

Travel and Entertainment Policy and Procedures



TRAVEL AND ENTERTAINMENT POLICY AND PROCEDURES

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OVERVIEW

Work and study related activities for University staff and students may require travel or entertainment at the University's expense. The purpose of this Policy is to:

- empower and support staff and others to effectively, efficiently and conveniently manage travel arrangements and expenses relating to travel and entertainment on behalf of the University;
- clearly define the accountabilities associated with managing travel and entertainment on behalf of the University;
- foster a travel environment that aspires to the highest standards of safety and security for travellers; and
- ensure that travel and entertainment expenditure is only made when essential for business purposes, and complies with the University's objective of obtaining value for money for all expenditure.

SCOPE AND APPLICATION

- a. This Policy applies to anyone who undertakes intrastate, interstate or international travel on behalf of the University of Adelaide, as part of official University business or in connection with official University activities, regardless of duration of travel or the source of funds, including the use of consulting or external funds.
- b. This Policy includes travel by students where they are travelling at the expense of the University, with the approval of the University, and in connection with University activities.
- c. This Policy also applies to anyone who uses University funds to entertain others on behalf of the University or for University purposes, including the purchase of food, drink or recreation in the course of official University activities.
- d. This procedure does not apply to intercampus travel (i.e. between the North Terrace, Waite or Roseworthy Campuses).

RESPONSIBILITY AND ENFORCEMENT

It is the responsibility of the traveller/entertainer to comply with this policy. It is also the responsibility of faculty, division and school/branch heads to ensure that employees and students within their respective business units comply with this policy. For the purpose of this policy, authorised delegates are identified in the Delegations of Authority table at the end of the policy.

POLICY PRINCIPLES

1. The University will meet reasonable, relevant expenses incurred by those travelling or entertaining on behalf of the University or in connection with approved University activities, within Australia and overseas. University travellers and those entertaining on behalf of the University are expected to spend University funds prudently and travel only where alternatives such as teleconferencing are not a viable option.
2. All travel must be booked through the University mandated Travel Management Company, Campus Travel.
3. The 'best fare of the day' must be accepted where practical, when booking all travel.
4. All travel is to be Economy Class. Any other class of travel (e.g. premium economy, business, first class) may only be booked with the written approval of an authorised delegate on the basis of exceptional circumstances e.g. health reasons or written into an existing contract.
5. Travel relating to externally funded research grants must be in accordance with the broad structure of the project cost detailed in the application or any revised budget, aims and research plan approved by the sponsor – refer to relevant funding agreement for guidance.
6. Travellers and entertainers must retain evidence of expenses and ensure transactions are acquitted within stipulated time frames in accordance with the [Credit Card Procedures](#).
7. Travel requests and bookings should be made at the earliest convenience to obtain the lowest fares available. Where travel is flexible, consideration should be given to selecting the day of travel and time of travel that results in the lowest fare. *Guidance:* for favourable pricing, it is desirable to book travel at least three weeks prior to departure.
8. University travellers must not authorise their own international travel, or reimbursement of their own domestic or international travel or entertainment expenses. Staff must not be asked to approve travel or entertainment expenses for an individual to whom they report.
9. Approval of international travel requisitions must occur in the shortest timeframes possible. Faster approval timeframes will result in airfare pricing being kept as low as possible and assist in securing travellers' preferred bookings.
10. Before approving international travel, the approving authority must consider the safety and security of the potential traveller, particularly for travel countries for which an elevated travel warning is in force. Only the Vice-Chancellor & President can approve travel to destinations with a Department of Foreign Affairs & Trade travel warning of 'do not travel' or 'reconsider your need to travel' or otherwise considered to be high risk and approval will only be given in exceptional circumstances.

PROCEDURES

1. Supplier Arrangements

- a. The University has engaged Campus Travel as its mandated travel management company, with responsibility for managing the University's day to day business travel requirements.

- b. Failure to use Campus Travel diminishes the value of pre-negotiated supplier arrangements and also has implications on duty of care responsibilities to University employees and students.
- c. All travel must be made through the online booking tool or directly with Campus Travel for complex travel itineraries. Accommodation should be booked at the same time as flights are booked, unless there are sound reasons for not doing so (e.g. an accommodation booking that is part of a conference package).
- d. Where possible, bookings are to be made via [Serko Online](#) (Campus Travel's online booking tool) for all domestic and point-to-point international travel. This maximises the efficiency of the application and approval process, reduces the costs to the University and enables the University to maintain knowledge of the whereabouts of University travellers.

2. Travel approval

Domestic travel: pre-trip approval by way of requisition is **not** required, but travellers must notify their line managers of their travel plans. Unless the line manager expressly withholds approval, domestic travel may be booked in accordance with this procedure.

International travel: pre-trip approval **is** required, in accordance with Procedures 2.1 and 2.2.

2.1. Pre-approval for international travel

Responsibility: All University travellers

- i. Prior to arranging international travel, submit a travel requisition for approval through Fraedom.
- ii. Booking of any associated travel arrangements such as airfares, accommodation and conference bookings **must not** be made before approval to travel has been obtained.
- iii. If there is a significant change in the costs associated with the approved travel requisition then the requisition must be amended and resubmitted for approval.

Responsibility: Authorised delegate approving travel

- iv. Consider the request in a timely manner and record approval in Fraedom, in accordance with Principle 9 above.
- v. Consider the safety and security of the potential traveller, particularly for travel to countries for which an elevated travel warning is in force and ensure the necessary documentation
- vi. If there is a significant change in the circumstances that existed when the travel was originally approved, including an escalation in the travel warnings or the unexpected unavailability of funds, you may withdraw approval.
- vii. If approval is denied or withdrawn, you must give reasons.

2.2. Special procedures for travel to high risk areas

Responsibility: University traveller seeking to travel to high risk area

- i. Monitor the [Department of Foreign Affairs and Trade](#) (DFAT) website for variations of travel warnings:
 - before applying for approval to travel; and
 - between approval to travel and commencement of your journey.
- ii. If you are seeking to travel to destinations for which a 'do not travel' or 'reconsider your need to travel' warning has been issued by [DFAT](#) or which are otherwise considered to be high risk, in addition to raising a travel requisition, complete and submit the '[Request for Approval to travel to high risk destinations](#)' form for approval by the Vice-Chancellor and President. Further information can be found in the [HSW Policy Handbook](#)
- iii. Once this has been approved, attach this form to the international travel requisition in Fraedom.

3. Travel bookings

Best fare of the day is the cheapest fare available, across all airlines, within 2 hours either side of the requested flight time. Should a higher fare be chosen, a validation will be recorded in monthly reporting and sent to the responsible Faculty Finance and Planning Manager or Manager, Divisional Support.

3.1. Domestic and International Air Travel

- i. Domestic travel is defined as all travel **within** Australia.
- ii. International travel is defined as all travel **outside** Australia (including Trans-Tasman).
- iii. All travel is to be Economy Class. Any other class of travel (e.g. premium economy, business, first class) may only be booked with the written approval of an authorised delegate (refer Principle 4) and will need to be booked through a Campus Travel consultant.
- iv. If travel dates or times are flexible, consideration should be given to travelling on the dates or times when cheaper fares are available.

Responsibility: Traveller or person making travel arrangements

- i. Book the 'best fare of the day' Economy Class from the options presented at the time of booking.

4. Traveller safety and other traveller obligations

Responsibility: All University travellers

- i. Monitor the [Department of Foreign Affairs and Trade \(DFAT\)](#) website for variations of travel warning before commencing your journey and while in transit, if possible. If, before travelling to the relevant destination, the travel warning is escalated to 'do not travel' or 'reconsider your need to travel', or if the University advises that a destination is now considered to be high risk, follow the procedure set out in 2.2 above.
- ii. 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](#)
- iii. Avoid carrying large amounts of cash whilst travelling and take a corporate credit card if possible.
- iv. Ensure that you have a means of communication with the University and Campus Travel whilst travelling.
- v. Staff must maintain a travel diary if travelling overseas, or if travelling domestically for five or more consecutive nights. Non staff and students are excluded from this requirement.
- vi. Be familiar with the General Travel Policy Notices listed at 10-16 below.

5. Accommodation

Responsibility: Traveller and/or person making travel arrangements

- i. Book all domestic and International accommodation via the online booking tool or directly with Campus Travel for complex travel itineraries.
- ii. Ensure all accommodation expenses are reasonable and in line with Australian Taxation Office guidelines for the lowest salary band according to the destination ([ATO Accommodation and Meal Rates](#)).
- iii. Ensure that any accommodation cancellations are effected through Campus Travel as soon as possible and no later than 24 hours prior to the scheduled check in date/time. Failure to cancel accommodation bookings will incur a 'no-show' fee which can be the full cost of one night's accommodation.
- iv. Upon check-in and check-out, confirm the nightly rate against the travel itinerary, and that any additional charges are correct.

- v. Where possible, pay all accommodation charges with the University corporate credit card.

6. Car Hire

- a. Travellers should consider hiring a car when:
 - driving is more cost-effective than airline or taxis;
 - travelling with other colleagues and/or clients; or
 - transporting large or bulky material.
- b. Standard size (sedan or smaller) cars should be utilised when hiring a car unless a larger vehicle is required for a valid reason. Book all domestic and international vehicle hire through the online booking tool or directly with Campus Travel.
- c. Where vehicle requirements fall outside of the standard vehicle hire (e.g. off-roading vehicles) these may be booked directly with a reputable supplier.
- d. Staff using their own private motor vehicle may claim an allowance through the Human Resources Branch using the [appropriate claim form](#), and in accordance with the [Motor Vehicle Procedure](#).
- e. Non staff and students using their own private motor vehicle may claim an allowance using the [appropriate claim form](#).

Responsibility: Traveller and/or person making travel arrangements

- i. Book the required vehicle via the online booking tool or directly with Campus Travel for complex travel itineraries. Note that additional insurance may not be required as the University has its own insurance policy for vehicle hire. Contact [Legal & Risk](#) to confirm insurance cover.
- ii. Before returning a hire car to the car rental depot, make sure the fuel tank is **full**. Failure to do so results in an additional charge.

7. Taxi Cabs

Responsibility: Traveller

- i. Use taxis at University expense for approved business-related travel only, including when on approved overseas and interstate trips.
- ii. Pay for the taxi via one of the following means only:
 - a University corporate credit card, or
 - by Cabcharge (within Australia), or
 - by cash or private credit card and then obtain reimbursement from the University.

8. Expenses

8.1. Incidental allowances

Travellers can claim an incidental allowance to cover the cost of low value expenses (e.g. newspaper, water, coffee, light snack, car parking, tram ticket). The allowance is claimed based on the number of nights away in line with ATO guidelines for the lowest salary band ([ATO Accommodation and Meal Rates](#)), up to a maximum of 30 nights. If travelling overseas, the rate will vary depending on the destination.

Responsibility: Traveller

- i. If travelling overseas, obtain approval to claim an incidental allowance by specifying the number of nights away on the travel requisition as per 2.1.i.
- ii. Corporate credit card holders claim the incidental allowance by submitting an expense claim through Fraedom. Domestic travellers are required to specify the destination and number of nights away when submitting an expense claim.
- iii. Non credit cardholders can *either* claim an incidental allowance for the number of nights away [using the appropriate form](#) or reimbursement of actual expenditure via the [Reimbursement process](#).
- iv. Do not seek reimbursement for out of pocket expenses intended to be covered by the incidental allowance.

- v. Students are not eligible to claim incidental allowances but, with approval, may claim reimbursement of actual expenditure upon production of valid tax receipts.

8.2. Meal expenses

Responsibility: Traveller

- i. Ensure, where reasonably possible, that meal expenses for a day (breakfast, lunch, dinner) do not exceed the ATO guidelines for the lowest salary band according to the destination ([ATO Accommodation and Meal Rates](#)).

8.3. Entertainment expenses (including catering)

Responsibility: All those entertaining/hosting on behalf of the University

- i. Ensure that all entertainment at University expense, including meals and gifts, is for legitimate University-related business reasons. Note that tipping is not accepted as a valid expense within Australia. However, it is recognised that there are certain situations or locations (such as the US) in which tipping is culturally expected and appropriate.
- ii. Ensure all entertainment expenses are paid for with a corporate credit card, where possible.
- iii. Obtain and retain records in relation to all entertainment expenses, including receipts and/or tax invoices, the names of all those participating in the entertainment, whether or not they were staff of the University, and the reason for the entertainment. In the case of gifts, the name of the gift recipient must be recorded.
- iv. Acquit all entertainment expenses using Freedom. Fringe Benefits Tax (FBT) charges will be allocated where appropriate. Refer to [Meal & Entertainment Matrix](#).

8.4. Reimbursement of Out of Pocket Expenses

Reimbursement will not be made:

- without a valid tax invoice
- where an incidental allowance was claimed, or
- later than three months after the expense was incurred.

Reimbursements of airfares will only be accepted for travel booked through Campus Travel. Any non-compliant travel booked will not be reimbursed.

Approved overseas visitors travelling to the University (by invitation) may be reimbursed if the airfare is cheaper when sourced within the country of origin.

Reimbursement will only be made:

- by electronic funds transfer in the same currency that was used for the purchase (where possible); and
- following submission of a valid invoice or receipt, and the letter of invitation from the University.

Responsibility: Traveller

- i. Submit out of pocket expenses for reimbursement with a valid tax invoice, within three months of the expense being incurred.

9. Tax Receipts and Acquittal Requirements for transactions within Australia

Responsibility: Traveller

- i. Upload detailed tax invoices into Freedom and attach to related expenses for all purchases
- ii. Tax Invoices for taxable **sales of less than \$1,000** must include enough information to clearly determine the following details must:
 - that the document is intended to be a tax invoice
 - the seller's identity

- the seller's Australian business number (ABN)
- the date the invoice was issued
- a brief description of the items sold, including the quantity (if applicable) and the price
- the GST amount (if any) payable – this can be shown separately or, if the GST amount is exactly one-eleventh of the total price, as a statement such as 'Total price includes GST'
- the extent to which each sale on the invoice is a taxable sale (that is, the extent to which each sale includes GST)

In addition, tax invoices for **sales of \$1,000 or more** need to show:

- the buyer's identity i.e. addressed to The University of Adelaide

If a Tax Invoice is not obtained for purchases over \$75 ex GST then the University is not able to claim back the GST on the transaction. EFTPOS receipts are not valid proof of purchases and cannot be accepted as a valid tax invoice.

If a valid tax invoice cannot be provided, a [Lost or Unobtainable tax invoice/receipt Declaration](#) form must be completed by the Cardholder, authorised and attached to the expense.

GENERAL TRAVEL POLICY NOTICES

10. Travel Insurance

The University will provide travel insurance where possible, applicable and reasonably practical, and in accordance with the current University travel insurance guide, to all University travellers whilst on authorised business travel, and approved holiday travel when taken in conjunction with business travel, within the limits of the University's insurance policy.

Travellers in high risk areas may not be able to be covered under the University's travel insurance policies.

Cover is extended to any incidental private travel, provided the private travel does not exceed 50% of the total trip or a maximum of 4 weeks (whichever is greater).

Contact [Legal & Risk](#) for further information.

11. Passports and Visas

Campus Travel will assist with any matters relating to passports, visas and other customs/immigration requirements relating to the business trip. However, the traveller is at all times responsible for their passport status. If Campus Travel's assistance is required, it must be sought in timely fashion. For an express service, express service charges will apply. The University will only meet the costs of visas for those travellers who require them for University-related business travel.

12. 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 refunded by the University to the extent that the traveller is out of pocket. It is expected that the traveller will seek Medicare and/or private medical cover reimbursement before seeking the balance from the University. 'All you need to know' information about overseas travel can be located on the [Campus Travel website](#).

13. Airfare Credits

If University travel needs to be cancelled, Campus Travel will record the value of the airfare onto a 'credit register' in the travellers name for future travel. However, 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.

14. Travel Diaries and Private Travel

- a. All international travel and any domestic travel undertaken by staff of five or more consecutive nights must be supported by a valid [travel diary](#) to eliminate any FBT liability to the University. Non staff and students are excluded from this requirement.

- b. Daily activities must be recorded and indicate whether the activity was business or private. A copy of the travel diary must be sent to the University's Tax Accountant within 30 days from the return date.
- c. Staff incorporating personal travel deemed to be more than incidental to the journey (30% and over of the total journey) will be required to pay 50% of the airfares. If no payment is made, the FBT amount will be charged back to the faculty/division – refer to [Private Travel & FBT](#) webpage.

Delegations of Authorities

| | | | |
|-----------------|------------------------|---|---|
| Human Resources | Approval of All Travel | Head of School or Branch Head | International travel to direct reports only and airline lounge memberships |
| Human Resources | Approval of All Travel | Corporate Manager [in addition to these authorities, Corporate Managers exercise all of the authorities assigned to 'Branch Head' - see separate listing] | International travel to direct reports only and airline lounge memberships |
| Human Resources | Approval of All Travel | Chief Operating Officer (University Operations) | International travel to direct reports only, business class travel by a traveller on University business and airline lounge memberships |
| Human Resources | Approval of All Travel | Deputy Vice-Chancellor and Vice-President (Academic) | International travel to direct reports only, business class travel by a traveller on University business and airline lounge memberships |
| Human Resources | Approval of All Travel | Deputy Vice-Chancellor and Vice-President (Research & Innovation) | International travel to direct reports only, business class travel by a traveller on University business and airline lounge memberships |
| Human Resources | Approval of All Travel | Executive Dean | International travel to direct reports only, business class travel by a traveller on University business and airline lounge memberships |
| Human Resources | Approval of All Travel | Vice-Chancellor and President | International travel to direct reports only, business class travel |

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|-----------------|--|---|--|
| | | | by a traveller on University business and airline lounge memberships |
| Human Resources | Authority to action travel approval in the Expense Management System | Director, Office of the Vice-Chancellor | Following written approval by the Vice-Chancellor, for International travel to direct reports only |
| Human Resources | Approval of travel to destinations with a DFAT travel warning | Vice-Chancellor and President | |

- d. Staff members are eligible to access the University preferred supplier rates when booking leisure travel through Campus Travel, provided the travel is paid on the traveller's personal credit card.

15. Frequent Flyer and Airline Lounge Memberships

- a. Loyalty and frequent flyer programs must not be paid using University funds (including consulting accounts).
- b. Airline lounge memberships (e.g. Qantas Club or Virgin Lounge) are at the personal cost of any traveller with the exception of frequent travellers (e.g. at least 5 times a year) at the discretion of and with the written approval of an authorised delegate. Discounted rates are available through the University, please contact corporate.cards@adelaide.edu.au for details
- c. Utilisation of the 'best fare of the day' must override all personal airline preferences and/or accrual of frequent flyer points.

16. Safety & Security

- a. University travellers should take reasonable steps to ensure the safety of themselves and those travelling with them (for safety guidance see the [HSW Handbook](#); for field trips see also additional guidance in the [HSW Handbook](#)).
- b. Travellers are advised to monitor the [Department of Foreign Affairs and Trade \(DFAT\)](#) website for variations of travel warnings prior to departure in accordance with the procedure set out in 2.2.
- c. Where a traveller requires emergency assistance, they should contact the University's insurance provider as detailed on the [Legal & Risk](#) website.
- d. The University has engaged the services of [Customer Care](#) as an advisory and travel tracking system to allow the University's HSW Team to locate travellers in the event of an emergency.
- e. For changes to travel arrangements and ticketing amendments, Campus Travel also has a 24-hour assistance team. For contact details, refer to the [Travel Webpage](#) under "24 Hours Support".

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| RMO File No. | 2014/8259 |
| Policy custodian | Chief Operating Officer |
| Responsible policy officer | Chief Financial Officer |
| Approved by | Vice-Chancellor and President on 27 March 2015 |
| Related Policies | Financial Management Policy and Procedures: https://www.adelaide.edu.au/policies/3823/ |
| Superseded Policies | Travel and Entertainment Policy - d2008/10528 |
| Effective from | 7 April 2015 |
| Review Date | 30 October 2017 |
| Contact for queries about the policy | Corporate Credit Card and Travel Service, ext. 33330 or email corporate.cards@adelaide.edu.au |