1. **Rationale and Objectives**

   This Policy establishes eligibility and criteria for payment or reimbursement of travel costs undertaken by members of the University on University business. It aims to support the effective conduct of business by members of committees of the University and by staff in the Office of the Vice-Chancellor (OVC).

2. **Scope**

   This policy applies to members of the Council, the Academic Board, and the Committees of the University; to staff in the OVC; and to academic staff and research students of the University, where the travel is funded by monies under the control of the University of Divinity Council.

3. **Principles**

   3.1 The University is committed to providing financial support for travel by its members where that travel is essential to the good governance and sound operation of the University.

   3.2 The University takes all reasonable steps to ensure that members engaged in approved travel are safe and that neither they nor the University incur undue loss.

   3.3 The University ensures that funds are available to meet the travel expenses of members of its Council, Academic Board and committees where fulfilment of their duties requires significant travel.

   3.4 The University promotes engagement in the higher education sector by its senior leadership and academic staff by providing support for attendance at conferences and participation in networks.

   3.5 The University ensures that travel arrangements are such that the most efficient and cost-effective use of University resources are achieved.
3.6 Regular travel costs incurred by members of Council, Academic Board, and Committees must be included in the University’s annual budget and the members notified annually of their allowable travel costs.

4. **Eligibility for travel expenses**

4.1 The University provides reimbursement of travel expenses to facilitate engagement in the higher education sector by its senior leadership, academic staff, and research students, as well as persons engaged in University business on its Council, Academic Board, and their Committees.

4.2 Airfares may only be reimbursed for economy class travel for all University personnel unless prior approval for a different class of travel has been obtained from the Vice-Chancellor or, in the case of travel by the Vice-Chancellor, the Chancellor.

4.3 The University commits to funding fair and reasonable costs for the following expenses incurred by persons under section 3 approved to travel on University business, as below.

   a) Transport: Domestic air travel up to $500; public transport at cost; car claims are calculated at the current ATO rates per business kilometre.

   b) Travel insurance: The University provides travel insurance for travel as specified in section 6 of this Policy.

   c) Accommodation, meals, incidentals, and out of pocket expenses: These expenses are reimbursed within the current guidelines of the Taxation Determination relating to reasonable travel allowance rates.

4.4 Members of Council may claim travel expenses relating to attendance at Council meetings, meetings of Council committees, or any other duties directly related to the duties of a Council member.

4.5 Members of the Academic Board and members of the committees of the University may claim travel expenses where attendance at a meeting is required, and travel over a distance of one hundred kilometres over the course of a year is required. Where teleconference or videoconference facilities are available, the University pays for travel to attend one meeting per year.

4.6 External experts providing advice to the University may also be eligible for reimbursement of travel costs in accordance with this policy.

4.7 Employees in the OVC may claim travel expenses reasonably required in the fulfilment of their duties in accordance with the provisions of this Policy and any provision of employment agreements.

4.8 A person who has won a University Research Grant may claim travel expenses up to the amount of the grant, relating to attendance at conferences and other functions associated with research activity for which the grant was awarded.

4.9 Business-related travel may be joined with travel for private purposes where it does not result in an additional unrecovered cost to the University.
4.10 The University does not fund airline frequent flyer program memberships or memberships to airline clubs (e.g. Qantas Club).

4.11 Parking infringements and fines for traffic violations will not be reimbursed.

5. **Approval of travel**

5.1 Approval of travel expenses is given by signing of the Travel Approval application form by either the Chief Financial Officer or the Vice-Chancellor, as applicable.

5.2 All travel by staff in the OVC that falls within the annual budget approved by the Council must be approved in advance by the Chief Financial Officer for total travel costs up to $1,000 and by the Vice-Chancellor for travel over $1,000.

5.3 All travel by staff in the OVC that is outside the annual budget approved by the Council must be approved in advance by the Vice-Chancellor.

5.4 All international travel by the Vice-Chancellor that is paid for by the University must be approved in advance by the Chancellor.

6. **Safety and Insurance**

6.1 When considering international travel, travel advice must be obtained from the Department of Foreign Affairs and Trade.

6.2 The University must provide reasonable insurance cover for persons undertaking travel on behalf of the University. The University holds a corporate travel insurance policy that covers all travel where approved under the terms of this policy.

6.3 The corporate travel policy is applicable while travelling to the following extent:

a) all days where the traveller is engaged on University business;

b) all days where the traveller is being transported to and from locations necessary for University business;

c) all weekends (or equivalent) where there is a necessary pause between days as defined in sub-clauses a) and b); and

d) A total of three days appended to the beginning and/or end of a trip where the traveller has taken approved official leave from University business.

6.4 The traveller is responsible for arranging insurance cover for any additional days of travel outside of those described in clause 6.3 unless arrangement is made and approved in writing with the Chief Financial Officer or Vice-Chancellor.

6.5 In unforeseen circumstances the corporate travel insurance policy may be applied beyond the terms of this policy or any pre-approved arrangement at the discretion of the Chief Financial Officer or Vice-Chancellor.

6.6 The Chief Financial Officer is responsible for ensuring that sufficient information is made available to travellers to make them aware of their rights and responsibilities under the terms of this policy and the corporate travel insurance policy.
6.7 Travellers are responsible for making themselves aware of terms of the corporate travel insurance policy and behavioural expectations therein by consulting with the Chief Financial Officer as follows:

a) Prior to booking a domestic airfare, in the first instance arrange a discussion with the Chief Financial Officer; and in subsequent instances confirming there have been no changes to the policy since they travelled previously.

b) Prior to booking an international airfare, the traveller must consult with the Chief Financial Officer in relation to arrangements for travel insurance, any Fringe Benefits Tax implications, health care, safety, loss of belongings or University assets, and travel itinerary changes.

6.8 Travellers are responsible for ensuring that the terms of the corporate travel insurance policy for the type of travel in which they are engaged are not breached.

7. Claiming travel expenses

7.1 Approved claims for travel may be paid in advance by the OVC, or reimbursed on production of receipts for the expenses claimed, providing eligibility criteria in section 4 have been met.

7.2 The OVC may pay for College staff and HDR students’ travel upon advice received from the Research Committee’s Research Grants Panel, accompanied by original invoices or receipts supplied by the traveller. Alternatively, travel may be arranged by the OVC.

7.3 The Vice-Chancellor is responsible for authorisation of any form or forms necessary to give effect to this Policy.

7.4 All claims for payment or reimbursement of travel expenses must be submitted to the OVC on the approved form, with supporting documentation, no later than thirty days after the date on which the travel occurred. For vehicle reimbursement claims, acceptable supporting documentation would be a copy of entries in a Vehicle Log Book.

7.5 A travel diary or similar record must be kept for the purpose of maintaining records of all international journeys and of domestic journeys where the time away from home is more than five consecutive nights, to substantiate to the Australian Taxation Office the genuine business purpose of the travel undertaken. Failure to do so brings the potential risk of the University incurring substantial financial penalties. Items that must be recorded include:

a) the nature of the activity

b) the day and approximate time the business activity began

c) how long the business activity lasted

d) the name of the place where the traveller engaged in the business activity.

This requirement does not apply to students, honorary staff, or other eligible persons who have never been employees of the University.
8. **Procedures**
   
The Vice-Chancellor may determine procedures for the implementation of this Policy.

9. **Review Date**
   
   This policy is to be reviewed no later than 31 December 2018.