



Travel Policy and Procedures

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OVERVIEW

The purpose of this policy is to:

- Guide and support staff and others to manage travel arrangements and related expenses.
- Clearly define the accountabilities associated with managing travel on behalf of the University.
- Foster a travel environment that aspires to the highest standards of safety and security for travellers ensuring the University's duty of care is maintained.
- Ensure travel is only undertaken when essential for business purposes and complies with the University's objective of obtaining value for money.

The definition of "essential" travel includes the careful consideration of career development, commitment of University funds, time, distance, and capacity to add value, the type of activity/event and access to alternatives, such as online attendance, to minimise the environmental impact of business travel.

This policy should be read in conjunction with the [Non-allowable Expenses Procedures](#).

SCOPE AND APPLICATION

This policy applies to:

- anyone who undertakes approved travel domestically (within Australia) or internationally (including Trans-Tasman) on behalf of the University or in connection with University business, regardless of duration or source of funds (including the use of consulting or external funds).
- travel by students where the University incurs the cost of the travel, with the approval of the University, and in connection with University activities.

This policy does not apply to:

- intercampus travel (i.e. between the North Terrace, Waite or Roseworthy Campuses).

POLICY PRINCIPLES

1. The University will meet reasonable, relevant expenses incurred by those travelling on behalf of the University or in connection with approved University activities.
2. Travel relating to externally funded research grants must be in accordance with the conditions of the funding agreement and relevant external body.
3. Travel should be booked through the University's preferred travel management company [FCM Travel](#).
4. Travel class is economy; any other class of travel and additional costs associated with seating preferences may only be booked with the written approval of an Authorised Delegate.
5. A corporate credit card should be used for all travel related expenses, and transactions need to be acquitted in accordance with the [Corporate Credit Card Procedures](#).
6. Travel arrangements should be made at the earliest convenience to obtain the best value for money and where practicable, the 'best fare of the day' should be accepted.
7. Staff cannot authorise their own travel or related expenses. Staff must not be asked to approve travel or related expenses for an individual to whom they report.
8. Travel approvers must consider the safety and security of the traveller particularly for travel to High-Risk destinations ensuring that the appropriate approval process is followed (refer to point 2.2).

PROCEDURES

1. Preferred Supplier Arrangements

The University has appointed FCM Travel as its travel management company, with responsibility for managing the University's day to day business travel requirements. All University funded travel arrangements should be made through FCM Travel to enable the University to track the whereabouts of University travellers in the event of an emergency.

2. Travel Approval

Travel bookings and any associated costs, e.g. conference registration, must not be made before travel approval has been obtained.

- **Domestic travel:** pre-trip approval by way of a requisition is not required, however travellers must notify and seek approval from their Supervisor or Line Manager including providing relevant details such as cost estimate and funding.
- **International travel:** pre-trip approval is required by way of a travel requisition submitted to an Authorised Delegate, in accordance with point 2.1 and 2.2.

2.1 Pre-trip approval for international travel

Responsibility: Traveller or Travel Arranger

- i. Create a travel request in [Pre-Trip Approve](#), if the system flags your destination as High-risk travel, refer to point 2.2.
- ii. Estimate the travel costs by either conducting an online search from a reputable travel site or requesting a cost estimate from FCM Travel.
- iii. Attach documentation to support your need to travel and submit the request to your selected Travel Approver.
- iv. Once a system notification is received that the travel has been approved, send the travel request to FCM Travel who will contact you to make the travel booking.
- v. If the final quote from FCM is 25% or more over the original estimated cost, the cost variation must be approved by the Travel Approver or budget owner.

Responsibility: Authorised Delegate

- vi. Review the travel request in a timely manner, ensuring the travel is essential and documentation supporting the need for travel is attached.
- vii. Ensure sufficient funding is available to cover the estimated trip cost and any related expenses.
- viii. If private travel is included, ensure annual leave has been approved noting that private travel of 50% or more will attract FBT – refer to point 11.
- ix. Consider the safety and security of the traveller, particularly risks associated with travel to High-risk destinations.
- x. Approve, reject or ask for more information from the traveller.

For guidance on the role of the Travel Approver – refer to the [guide](#).

2.2 High-risk travel

Travel to destinations where the smartraveller.gov.au travel advice is “do not travel” or “reconsider your need to travel” requires additional approval by the High-risk travel approver.

Responsibility: Traveller or Travel Arranger

- i. The traveller must complete and sign the [High-risk travel form](#) which includes a risk assessment and approval of [insurance cover](#) from Risk Services for the proposed destination.
- ii. Attach the approved form and any other supporting documentation to the travel request in Pre-Trip Approve as per section 2.1.
- iii. Destinations flagged as High-risk by the system will require additional approval.
- iv. Once the approval email has been received, proceed as per 2.1 iv.

3. Travel Obligations

Responsibility: Traveller

- i. Consult smartraveller.gov.au for the latest travel advice before booking and prior to travelling as advice warnings can change rapidly.
- ii. Be fit to travel in regard to the purpose, destination and duration of the trip.
- iii. Ensure you are aware of any legal and cultural sensitivities in the destinations you are travelling to or through.
- iv. Risks can be higher for LGBTIQ+ travellers in some countries. To minimise these risks, refer to smartraveller.gov.au which provides advice for LGBTIQ+ travellers.
- v. Staff travelling overseas need to be aware of their compliance obligations in regards to the [Defence Trade Controls Act 2012 \(DTCA\)](#) and [The Autonomous Sanctions Act 2011 \(ASA\)](#). Refer to the University's Office of Research Ethics, Compliance and Integrity website under [Export Controls](#).
- vi. If possible take a [corporate credit card](#) and avoid carrying large amounts of cash.
- vii. Whilst travelling, ensure you have a means of communication with the University and FCM Travel.
- viii. Be familiar with the General Travel Policy Notices listed at 7-13 below.

4. Flights, accommodation and meals

Responsibility: Traveller or Travel Arranger

- i. All flights should be booked through FCM Travel with the exception of approved overseas visitors travelling to the University by invitation who may be reimbursed (following submissions of a valid invoice/receipt and approved documentation,) if a cheaper airfare is sourced within the country of origin compared to a directly comparable quote from FCM Travel.
- ii. Where practicable, book the 'best fare of the day' economy class* from the options presented at the time of booking regardless of airline preferences and/or accrual of frequent flyer points.
- iii. For favourable pricing on flights, book well in advance or where possible at least three weeks prior to departure.
- iv. Accommodation should be booked through FCM Travel unless there are sound reasons for not doing so (e.g. accommodation is included in a conference package).
- v. The University does not support the use of Airbnb, however, will consider in exceptional circumstances (e.g. duration of stay); to obtain approval submit an [exemption form](#).
- vi. The University does not provide compensation for non-commercial accommodation such as staying with a family member or friend.
- vii. Ensure accommodation and meal expenses (breakfast, lunch, dinner) are reasonable and in line with [ATO Accommodation and Meal Rates](#) for the lowest salary band according to the destination.
- viii. Ensure that any cancellations/amendments are made through FCM Travel as soon as possible and no later than 24 hours prior to the scheduled check in date/time to minimise change fees and charges.

* should a higher fare be chosen, a validation will be recorded in monthly reporting and sent to the Head of School/Branch.

5. Overland transport

Responsibility: Traveller or Travel Arranger

- i. Consider using a rental car when driving is more cost-effective than airline or taxis and/or travelling with others.
- ii. Book rental cars/other transport with FCM Travel when bundled with other travel arrangements.

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- iii. For "car only" bookings, staff can book directly with [Avis](#) but must quote the Avis Worldwide. Discount (AWD) number to access the University's corporate rates (contact the [Expense Management Team](#)).
 - iv. Standard size (sedan or smaller) cars should be utilised unless a larger vehicle is required for a valid reason and returned to the depot with the fuel tank full (to avoid additional charges).
 - v. Requirements outside of the standard vehicle hire (e.g. off-roading vehicles) may be booked directly with a reputable supplier.
 - vi. Staff and students approved to use their own private motor vehicle may claim an [allowance](#)
 - vii. Any private component associated with using a taxi or Uber must be personally funded by the traveller including cancellation/no show costs.
 - viii. Travellers should use a corporate credit card as payment; other alternatives are Cabcharge (if within Australia) or [reimbursement](#) of out of pocket expenses.

6. Travel Expenses

Responsibility: Traveller

- i. Travellers should consult the [Non-allowable Expense Procedures](#) prior to travelling; personal or excessive expenses will be charged back to the traveller as a private expense.
- ii. Use a corporate credit card, where possible, retaining supporting documentation and names of those included (staff & non-staff).
- iii. Travellers who are traveling to remote locations that do not accept MasterCard readily are able to apply for support by emailing finprosupport@adelaide.edu.au.
- iv. [Compliant out of pocket expenses](#) may be claimed via a [reimbursement](#).
- v. Private travel costs of family/partners (with the exception of allowed expenses incurred under a [Dependant Travel Scheme](#)) are not permitted. Where split charging is not available, the staff member must pay in full with private funds and seek reimbursement of the business related portion e.g. meals.
- vi. Tipping is not expected within Australia; however it is recognised that there are certain situations or locations in which tipping is culturally expected and appropriate.
- vii. FBT charges will be allocated where appropriate and charged back to the Faculty/Division.

GENERAL TRAVEL POLICY NOTICES

7. Travel Insurance

The University's [corporate travel insurance policy](#) provides University travellers with a number of benefits including cover for medical treatment while overseas, accidental loss or damage to personal belongings, and cancellations.

Travel insurance may be limited or non-existent for High-risk travel. Travellers must seek approval from the Insurance Office on the [High-risk travel form](#) and attach to the travel request in Pre-Trip Approve as per section 2.2.

8. Passports and Visas

FCM Travel will assist with any matters relating to passports, visas and other customs/immigration requirements connected to the trip. However the traveller is responsible for their passport status, including the cost of renewals or passport photos (refer to the [Non-allowable Expenses Procedures](#) for exceptions). The University will only meet the costs of visas for those travellers who require them for University-related travel.

9. Medical Expenses/Advice/Vaccinations

Travellers are encouraged to seek medical advice prior to travelling overseas. The cost of vaccinations and other precautions recommended as a result of seeking such advice will be reimbursed by the University. Travellers should seek Medicare cover reimbursement before claiming any out-of-pocket expenses from the University. Expenses related to GP visits and emergency medical, and dental may be claimed for under the University's travel insurance.

10. Airfare Credits

If University travel needs to be cancelled, FCM Travel will record the value of the airfare in the traveller's name, noting that airline terms & conditions (including expiry dates) apply. In line with standard airline practice, if a flight is cancelled within 24 hours of departure, the fare will not be credited by the airline.

11. Travel Diaries and Private Travel

Travel diary requirements

To eliminate any FBT liability to the University, a travel diary must be completed in Pre-Trip Approve as part of the travel request, for any travel undertaken by staff of 6 or more consecutive nights.

Private Travel

Any FBT implications of private travel will be borne by the traveller.

If the private travel component is 50% or more of the total travel, travellers must:

- Reduce the private days to less than 50% of the total travel; or
- Pay 50% of the airfare upfront to FCM Travel at the time of booking.

See [FBT and Private Travel FAQ's](#)

See [FBT and Private Travel Guidelines](#)

12. Frequent Flyers and Airline Lounge Memberships

Loyalty and frequent flyer programs must not be paid using University funds (including consulting accounts).

Airline lounge memberships (e.g. Qantas Club or Virgin Lounge) including single entry passes are at the personal cost of the traveller with the exception of frequent travellers (i.e. at least 5 times a year) and with the written approval of an Authorised Delegate. Discounted membership rates are available for staff to purchase, contact the [Expense Management Team](#) for details.

13. Safety and Security

Travellers should take reasonable steps to ensure the [safety and wellbeing](#) of themselves and those travelling with them, and are advised to subscribe to updates with [smartraveller.gov.au](#) and monitor variations of travel advice prior to departure.

The HSW Team use travel data from FCM Travel to monitor and locate travellers in the event of an emergency and if required, work with the Insurance Office to develop an emergency response plan. For further information and contact details for emergency assistance, refer to the University's [Travel Insurance webpage](#).

For any changes to travel arrangements and ticketing amendments contact [FCM Travel](#). For emergency assistance with travel bookings outside of business hours email extended.hours@fcmtravel.com.au

DEFINITIONS

Authorised Delegate: staff with the authority to approve international travel (refer to Authority Table).

Best fare of the day: means the lowest fare available, across all airlines, within 2 hours either side of the requested flight time

Corporate credit card: the University's corporate credit card program.

FBT: Fringe Benefits Tax is a benefit provided in respect of employment as defined in the Fringe Benefits Tax Assessment Act 1986.

FCM Travel: the University's travel management company.

High-risk travel: countries where the [smartraveller.gov.au](#) travel advice is "do not travel" or "reconsider your need to travel".

Pre-Trip Approve: an online travel request system hosted by FCM Travel.

Travel Hub: a travel portal hosted by FCM Travel.

Traveller: the person who is undertaking the travel.

Travel Arranger: a local staff member nominated to organise and book approved travel on behalf of others e.g. staff, visitors and students.

AUTHORITIES

Authority Category	Authority	Delegation Holder	Limits
Finance	Approval of travel	Head of School or Branch Head	International travel, additional costs associated with seating preferences, and airline lounge memberships
Finance	Approval of travel	Chief Operating Officer	International travel, additional costs associated with seating preferences, approval to travel premium economy, business or first class and airline lounge memberships
Finance	Approval of travel	Deputy Vice-Chancellor and Vice-President	International travel, additional costs associated with seating preferences, approval to travel premium economy, business or first class and airline lounge memberships
Finance	Approval of travel	Executive Dean	International travel, additional costs associated with seating preferences, approval to travel premium economy, business or first class and airline lounge memberships
Finance	Approval of travel	Vice-Chancellor and President	International travel, additional costs associated with seating preferences, approval to travel premium economy, business or first class and airline lounge memberships
Finance	Authority to action travel approval in Pre-Trip Approve	Director, Office of the Vice-Chancellor	Following approval by the Vice-Chancellor, for International travel to direct reports only
Finance	Approval of travel defined as High-risk	Deputy Vice-Chancellor and Vice-President (External Engagement)	Following approval of international travel by an authorised delegate in accordance with Procedure 2.1.

RMO File No.	F.2014/8259
Policy Custodian	Chief Operating Officer
Responsible policy officer	Chief Financial Officer
Endorsed by	Vice-Chancellor's Executive on 7 November 2018
Approved by	Policy custodian on 22 September 2023 [re-affirmed with minor revisions for a further three years]
Related Documents and Policies	Financial Management Policy and Procedures: https://www.adelaide.edu.au/policies/3823/ Fraud and Corruption Control Policy: https://www.adelaide.edu.au/policies/2803/ Student Travel Risk Policy https://www.adelaide.edu.au/policies/4503/
Related Legislation	Defence Trade Controls Act 2012 (DTCA) The Autonomous Sanctions Act 2011 (ASA)
Superseded Policies	Travel and Entertainment Policy and Procedures 2018
Effective from	22 September 2023
Review Date	18 September 2026
Contact for queries about the policy	Team Leader, Expense Management corporate.cards@adelaide.edu.au