



# Travel Policy – HR Policy

## 1. PURPOSE OF POLICY

This Policy outlines College business-related travel rules and associated reimbursement of expenses reasonably incurred.

## 2. POLICY SCOPE & PRINCIPLES

This policy applies to College employees, Fellows and trainees. This policy does not form part of any employee's contract of employment.

Business-related travel can be undertaken when face-to-face attendance is required to fulfil work duties or tasks which could not be performed remotely due to operational, strategic, engagement or other relevant factors.

## 3. DEFINITIONS / KEY WORDS / ABBREVIATIONS

Business-related travel: where work is performed outside the ordinary place of work. This can include business-related attendance locally, interstate, or in exceptional circumstances, internationally.

## 4. POLICY STATEMENT

### Approval

- In principle approval for business-related travel must be gained from the relevant Executive Manager prior to any booking.
- Travel must be based on reasonable rationale for face-to-face attendance and upon consideration of budget.
- Maximum limits for flights, accommodation and meal allowances are determined by the CEO and reviewed on an annual basis. Any costs exceeding these limits require CEO approval.

### Travel time

- Travel time is recognised as the full duration of time spent undertaking travel, including to and from the airport and duration of flights, or ground travel time.
- Travel time outside of ordinary working hours will be recognised and remunerated according to the Working Hours and Fair Management Policy.
- Travel time will not be recognised for any personal travel undertaken around business travel (i.e. extension of stay for vacation or leisure).

### Air travel

- Domestic flights must be booked through the College appointed travel agent's online portal.
- Domestic flights must be economy class, unless exceptional circumstances apply. Approval for business class flights must be obtained from the CEO.

- Flight upgrades or changes due to personal preferences, unless otherwise approved by the CEO, will be at the expense of the employee/Fellow/trainee.
- All international travel is to be approved by the CEO.
- If flights are cancelled or unavoidably missed, the individual should contact the College appointed travel agent or the College Administration and advise their manager.

#### Personal vehicle

- Approval may be sought for use of a personal vehicle for College business. Approval will be based on location, convenience and purpose of travel.
- If approved, the employee can seek reimbursement for petrol costs (milage).
- Where an employee uses their personal vehicle, they must hold and provide evidence, if requested, of a valid driver's license, vehicle registration and third-party property damage insurance.
- The College is not responsible for any traffic, parking fines or excess claims incurred by the employee during the use of a personal vehicle.

#### Taxi / ride share

- College will reimburse taxi and ride share fares for return travel between approved destinations where public transport is not a viable option (i.e. between home and airport; airport and accommodation; accommodation and work destination)
- Airport standard car parking (not valet) may be reimbursed with prior approval in instances where costs of taxi/ride share are excessive due to distance from airport.

#### Hire car

- Hire cars may be used for business travel with relevant managerial approval when reasonably required and where alternative transportation is not easily accessible, such as for regional accreditation site visits, meetings or conferences.
- Employee must hold and provide evidence of a valid driver's license and any other requirements of the hire car company.

#### Accommodation

- Where business travel requires overnight stay(s), accommodation must be booked through the College Administration, or the College appointed travel agent at the same time of the flight booking, according to relevant managerial approval.

#### Expenses

- Claiming for travel allowance is a privilege, not a right, and is for reasonable expenses related to business travel only.
- Allowances have been set by the College to cover breakfast, lunch and dinner for each day, according to ATO annual determination of reasonable travel allowance limits and will be reimbursed upon submission of receipts.
- Expenses incurred during business travel that will not to be covered:
  - personal expenses (such as health club fees, movies, mini bars, personal alcoholic beverages)
  - fees accrued for cancellations made by the employee/Fellow/trainee of flight bookings or hotel reservations without sufficient notice that would have been otherwise avoidable
  - Costs associated with private accompanying persons

- Personal travel insurances.
- Employees that hold a corporate credit card should use this card for expenses incurred during travel, within the allowance limits.

## IT

- Employees must adhere to the Acceptable Use of Information and Technology Policy during business travel.

## 5. CONTROL REQUIREMENTS

Policy Number:	HRMAN13
Approval Authority:	CEO
Responsible Officer:	CEO
Designated Officer:	EA, CEO
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## HISTORY

Version	Date	Summary of changes
V1	June 2022	N/A
V2	Jan 2024	Minor edit

## RELATED DOCUMENTS

- *Travel procedure*
- *Work hours and Fair Management Policy*
- *Acceptable Use Policy*