



Travel Procedure – HR Procedure

1. PURPOSE OF PROCEDURE

This Procedure outlines College business-related travel and reimbursement procedures of expenses reasonably incurred.

2. PROCEDURE SCOPE & PRINCIPLES

This procedure 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 attendance locally, interstate, or in exceptional circumstances, internationally.

4. PROCEDURE

The following applies to all business-related travel:

- 4.1 College employees must book their own flights and accommodation via the College appointed Travel Agent's portal.
- 4.2 Bookings for Fellows and trainees should be booked via the College appointed agent at Corporate Traveller. Staff must advise Corporate Traveller of the upcoming bookings providing the names of Fellows and Trainees, travel dates along with the cost centre and approver for all bookings.
- 4.3 Flights and accommodation are to be booked at the same time. Accommodation should be no more than \$250 per night. CEO approval is to be sought for accommodation exceeding this limit.
- 4.4 All bookings must be allocated to the applicable College cost centre, selected from the Travel Agent Portal. Bookings will be automatically sent to the relevant Manager for approval. No booking will be confirmed without managerial approval.
- 4.5 Once bookings are approved, email confirmation will be sent directly from the Travel Agent.
- 4.6 Reimbursement claims for meals and incidentals must be submitted to the Finance Team using the relevant College Reimbursement Form with itemised receipts and manager approval. Reimbursement will not exceed the meal allowance [*Rates: breakfast (\$25), lunch (\$30), dinner (\$50), incidentals (\$20)*].
- 4.7 Reimbursement for taxis, ride shares and public transport must be submitted to the Finance Team using the relevant College Reimbursement Form with itemised receipts and manager approval.

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- 4.9 The rates for car usage are paid on a cents per kilometre basis (per ATO rates) and cover general usage with the rate varying according to the type and engine capacity of the employee's car. Details of these rates are available from the Finance Team. Receipts/evidence for tolls and parking must be included.
- 4.10 Staff members that hold a corporate credit card should use this card for expenses incurred during travel, within the allowance limits. Itemised receipts with manager approval must be provided to the Finance Team for monthly credit card reconciliation.

5. APPROVAL AUTHORITIES AND REPORTING REQUIREMENTS & RESPONSIBILITIES

The following authorities are delegated under this policy:

6. Control Requirements

Procedure Number:	HRMAN13
Approval Authority:	CEO
Responsible Officer:	CEO
Designated Officer:	EA, CEO
First approved:	July 6 2022
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HISTORY

Version	Date	Summary of changes
V1	June 2022	n/a
V2	Jan 2024	Minor edit

RELATED DOCUMENTS

Travel Policy

Acceptable Use Policy

College Reimbursement forms