre-existing conditions prior to undertaking any travel (failing to disclose a pre-existing condition may prejudice an insurance claim relating to that pre-existing condition).
Any traveller on a return-to-work arrangement or rehabilitation program is required to ensure they are cleared to undertake travel.

3.8. **Vaccinations and Medical Kits**

3.8.1. Travellers should ensure they receive appropriate vaccinations and carry the recommended medical kit advised by www.traveldoctor.com.au

3.9. **Emergency Contact Details**

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

3.10. **International SOS**

a. The University has a membership with International SOS, which provides a 24-hour medical and security advice and assistance, including for emergencies.

b. Travellers are required to register with International SOS, using the University's Corporate Membership**,** and acknowledge and adhere to all travel advice and warnings provided by International SOS and Department of Foreign Affairs and Trade (DFAT) Smart Traveller.

c. Travellers are required to ensure health and safety risks are identified and appropriately

managed. This includes checking the destination alert levels published by International SOS and DFAT, and following advice accordingly. The alert levels for International SOS and DFAT are set out in table 1.

d. Once approved, travel should always be booked using the University's TMC, the trip itinerary will then automatically be registered with International SOS, which provides travellers with current security and health risk travel updates, travel briefings and advice.

e. Travellers are required to undertake a travel briefing by contacting International SOS for any High Risk Countries. Travel briefings are also available for Low Risk Counties.

f. Where the trip is not automatically registered with International SOS, then the traveller must register the trip manually by registering with My Trips on http://www.internationalsos.com. This ensures University management can monitor travel arrangements, including any incidents which may occur at the travel destinations and provide support as required.

g. The traveller should download the International SOS App to know whether there are any incidents or threats in the location where they are travelling to, and also to register any changes with their travel itinerary.

h. If a DFAT or International 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 International SOS.

i. If the alert level for DFAT or International SOS changes from a Low Risk Country to a High Risk Country prior to travel the trip will need to be re-approved by the appropriate Delegate (in accordance with the Delegations of Authority Policy).

j. It is the traveller's responsibility to be mindful of potential risks in the local area and to act in a manner that will minimise harm to themselves.

k. The University reserves the right to withdraw approval, restrict, or cancel travel having regard to health warnings, security warnings and other factors as published by DFAT's Smart Traveller, International SOS, insurers or other reliable sources.

	DFAT Rating	International SOS Rating	Approving Delegate
Source	DFAT website	International SOS website	
Domestic Travel	n/a	n/a	Band 4
Low Risk Countries	Level 1 – Exercise normal safety precautions	Low	Band 4
	Level 2 – Exercise a high degree of caution	Medium	
High Risk Countries	Level 3 – Reconsider your need to travel	High	Pro Vice-Chancellor Students, Partnerships and International (PVC SPI) (endorsed by Band 4)
	Level 4 – Do not travel	Extreme	

3.11. **Travel Insurance**

a. The University's insurance applies for all **approved** University business travel, including field trips.

b. Travel insurance is automatic if you are:

i. University or controlled entity staff, HDR student, Council or Committee member, or other who are required to travel on approved University business;

ii. travelling >50 kilometres from home or usual workplace (predominately the University of Canberra's Bruce Campus);

iii. travelling outside Australia for no longer than 365 days; and

iv. travelling to a Low Risk Country.

c. **Note:** where the travel undertaken is less than 50 kilometres, Travel Insurance will not apply. Staff will be covered by Workers Compensation Insurance and HDR Students, and other travellers approved in accordance with the Travel Policy will be covered by Group Personal Accident Insurance for any bodily injury that may occur during the trip.

d. High Risk and sanction countries require confirmation of insurance prior to travel being approved. To obtain this confirmation please contact insurance@canberra.edu.au.

e. 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.

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

g. Questions related to insurance and International SOS should be directed to the Risk and Audit team via the Online Insurance Form.

3.12. **Passports, Visas and Permits**

a. Travellers must ensure they arrange any passports, visas, specific permits, as well as any other documentation required for their trip prior to departure. Contact www.internationalsos.com or Smart Traveller for advice.

b. Costs associated with obtaining or renewing visas and specific permits for approved University business travel may be charged to the University.

3.13. **Cyber Security**

3.13.1. Travellers are responsible for information security while travelling overseas, by taking appropriate precautions to protect electronic and hardcopy information, to prevent the risks of any cyber crimes. To best protect and secure corporate and personal information while travelling, travellers must take reasonable steps, in particular for overseas travel. 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; and

f. back up data before travelling as it may not be possible to recover data from a compromised device.

3.13.2. For further assistance contact servicedesk@canberra.edu.au.

3.13.3. Further advice on cyber security while travelling may be found on the Australian Government's Smart Traveller website.

3.14. **Travellers with an Australian Defence Security Clearance**

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

3.15. **Leisure Travel**

3.15.1. Leisure travel is only permitted when it is incidental to the business need and must be in accordance with these Procedures.

a. The University will not fund any component of leisure travel, including insurance.

b. Private travel, when added to a bona fide trip on University business, will only be permitted where the private travel time component is 25% or less of the total time away from campus, excluding weekends, thus ensuring the travel will stay within the 'reasonable' limits required under the FBT legislation.

c. Any leisure component (number of days where an employee is not undertaking business activities) of a trip that exceeds 25% of the business travel period (to a maximum of 28 days) may incur fringe benefits and must be approved by the Director, Finance and Business Services, and be supported by the approving Delegate.

d. Approval will only be granted when the leisure component of the trip exceeds 25% when the traveller contributes from personal funds to reduce the FBT to zero by:

   i. calculating the contribution amount using the prescribed procedures; and

   ii. paying the 'agreed contribution' to Finance and Business Services before the commencement of the travel. Please contact fbttravel@canberra.edu.au

e. Unavoidable delay: A delay between business activities will not be counted as part of the leisure component if:

   i. it was essential that the business activities on either side of the delay were undertaken during the trip;

   ii. the business activities could not have been scheduled at any other time (such as to minimise the delay); and

   iii. the traveller was not required to take personal leave (annual leave/ long service leave/ leave without pay).

f. Travellers may take advantage of corporate prices offered to the University. Travellers will be required to directly contact TMC agent and are responsible for the booking fees. Leisure travel must not be booked via the TMC e-booking tool.

3.16. **Booking Travel**

3.16.1. All University individual or group business travel must be booked through the

approved University's Travel Management Company (TMC) via the e-booking tool, or directly with a University travel consultant for leisure travel.

a. The TMC e-booking tool shall be used for all travel related bookings including flights, hotel accommodation and car hire.

b. The traveller must create a user profile in the e-booking tool prior to commencing their travel.

c. The traveller is responsible for:

   i. ensuring their profile details are up to date;

   ii. ensuring all information required to process a booking is correct; and

   iii. authorisation and payment for any personal contribution towards travel.

d. 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.

e. Fieldtrips not requiring booking must also be registered on the TMC e-booking tool. This ensures University management can monitor travel arrangements, including any incidents which may occur at the travel destinations and provide support as required.

3.17. **Approving Travel**

3.17.1. All travel requests must be approved using the TMC e-booking tool.

3.17.2. In accordance with the University's Delegations of Authority Policy, all travel, including field trips, for domestic or Low Risk Countries, must be approved by the appropriate Band 4 or above (refer to Table 1) 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.

3.17.3. Where travel is to a High Risk Country (refer to Table 1), the Band 4 Delegate should consider whether to recommend the destination to the Pro Vice-Chancellor Students, Partnerships and International or relevant delegate for approval.

3.17.4. Any travel being charged to a cost centre, project or unit not directly controlled by the travel approver must have written approval of the financial delegate of the other cost centre, project or unit manager.

3.18. **Express Bookers**

3.18.1. Express bookers are those staff with pre-authorisation to undertake domestic travel. Domestic Travel Express Bookers apply to Band 3 and above, Council Members, or other approved staff only. Frequent domestic travellers, with the approval of a Band 2 Delegate may request express booking status. The Register of Express Bookers is maintained by Finance and Business Services at travel@canberra.edu.au

4. PHASE 2: DURING TRAVEL

4.1. Travellers are responsible for their own safety while travelling. They are required to acknowledge all travel advice and warnings provided by International SOS and DFAT.

4.2. **Expenses Incurred While Travelling**

a. University credit cards and travel cards are to be used for all business travel associated expenses and approved entertainment.

b. Personal expenses, including for leisure components of travel, are not to be charged to a

University credit or travel card.

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

4.3. **International SOS**

4.3.1. Travellers should ensure that the International SOS App is functioning and they are receiving notifications. The traveller should also monitor email for any official Travel Tracker emails provided by International SOS for travel health and security updates. The traveller is required to monitor risks in all travel locations and to act in a manner that will minimise harm to themselves.Any issues should be escalated to the travellers manager/supervisor as soon as possible – refer to clause 2.4 below for further details.

4.4. **Travel Diary**

4.4.1. Under the requirements of the Fringe Benefits Tax (FBT) legislation, a travel diary must be kept for travel of six (6) or more consecutive nights by the traveller. The travel diary must be retained by the University for five years. The travel diary is maintained within the e-booking tool.

The FBT travel diary must detail all business activities undertaken during a trip including:

a. the place where the business activity was undertaken;

b. the date and approximate time when the business activity commenced;

c. the duration of the business activity;

d. the nature of the business activity; and

e. any leisure travel component.

4.5. **Assistance and Incidents**

a. All travellers are required to report all injuries, accidents, hazards and near misses to People and Diversity using the Online Incident Report Form.

b. **For emergencies**, travellers should contact local emergency services and/or International SOS for assistance, as well notify their supervisor/manager.

c. To lodge an insurance claim for any out-of-pocket expenses, the traveller should complete the University's Insurance Request Form. 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:

i. police or transport provider report number and reports;

ii. witness details (if any);

iii. invoices and receipts for expenses related to the incident;

iv. medical certificates;

v. treating practitioner contact details; and

vi. proof of ownership.

d. Where an incident involves injury to a third party, or loss or damage to property belonging to a third party, the insurer recommends that you *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 you prejudice the Insurer's position.

4.6. **Cybersecurity**

4.6.1. 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
i. Avoid using public computers or devices for business purposes or to access any personal or sensitive data.

4.6.2. For further assistance contact servicedesk@canberra.edu.au.

5. **PHASE 3: POST TRAVEL**

5.1. 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.

5.2. **Travel Expenses**

5.2.1. **Acquittals** - University's Payment Cards expenditure relating to all travel costs must be acquitted no later than 30 days from return of the approved travel through the University's online expense management system Expense8.

5.2.2. **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.

5.3. **Cybersecurity**

5.3.1. On return to have IT equipment e.g. laptop, checked by DITM prior to being connected to the UC network.

ROLES AND RESPONSIBILITIES:

Who	Responsibilities

Traveller	• Checking the DFAT and International SOS alert levels for the proposed destination. • Checking insurance arrangements. • Adhering to the statements within the declaration. • Seeking appropriate approval in a timely manner allowing sufficient time for approval. • Be responsible for your own health and safety when travelling. • Exercise the same care as you would when incurring personal expenses. • Conduct business at minimum cost for achieving success and desired outcomes. • Must not authorise or approve their own travel or expenses acquittals/reimbursements.
Travel Approver (Band 4 and above Delegate)	• Considering the request for approval and timely approval of travel requests. • Ensure the business case for the travel request is substantive and designed to support and enhance University of Canberra activities.
Travel Advisors Network (TAN)	• University staff who can assist with travel related enquiries.
Pro Vice-Chancellor Students and Partnerships and International	• Consider requests for approval for High Risk Countries.
Director, Finance and Business Services	• Approve exemption to the Travel Procedures (for domestic and low risk countries) • Consider FBT payment obligation.
Finance and Business Services	• Maintain the Register of Express Bookers • Auditing and reporting of compliance with travel policy and procedures
Risk and Audit	• Ensuring adequate insurance coverage for travel and providing support and advice. • Manage the University's relationship with the travel assistance provider (International SOS) which provides access to health and security risk advice and support for travellers Provide advice in relation to risk management processes related to travel.

People and Diversity	• Support, monitor and respond to incident reporting.

IMPLEMENTATION AND REPORTING:

These procedures are available to all University travellers through the University's Policy Library.

Staff and HDR students will be made aware of the process via the on-line travel portal, workshops and communication through the staff bulletin.

Regular audits may be carried out to monitor compliance to the ensure travellers adherence to policy and supporting procedures.

GOVERNING POLICY AND LEGISLATION:

These procedures are governed by the *University of Canberra Act 1989* (ACT) and the Travel (for staff and HDR students) Policy.

SUPPORTING INFORMATION:

University Travel Portal

DEFINITIONS:

Terms	Definitions
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.
Business Activity	An activity undertaken by an employee (e.g. attendance at a meeting, at a conference, field research, speaking at a lecture) 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 Smart Traveller website.
E-booking tool	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 (>4 hours flight time) more than twice a year in carrying out one's role.
International SOS	Provides 24 hour medical, security and other emergency advice to approved University travellers.
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 account timing, safety and reliability of carrier.
Merely 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 Financial Services 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 Smart Traveller 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.'
Travel Journey	This is a journey that requires the traveller to journey 50 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	Is the travel request method as specified from time to time by the Director Financial Services. It may take the form of a hard copy form, an e form, an express booking register or a self booking tool.
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.
Work Related 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 of 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.