



<b>UNSW Procedure</b>	
<b>Associated UNSW Policy and Procedures</b>	This procedure has been developed in accordance with Section 11 of the Accounting Manual- Purchasing Policies and Procedures. The following documents complement this procedure: UNSW Credit Card Procedure; and Fieldwork Guidelines
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## 1. Purpose and Scope

The University recognises that Domestic and International Travel is an essential part of the work related activities of University employees.

This procedure is designed to support the needs of University Travellers and affirm the University’s commitment to:

- The conduct of business in an efficient and appropriate manner
- Timely and accurate reimbursement for all reasonable travel expenses
- Transparent, effective and accountable management of travel costs
- The safety of University Travellers.

This procedure applies to all University employees and to anyone undertaking travel on behalf of the University.

## 1.1 Forms

Forms related to this procedure are listed below. These [forms](#) are available on the Finance website.

- T2 - Application for approval to use private motor vehicle
- T3 - Private Vehicle Log Book Claim
- T4 - Application for Travel Advance/Per Diem Allowance Advance
- T5 - Travel Acquittal Form
- T6 - Travel Request Form (incl Student Travel)
- OTD1 – Travel Diary

## 2. Procedure

### 2.1 Pre-Booking Requirements

#### 2.1.1 Travel Profile

All Travellers are to set up and maintain a travel profile. The travel profile form can be accessed by logging into [myUNSW](#). Instructions on how to create a travel profile can be found on the [Procurement website](#) in the [Q&A Travel Profile E-Form](#).

#### 2.1.2 Contracted Suppliers

The University's Contracted Travel Suppliers, (which include Travel Agents, airlines, hotels and car rental providers) have been engaged by UNSW to provide a comprehensive selection of travel options at competitive prices – see [UNSW Travel website](#).

It is expected that anyone booking University travel and related services will use our Contracted Travel Agents. However, where academic staff are arranging travel and related services using External Research Funds, alternate options can be used provided they are cheaper than the prices available through our Travel Agents.

#### 2.1.3 Authority to Travel

Approvals for all travel are the responsibility of the relevant Dean or Divisional Head. Deans/Divisional Heads may authorise senior staff with appropriate financial delegation to be Travel Approval Managers. Travel Approval Managers have an obligation to ensure that travel is for University business and that it provides value to the University.

All International Travel must be officially approved via the T6 form prior to the intended departure date and before any booking is confirmed.

For Domestic Travel it is assumed that University Travellers will have sought prior approval from their Travel Approval Manager. A T6 form does not need to be completed and approved unless required by your Travel Approval Manager.

#### **2.1.4 Students**

Students need to submit a T6 form for approval by their supervisor and Travel Approval Manager for all travel partially or fully funded by UNSW. Once approved an appropriate UNSW Travel Arranger may book travel on their behalf.

Alternatively, students may book their own travel with a Contracted Travel Agent once travel has been approved.

#### **2.1.5 Emergency Travel**

In cases of Emergency, the Travel Agents will book travel without prior approval but an approved T6 form must be processed as soon as practicable after an international booking is made.

### **2.2 Booking Requirements**

#### **2.2.1 Domestic Travel**

Travel is to be booked using the Online Booking Tool (OBT). This can be accessed via the [UNSW Travel website](#). Payment is made using a UNSW Credit Card.

A consultant assisted booking is required if more than one credit card (including personal credit cards) is used for payment or when booking a group with 10 or more travellers.

Refer [Domestic Travel Booking Map 4.0](#) for an overview of the booking process.

#### **2.2.2 Booking International Travel**

Travellers must obtain a quote(s) for their intended travel using email, phone or in-person.

A T6 form is to be completed and approved prior to the Travel Agent confirming and ticketing the booking.

After the Travel Request (T6) is approved, the form is retained by the Travel Approval Manager for reference when approving related travel acquittals. The traveller and Travel Arranger (if applicable) should take a copy of the approved form to aid booking confirmation and to retain for their records.

Payment is made to the Travel Agent using a UNSW Credit Card.

The Travel Agent will be able to advise which hotels and room rates are available in the city/town being visited. If UNSW has negotiated rates with a Preferred Hotel in the city/town being travelled, this will be advised for the traveller's consideration.

Refer to [International Travel Booking Map 4.0](#) for an overview of the approval and booking process.

Travellers who source cheaper rates for any travel or related service than that quoted by our Travel Agents should advise the Category Manager – Travel on 9385 2687.

### **2.2.3 Amendments to Travel**

Whilst it is understood that travel plans indicated on a T6 form may change during or immediately prior to a journey, university travellers should where possible seek the approval of their Travel Approval Manager by email or other communication.

Amendments to Domestic Travel are to be made through the Travel Agent.

### **2.2.4 Traveller Health and Safety Requirements**

When there is concern about the safety of a University Traveller's destination, the University may curtail, suspend or prohibit travel.

Before requesting International Travel all University Travellers are required to check the website [www.smartraveller.gov.au](http://www.smartraveller.gov.au) for information about their scheduled travel destinations. Destinations noted by Smart Traveller as a 'Reconsider your need to Travel' or 'Do Not Travel' risk cannot be travelled to without the permission of an [Executive Team member](#).

The UNSW [Occupational Health and Safety Fieldwork Guidelines](#) must be followed when undertaking fieldwork.

The University will reimburse the costs of medical precautions, such as inoculations, essential for University Travel.

### **2.2.5 Passport/Visa Requirements**

All Travellers are reminded to ensure they hold a valid passport before embarking on International Travel. The University Travel Agents can provide assistance with appropriate visas, and with any other relevant immigration requirements.

## **2.3 Travel Expenses**

In most cases the University will meet all Reasonable Costs for travel and accommodation services, meals and incidentals or out of pocket expenses. However, travel expense restrictions will commonly apply to students and may apply to other University travellers depending on funding arrangements. The University is not obliged to authorise expenses that are not compliant with this procedure or where funding restrictions apply. Any additional expenses in relation to recreation leave taken in association with university travel will be at the traveller's own cost.

### **2.3.1 Class of Air Travel**

Other than where the person's employment contract allows for travel at a higher class, or where the person's travel is externally funded and the conditions of the

funding body stipulate travel at a higher class, all University Travellers are expected to fly Economy Class.

University Travellers may choose to utilise their frequent flyer points to upgrade to the next class of service on any paid economy class flight.

In all cases travellers are to book the **Lowest Logical Airfare** on the day of booking that meets the traveller's requirements for destinations and travel times.

### **2.3.2 Disability or medical condition exemption**

Travellers with a disability or medical condition which necessitates travel in premium economy or business class must seek approval from the Dean or Divisional Head. Justification and a medical certificate stating such requirement must be submitted to the approver.

Approval will be valid for a period of up to twelve months (this period may be extended by the approver depending on the nature of the disability).

### **2.3.3 Travel Companions (including spouse or family)**

Travel expenses for a travel companion are not reimbursable unless their presence is both essential and directly related to the effective accomplishment of the university business in question. In these instances, the University Traveller must obtain written approval from the Vice Chancellor before reservations may be made.

### **2.3.4 Special Studies Program**

The expense provisions in this procedure do not apply to Special Studies Program (SSP) travel - see [Special Studies Program Policy and Procedures](#).

### **2.3.5 Accommodation**

The University's Travel Agents (for International Travel) and the OBT (for Domestic Travel) will assist and guide University Travellers by identifying and booking appropriate accommodation utilising preferred suppliers where available. The accommodation will meet the following criteria:

- Reasonable cost - considering location and time of year.
- Comfort and security.
- Within Reasonable Travelling Distance of the address being visited for the purposes of the trip.
- Conference venue.

University Travellers or Travel Arrangers can purchase discounted accommodation online (or direct with hotels) provided the proposed rates are less expensive than what can be obtained via the University's Travel Agents.

Accommodation such as backpackers and campus accommodation not available via our Travel Agents should be booked directly.

### **2.3.6 Conference Accommodation**

Travellers can arrange direct bookings with or without using a Contracted Travel Agent when attending a conference or seminar hosted at a specific hotel.

### **2.3.7 Meals and Incidentals**

The University will provide reasonable expenses for meals and incidentals, irrespective of whether a traveller chooses to use a UNSW Credit Card or receive a Per Diem. Such expenses are shown below:

Meals & Incidentals – per day  
Europe (incl. Russia)/Japan - \$170  
Australia - \$100  
Rest of the world - \$120

In addition, for Domestic Travel using a low-cost carrier (e.g. Virgin Blue and Jetstar) the University will pay the cost of in-flight catering up to the value of \$15 per sector travelled. A UNSW Credit Card or reimbursement is available to cover these costs.

The figures above are based on \$AUD currency and are inclusive of all taxes.

### **2.3.8 Rental Vehicle**

The Travel Agent can be used to book rental vehicles for international use and the OBT should be used to book rental vehicles for domestic travel.

It may be necessary to purchase additional insurance on overseas rentals as most rental vehicle providers only provide basic insurance coverage.

For incidents whilst travelling on university business, excess cover up to \$5000 will be provided by the university.

### **2.3.9 Visiting Academics, Guests, Consultants, Interviewees and Associates**

These travellers need to provide their travel requirements to an appropriate UNSW Travel Arranger who will book the travel on their behalf. International Travel requires the completion and approval of the T6 form. For these type of travellers, travel expenses may be covered in full or part by UNSW.

Alternatively, invited academics may be reimbursed for their reasonable travel expenses when approved travel is booked through an overseas agent.

### **2.3.10 Loyalty Programs and Lounge Memberships**

Loyalty and frequent flyer programs fees will not be paid by the University. Loyalty and frequent flyer points accrued as a result of UNSW travel may be utilised to upgrade to a class higher than that to which the traveller is entitled, or used for other work or leisure travel.

Lounge Memberships will need to be approved by the relevant Dean or Divisional Head.

### **2.3.11 Approved Travel Related Expenses**

#### **Items that may be reimbursed or charged to a UNSW Credit Card:**

Airfares

Accommodation

Internet

Meals

Taxis

Conferences

Hire cars and rental vehicle charges

Public transport tickets (trains, coaches and sea travel)

Laundry expenses where staff are away more than five days

Taxes and tolls

Tips

Parking

Airport Parking, including Valet Parking (only if there is no other means of cheaper transport, eg. taxi)

Traveller Visa fees

Health examinations, inoculations, vaccinations and medication if required

Business phone calls (the use of a university mobile is preferred over hotel room phones)

Dry cleaning (if necessary)

## **2.4 Travel Booking Cancellations**

University Travellers are reminded that they are responsible for cancelling their hotel and airfare reservations with the Travel Agents, otherwise any resultant fees may be charged as a personal spend.

## **2.5 Payment for Travel**

Payments to Travel Agents are made using a UNSW Credit Card.

The UNSW Credit Card or a daily allowance (“per diem”) may be used to pay for travel expenses. International travellers electing to pay for meals with a UNSW Credit Card can request an incidentals per diem to cover instances where a credit card is not practical (eg. Asia).

### 2.5.1 Payment Options

Travel Expenses*	Payment method
Airfares charged via Travel Agents	A UNSW Credit Card
Accommodation – (booked by Travel Agent - not charged to University account)	A UNSW Credit Card
Accommodation – (booked directly when Travel Agent unable to assist)	A UNSW Credit Card
Rental Vehicles	A UNSW Credit Card
Conferences (with or without accommodation)	A UNSW Credit Card
Meals and Incidentals	A UNSW Credit Card or Per Diem (not both)
Taxis and Parking (greater than \$10/transaction)	A UNSW Credit Card

**\*Reimbursement and/or cash advance is available to all University Travellers for expenses when the above payment methods are impractical, unavailable or to cover additional travel expenses.**

For international travellers electing to use their UNSW Credit Card for meals, an incidentals per diem of \$30 per day is available.

University Travellers should not request Reimbursement, Cash Advance or use a UNSW Credit Card for any items covered by a Per Diem.

Per Diems are not available for day trips. Per Diems are payable from the time of arrival for the first leg of a trip until the time of departure for the final return leg. (excluding any periods of personal leave).

The use of the UNSW Credit Card is governed by the [Credit Card Procedure](#). Information regarding the application process is listed in the procedure.

For cash advances and Per Diem's, the Form T4 "Application for Travel Advance / Per Diem Allowance Advance" must be completed by the traveller and signed by a Travel Approval Manager.

### 2.5.2 Travel Related Advances

When required, Per Diems Advance and Cash Advance should:

- Be obtained by completing a T4 Form
- Be obtained by cashable cheque or EFT only

- Be split between a sponsored project and other University accounts (where applicable)
- Not be disbursed more than seven working days prior to the intended departure date
- Not be issued to an individual if a previous advance is not acquitted.

Accounting for expenditures relating to Cash Advance should normally be completed within 30 days from the date of travel return. To acquit an advance, the T5 "Travel Acquitall" form is to be completed. Original receipts should be kept for all claims.

Repayment of any unused portions of the Cash Advance must be forwarded to UNSW preferably by way of a personal cheque or money order. However, cash payments may also be accepted. Cheques must be made payable to the University of New South Wales and delivered to the cashiers in Treasury in the Chancellery Building (C22), or to the Cashier at ADFA.

Expenses related to Cash Advances must be liquidated by each calendar year (31 December) otherwise the travel and business expenses will be reported against the following year's budget.

## **2.6 Alternatives to Air Travel**

The University supports alternatives to air travel on the basis of the following criteria:

- Reasonable cost - considering destination and time of day and year
- Security
- Baggage requirements and number of University Travellers

The University encourages the use of video or telephone conferencing as part of its commitment to sustainability and the reduction of carbon emissions.

To book the video conference facility located in Committee Room 1 of The Chancellery building, please contact Reception on ext. 99999.

### **2.6.1 Private Vehicle Use**

UNSW pooled vehicles should be utilised whenever practical and available for long distance travel that is outside of the employee's normal domicile city limits. Refer to the [Pool Vehicle Hire Procedure](#) for further information. In the event that this is not possible, a vehicle should be hired from the University's preferred rental vehicle provider (refer 3.2).

Where the two options above are exhausted the use of a private vehicle may be considered. Travellers requesting to use a private vehicle should complete a T2 form along with evidence of comprehensive insurance and vehicle registration.

## **2.7 Acquitting Travel Expenses**

With the exception of Per Diems, receipts and invoices for travel expenses must be retained and submitted for reconciliation.

Travel diaries must be maintained for ALL travel regardless of duration. Periods of personal travel should be recorded as "Private". Travellers who do not submit a travel diary may experience delays in reimbursement of expenses and/or risk cancellation of their UNSW Credit Card. The Travel diary can be found under Forms Directory on the Finance website located at [www.fin.unsw.edu.au](http://www.fin.unsw.edu.au).

### **2.7.1 Staff**

All claims for reimbursement and UNSW Credit Card reconciliation must be completed via the NS Financials system.

Substantiation and appropriate records of expenditure are required for ALL travel expenditure domestically and overseas. Receipts and tax invoices must be submitted with your expense claim or UNSW Credit Card reconciliation, to comply with current stringent tax regulations.

For extended travel periods, cardholders should notify the Credit Card Administrator that reconciliation and approval may be delayed to prevent suspension of their card.

Detailed procedures for submitting claims, UNSW Credit Card reconciliation requirements, business expenditure guidelines, appropriate contacts, substantiation requirements, and expense claim procedures refer to the [UNSW Credit Card Procedure](#).

Visiting Academics, Guests, Consultants, Interviewees and Associates travelling on University business should submit their requests for claims to their UNSW Travel Arranger.

### **2.7.2 Students**

Substantiation and appropriate records for out of pocket expenditure are required for ALL travel expenditure within Australia and overseas. Receipts and tax invoices must be submitted with a completed and signed Expense Reimbursement Form (AP01 or its successor) before reimbursement will be considered.

## **2.8 Unused/Voided Airline Tickets**

Unused airline tickets or flight coupons should not be discarded or destroyed as these documents may have a cash value. To avoid delays in refunds, return unused or partially used airline tickets to the Travel Agent that issued the ticket as soon as practicable.

## 2.9 Travel Insurance

The University will provide insurance for University Travellers. Details are available from the [Risk Management Unit](#).

UNSW staff or students are encouraged to make insurance claims to recover associated losses from responsible parties such as airlines or the tour operator in the first instance.

Further details of the travel insurance cover and how to make a claim can be obtained from the [Risk Management Department's](#) website.

## 2.10 Charter/Private Aircraft Use

Approval to charter aircraft must be obtained from an [Executive Team member](#) prior to booking. Should expected charter costs exceed \$10,000 then authorisation from a relevant Dean is required.

Appropriate insurance should be arranged prior to departure via the [Risk Management Department](#) and all standard safety and security procedures should be adopted when travelling to remote or dangerous locations.

## 2.11 Definitions

**Contracted Travel Supplier** means an appointed supplier or travel service provider which services UNSW under a formal agreement .

**Domestic Travel** is travel to any destination within Australia further than 100 kilometres from the traveller's usual place of work.

**Economy Class** refers to a class of travel that excludes premium economy, business class and first class travel.

**Emergency** means unplanned travel which must be undertaken at short notice.

**Expense Reimbursement Form** means a claim for reimbursement of UNSW expenses paid using personal funds.

**External Research Funds** means fund types starting with "RE".

**Incidentals** are miscellaneous travel expenses such as light refreshments, photocopying, local transport and parking (less than \$10/transaction).

**International Travel** is any journey which requires a passport.

**Lowest Logical Airfare or 'LLA'** means the lowest airline fare on the day of booking that meets traveller requirements for destinations and travel times.

**OBT** means Online Booking Tool – the online travel booking tool for making reservations electronically for Domestic air, hotel and car travel arrangements.

**Per Diem** is a daily allowance to cover specified travel expenses. Receipts and invoices are not required for Per Diems. Per Diems are payable from the time of arrival for the first leg of a trip until the time of departure for the final return leg.

**Reasonable Costs** are all work related expenses necessary to conduct the University's business effectively.

**Reasonable Travelling Distance** means the distance between the location of the accommodation and the address being visited for the purposes of the trip. A 'Reasonable Travelling Distance' means up to a 15-minute commute on whichever is the most convenient and economical (keeping in mind safety) mode of transport available.

**Significant Change** means a change to a travel request which involves a change to the destination city or cities, or involves a stopover at additional cities. Excludes route connections/interchanges.

**Travel Agent** means an appointed supplier specialising in the management of travel. A listing of UNSW Contracted Travel Agents and other suppliers may be found on the Procurement website located at [www.proc.unsw.edu.au](http://www.proc.unsw.edu.au).

**T6 Travel Request** means a form used to request and approve international and student travel.

**Travel Approval Manager** means a University employee with the appropriate delegation who has been authorised by their relevant Dean or Divisional Head to approve travel for University Travellers.

**Travel Arranger** means a UNSW staff member who liaises with Travel Agents to book domestic or international travel on behalf of other UNSW staff members, students, guests, visiting academics and volunteers.

**University Traveller** means employees of the University, interviewees for University positions and other persons for whom UNSW has agreed to pay the costs of travel.

**UNSW Credit Card** means a credit card provided by the University and identified by UNSW branding.

### 3. Review and History

#### 3.1 Roles and Responsibilities

The Procurement Director has the overall responsibility for the implementation of this procedure and communication of the procedure to University Travellers and Travel Approval Managers. This procedure will be reviewed by the Procurement Director annually after the stipulated effective date.

The Division of the Chief Financial Officer will ensure that appropriate accounting procedures are in place to support this procedure, and are communicated to University Travellers and Travel Approval Managers.

Procurement will monitor travel expenditure and provide regular reports to Faculties and Divisions.

Periodic audits may be conducted into financial compliance with the procedure by Internal Audit and the Division of the Chief Financial Officer.

#### 3.2 Modifications

Version	Date	Author	Approval	Sections modified	Details of amendments

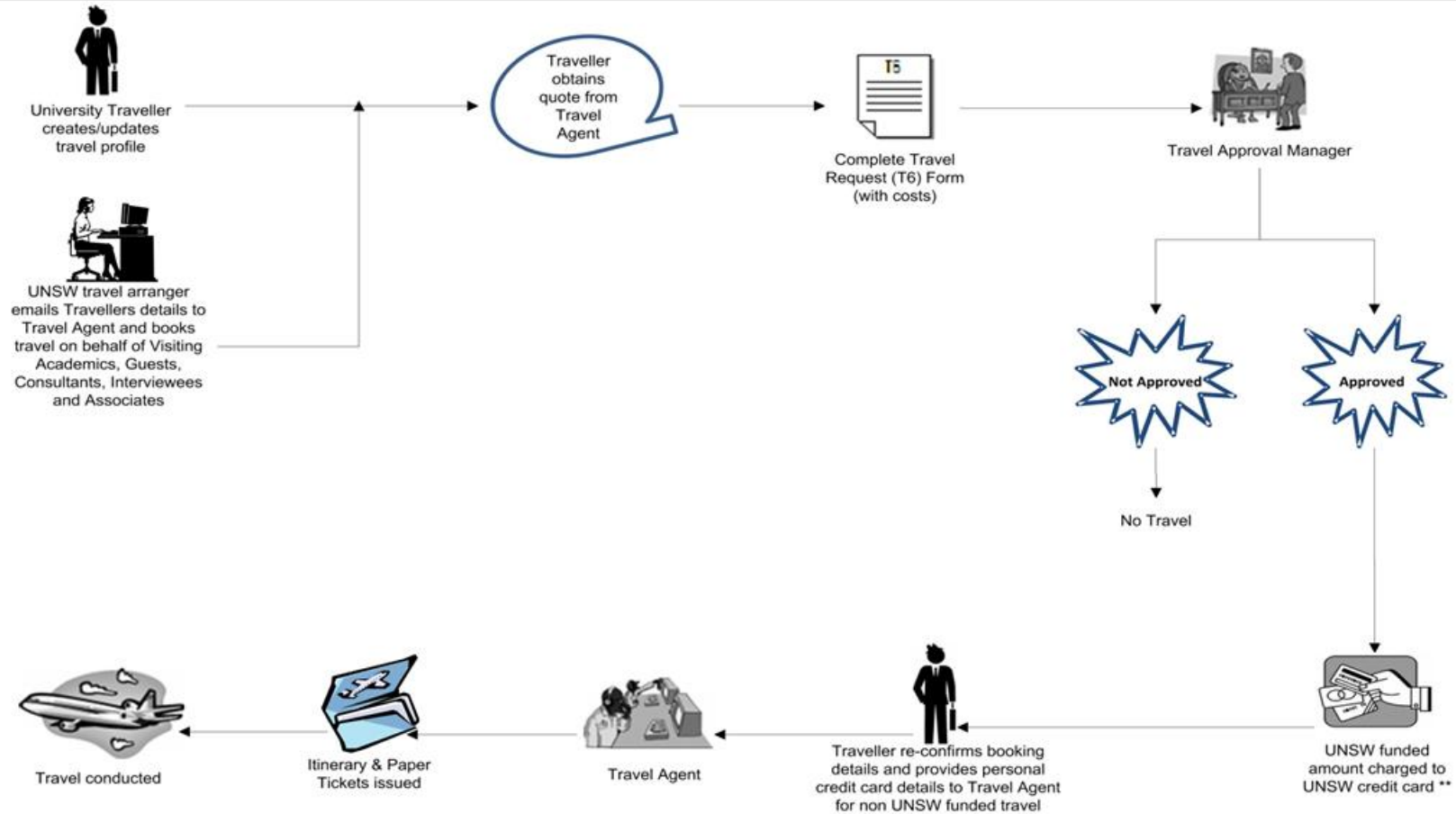
## 4.0 International and Domestic Maps



### International Travel Booking Procedure Flow Chart for UNSW Staff (and on behalf of Visiting Academics, Guests, Consultants, Interviewees and Associates)



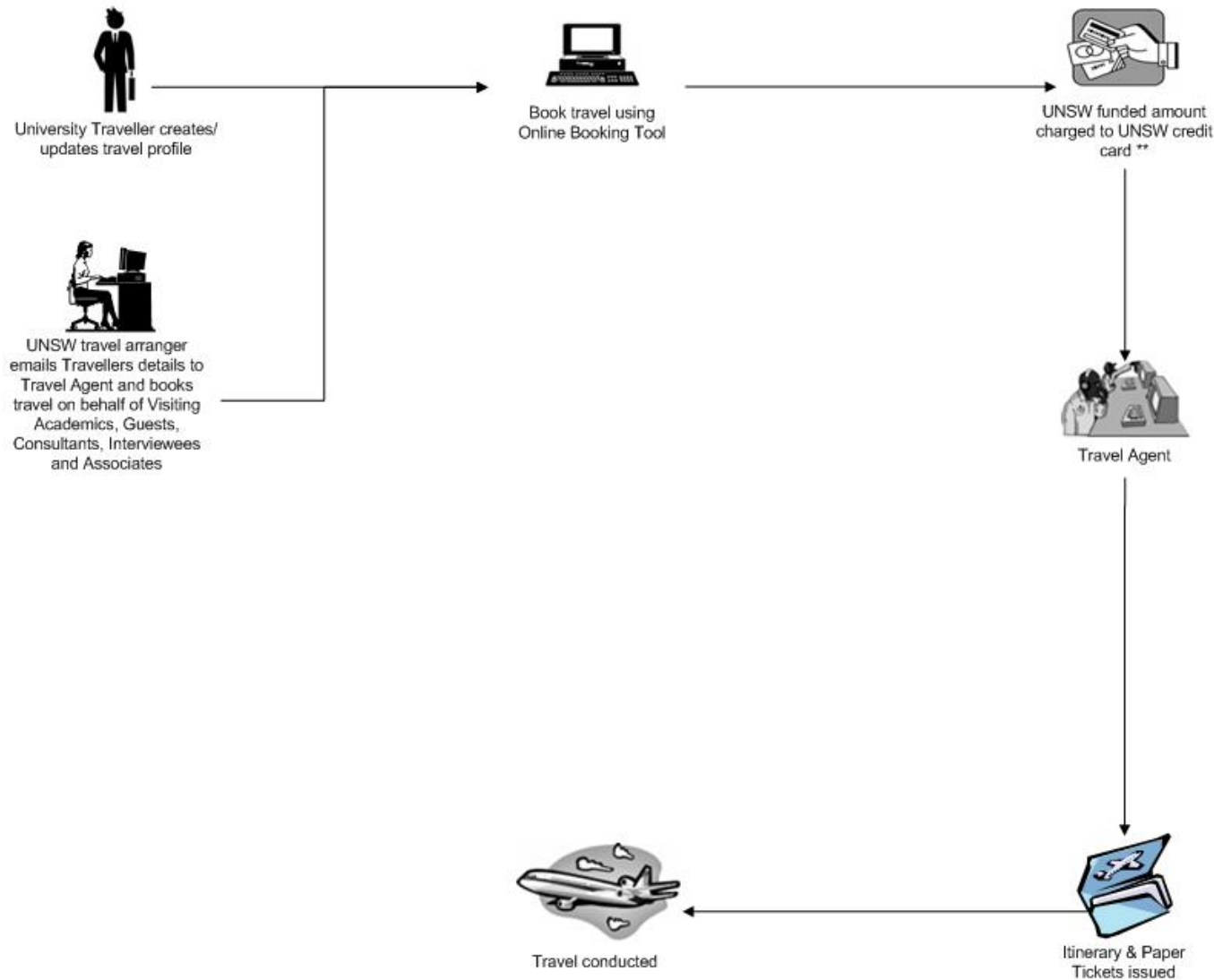
International



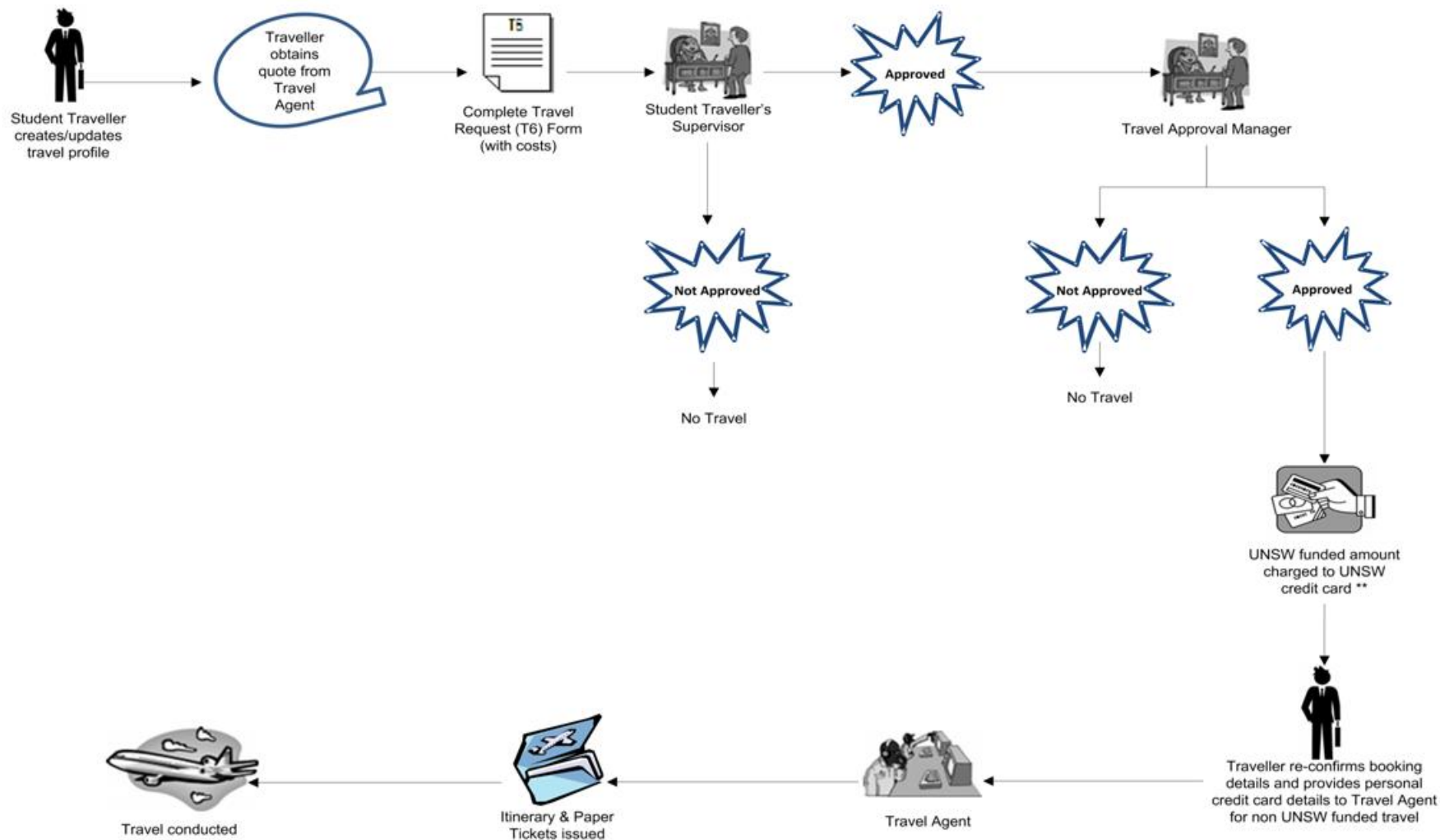
\*\* UNSW credit card reconciliation process should be followed after travel. See Online Training Tool for procedure. <http://www.fin.unsw.edu.au/trainingandpersonnel/trainingonlinetrainingtool.html>



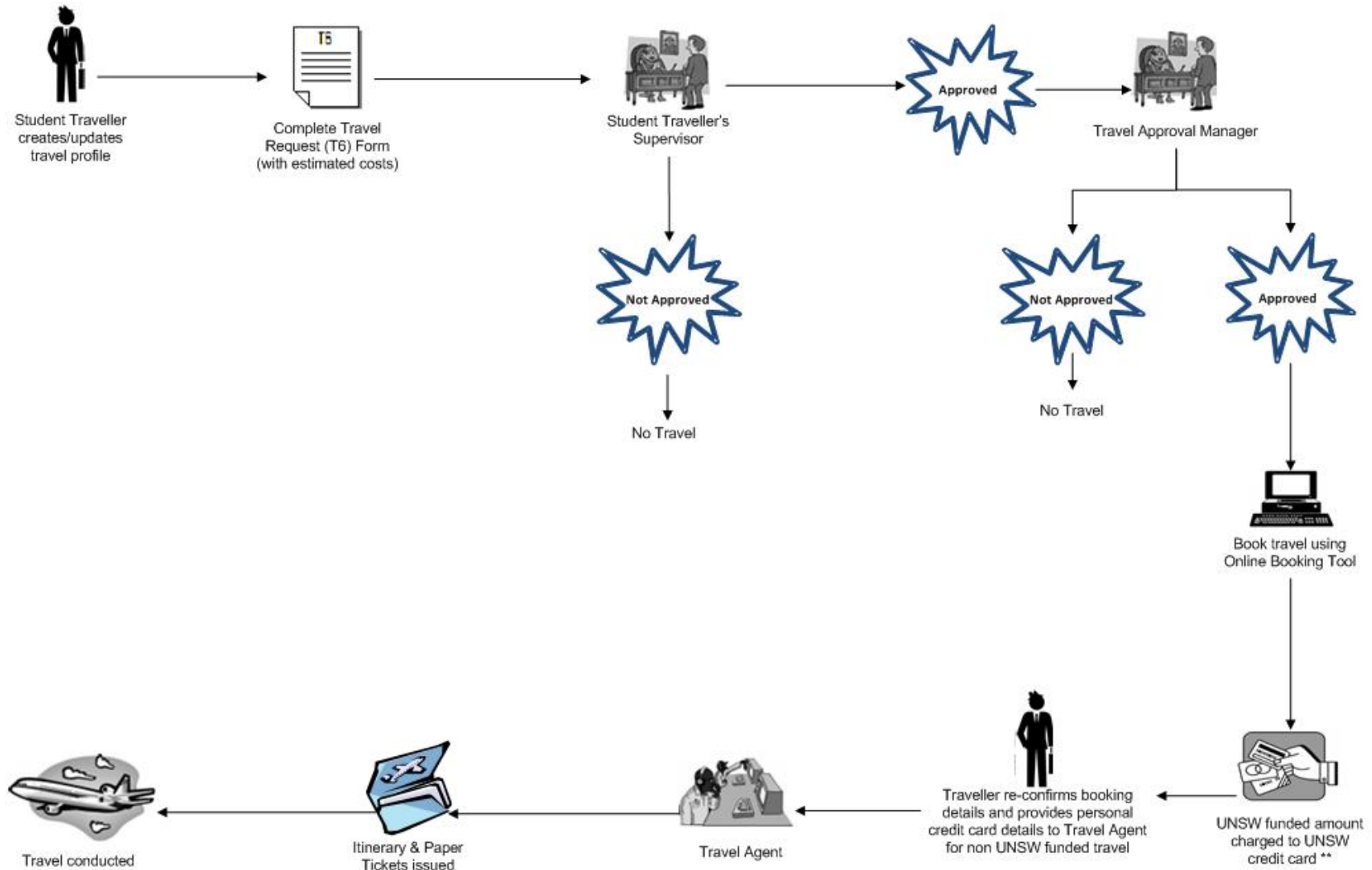
Domestic



\*\* UNSW credit card reconciliation process should be followed after travel. See Online Training Tool for procedure. <http://www.fin.unsw.edu.au/trainingandpersonnel/trainingonlinetrainingtool.html>



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