

Travel Guidelines

Abstract

These Guidelines outline the processes to be followed when undertaking University approved travel and should be read in conjunction with the Travel Vice-Chancellor's Directive.

Dates	Guidelines approved	08/10/2012
	Guidelines take effect	23/11/2012
	Guidelines due for review (up to five years)	11/2017
	Guidelines amendment approved	21/11/2014
	Guidelines amendment take effect	22/12/2014
Approved by	Deputy Vice-Chancellor (Resources)	
Implementation Officer	Manager, Strategic Procurement	
Relevant to	All staff, contractors, students and all others who travel under the University's authority to conduct UTS activities or to further the interests of UTS.	
Related documents	Travel Vice-Chancellor's Directive Preferred travel agents (staff only) Individual Traveller Profile (Word) Travel Approval Form (PDF) (Mac OSX users: to use this form, save to your computer then open; the form does not open in OSX browsers) Travel Diary (PDF) (staff only) Fringe Benefit Tax (UTS Tax eManual) (staff only) Meal Entertainment — Fringe Benefit Tax (UTS Tax eManual) (staff only) Entertainment Vice-Chancellor's Directive International SOS emergency card Private Travel Insurance Research Risk Management Plan (Word) Risk Management of Overseas Travel form (PDF) Travel Acquittance and Expense Claim Form Checklist for Staff Travelling Overseas on UTS Business (PDF) Checklist for Managers Approving Overseas Travel (PDF)	

	International SOS International Roaming Data Plans Kilometre Reimbursement Claim form (PDF) Payroll Management Procedure — Finance Procedures Manual (PDF) Corporate Travel Insurance Fieldwork Guidelines (HR Manual 8.8) Professional Experience Program (PEP) Vice-Chancellor's Directive Corporate Credit Card and Staff Reimbursement Vice-Chancellor's Directive Department of Foreign Affairs and Trade (DFAT) smartraveller.gov.au Travel — Strategic Procurement website Gifts and Benefits Vice-Chancellor's Operational Directives UTS preferred accommodation (staff only) UTS Buying Guide (staff only) Private Travel Insurance iExpense Procedures (UTS Internet Expenses User Guide) (PDF) iExpense Out of Pocket Meal Entertainment form (Excel) (staff only) Tax and Insurance Unit Accounts Payable UTS Student Services University.Travel website
Legislation	
File number	UR10/425

Contents

1. Reasons for travel
 2. Health and safety
 3. Before you travel
 4. After you travel
 5. Overseas travel
 6. Student travel
 7. Complaints, compliments and feedback
 8. Additional information
 9. Version control and change history
- Appendix 1. Typically allowable and non-allowable travel expenses

1. Reasons for travel

University Travel is undertaken for a range of purposes including research, fieldwork, conferences, guest lectures/presentations, teaching and learning, professional experience (PEP), marketing and relationship building. The funding for University Travel will depend on the reason for travel and may comprise UTS funds only or funds from a mixture of sources.

In all instances, the Travel Vice-Chancellor's Directive and information set out in these guidelines apply to the traveller, with the exception of:

- PEP participants — for application, travel advance and acquittal processes, applicants should refer to the [Professional Experience Program \(PEP\) Vice-Chancellor's Directive](#) and liaise with their School administration for more information
- International Studies (IS) — for travel approvals, participants should liaise direct with IS administration.

In these Guidelines, 'traveller' applies to staff, contractors, students and any others who travel under the University's authority to conduct the activities or further the interests of UTS.

2. Health and safety

2.1 Risk management

UTS has incorporated risk management into its travel approvals and procedures:

- All domestic (more than 50 kilometres one way from UTS) and overseas travel must be approved using the [Travel Approval Form](#) (PDF).
- Travel involving fieldwork should follow the [Fieldwork Guidelines](#) (HR Manual 8.8).
- For travel involving research that may involve health and safety risks, a [Research Risk Management Plan](#) should be completed by the Investigative Officer and sent to the Associate Dean (Research).
- Overseas travel is booked through a UTS [preferred travel agent](#) (staff only) to ensure registration with [International SOS](#), provide access to a range of airline discounts and collect important travel data. Overseas travellers should take regard of Department of Foreign Affairs and Trade (DFAT) travel advice on [smartraveller.gov.au](#) before they seek travel approval, in addition to specific overseas risk management procedures, which are found in the next section.

2.2 Travel advice

Before seeking approval to travel overseas, travellers are advised to check [smartraveller.gov.au](#) for the risk level rating on their scheduled travel destination(s). Travellers are not permitted to travel to destinations with a risk level rating of 4 'Do not travel' unless approved by the Provost for academic staff or the Deputy Vice-Chancellor (Corporate Services) for professional staff.

If travel is to be undertaken to destinations with DFAT risk level ratings of 3 'Reconsider your need to travel' or 4 'Do not travel', then a [Risk Management of Overseas Travel form](#) (PDF) must be completed and kept on file.

Travel to destinations with a country risk level rating of 3 or 4 must be booked through a [preferred travel agent](#) (staff only). All other travellers are advised to register their details

with the International SOS 'my trip' facility (available to International SOS members on the [International SOS website](#)) if *not* booking through a preferred travel agent. The UTS International SOS membership number is required when signing up for this service. The number can be found on the [International SOS UTS welcome page](#).

2.3 Travel insurance

The University has a corporate travel insurance policy that covers staff and students travelling for business or study on approved travel. The insurance cover is comprehensive but includes some limitations. Associated personal travel of up to 25 percent of the approved business travel component (for a maximum of 10 days) is also covered. More information on the corporate travel insurance policy can be found at [Corporate Travel Insurance](#).

If making an insurance claim, proof of travel approval is required, by attaching a copy of the signed [Travel Approval Form](#) (PDF).

The Corporate Travel Insurance policy terms and conditions may change from time to time. Travellers can check insurance policy with the [Tax and Insurance Unit](#) to ensure they are aware of any exemptions and limits to coverage.

[Private Travel Insurance](#) is available for 100 percent of private travel or travel that is in excess of minor incidental travel approved by UTS. Private travel insurance is arranged by individual travellers for their own requirements.

2.4 International SOS

International SOS work with the University's preferred travel agents to capture all relevant travel data for UTS travellers, including departure/arrival details, flight numbers and hotel bookings. In an emergency, International SOS or UTS can quickly locate and assist staff and students. You can access and print your own [International SOS emergency card](#) or contact [Strategic Procurement](#) for a plastic version.

If booking overseas travel with a travel agent that is not a UTS preferred travel agent, all relevant details and itinerary should be entered into the International SOS 'my trip' facility (available to International SOS members on the [International SOS website](#)) before departure. This assists UTS and International SOS to communicate with the traveller and provide support in the case of an emergency.

3. Before you travel

3.1 Individual Traveller Profile

Complete an [Individual Traveller Profile](#) (Word), which provides the travel agent with all the relevant personal details required for booking travel. This form is required only once, as the travel agent will store your information for all future bookings made through them.

3.2 Travelling overseas or for more than five (5) consecutive nights (employees only)

A [Travel Diary](#) (PDF) (staff only) is required for:

- a. overseas travel if the traveller is away from home for more than five nights
- b. domestic travel of more than five consecutive nights that is not exclusively a business trip.

Travel expenses are exempt from fringe benefits tax (FBT) only when a travel diary is submitted by the employee showing detailed activity taken while on approved travel.

Consult the UTS [Fringe Benefit Tax \(UTS Tax eManual\)](#) (staff only) for more information on travel diaries and FBT.

Students, contractors, consultants and invited guests are not required to maintain a travel diary.

3.3 Arranging travel

3.3.1 Use of UTS preferred travel agents

Travel must be booked through one of the University's [preferred travel agents](#) (staff only) whenever possible. Use of other agents creates additional finance administrative work and important travel information is not received, reducing the University's ability to provide care and support in the event of an emergency. Booking through other agents or directly with airlines also limits the University's ability to access maximum discounts through volume leverage.

Bookings may be made with other travel agents if:

- a. the alternate travel supplier provides a written quote that is lower by at least 10 percent, and
- b. the country or countries being visited have a DFAT Travel Advice Rating which is lower than level 3 'Reconsider your need to travel' at the time of booking.

3.3.2 Obtain Travel Approval

Complete a [Travel Approval Form](#) (PDF) and get quotes from one or both of the University's [preferred travel agents](#) (staff only).

The form serves a number of valuable functions for University Travel:

- the agent will register your travel under the corporate travel insurance policy and with International SOS
- the agent returns the signed [Travel Approval Form](#) (PDF) with their tax invoice so payment can be made without any further approvals required by Accounts Payable, and
- the process provides a method of payment that does not require a corporate credit card and does not incur a card merchant fee.

It is not acceptable to book travel with a preferred or non-preferred travel provider without an approved [Travel Approval Form](#) (PDF) as required by the [Travel Vice-Chancellor's Directive](#).

International Studies student travellers and PEP participants should follow their own travel approval procedures (see section 1).

3.3.3 Air travel

Once approval has been obtained via a signed [Travel Approval Form](#) (PDF) the travel can be booked. Scan and email your signed Travel Approval Form to the agent to secure your booking.

UTS travellers often incur higher fares than necessary by not booking early. Booking air tickets as far in advance as possible (at least 60 days for international and 21 days for domestic) will help reduce University expenditure on airfares. As a rule of thumb, fares rise by approximately one per cent per day during the period leading up to departure.

Flights must be booked using the premise of 'lowest logical fare' detailed in the Travel Vice-Chancellor's Directive. Personal airline preferences, use of airline lounge membership and the accrual of Frequent Flyer points are not valid reasons for not choosing the lowest logical fare for a journey.

Getting the Lowest Logical Fare

- Avoid flexible fares where certainty of travel is known. Note: heavily discounted tickets are generally changeable 24–48 hours before travel.
- If flexibility is required, consider a less flexible fare to the destination and a flexible fare on return.
- [Preferred travel agents](#) (staff only) will provide assistance to obtain the lowest logical fare.
- Ensure there is minimal delay in sending the approved [Travel Approval Form](#) (PDF) to the preferred travel agent.

All University air travel is at economy class — excluding Premium Economy. Exceptions for economy class travel are documented in the [Travel Vice-Chancellor's Directive](#).

3.3.4 Frequent Flyer and lounge memberships

Travellers with Frequent Flyer points gained as a result of approved business travel are encouraged to use them for University Travel, for example accommodation and airfares. Staff who exchange Frequent Flyer points for flights on University Travel will not be reimbursed for the value of the air travel.

Unless recommended by the dean or director, UTS does not pay for airline lounge or Frequent Flyer memberships.

3.3.5 Accommodation

Accommodation can be booked via the travel agent when booking airfare/s. Booking accommodation through the agent allows UTS to more easily contact you in the case of an emergency as well as providing a payment method through the agents' UTS account. You can however also book directly with the hotel/accommodation provider. Use [UTS preferred accommodation](#) (staff only) for domestic travel if staying near the City campus. UTS has access to Commonwealth Government negotiated rates via the [University Travel website](#). This website provides access to competitive pricing on hotels in all Australian and New Zealand cities and regional areas with a full range of accommodation types and standards ranging from one to five stars. You will need to register and create a login using your UTS email address when first visiting this site.

The standard of hotel accommodation should be comparable to Australian three or four star hotels and provide a safe environment located near your place of business. Room rates should be reasonable considering the city/region you are visiting. For example, a A\$100/night hotel in Hanoi would be extravagant but in London a A\$100/night hotel is likely to be substandard.

On extended stays over several nights, travellers might consider a serviced apartment for better value and greater convenience.

For conferences, both domestically and internationally travellers may choose from a conference package.

3.3.6 Motor vehicles

Taxi transfers between airports, hotels and places to conduct UTS business are covered by UTS. For significant taxi fares, a rental vehicle should be considered as a better value alternative.

UTS utilises the NSW government contract for vehicle hire. Details of suppliers, rates, insurance excesses and booking guidelines can be found on the [UTS Buying Guide](#) (staff only).

To allow efficient payment of vehicle hire invoices, a purchase order is required at the time of booking if a corporate credit card is not used.

If hiring a vehicle whilst overseas select a local provider offering a suitable vehicle at a reasonable price. Ensure you review the terms and conditions before confirming a booking. Additional insurance on overseas rentals may be necessary depending on the kind of cover provided. [Corporate Travel Insurance](#) provides some excess coverage; for specific information contact the [Tax and Insurance Unit](#).

3.3.7 Private vehicles

Whilst it is possible to use a private vehicle in association with UTS travel, you should utilise UTS pool vehicles, rental cars, taxis, shuttle services or public transport before considering the use of a private vehicle.

Prior approval for use of a private vehicle is required by the supervisor and the driver will need to provide evidence of current registration, driver's licence and comprehensive insurance.

3.4 Associated personal travel and accompanying travellers — staff members only

Personal or private travel is permitted in conjunction with University Travel provided UTS is only responsible for the business portion of the trip and permission is granted along with submission of any required leave forms.

A partner or family member may accompany a staff member on condition that the business purpose for which the travel is being undertaken is not compromised. Details of the accompanying partner or family member are to be noted in the [Travel Approval Form](#) (PDF) for inclusion under the University's travel insurance cover.

[Corporate Travel Insurance](#) is provided free for accompanying partners, family members and associated personal travel if:

- the personal travel is to countries with a risk level rating less than 3 — see smartraveller.gov.au
- the associated personal travel and companions are approved by your supervisor in the [Travel Approval Form](#) (PDF).

Travellers are responsible for arranging their own travel insurance for any associated personal travel in excess of that covered under the [Corporate Travel Insurance policy](#). More information can be found on the Tax and Insurance travel pages at [Private Travel Insurance](#).

3.5 Travel expense payment

Authorised travel on UTS business may comprise UTS related business only, a mix of UTS business and personal leave or a mix of UTS business and professional experience. Travellers and their approvers should determine the relative mix for

funding travel at their local level. The [Travel Approval Form](#) (PDF) is completed with the total amount of UTS funding provided.

3.5.1 Preferred travel expense payment methods for staff members

The preferred payment methods for staff members and contractors are:

- preferred travel agents — corporate credit card or via accounts payable on travel agent monthly invoice
- accommodation — corporate credit card or via accounts payable (UTS preferred hotels or on Purchase Order if raised in advance of booking confirmation)
- meals — corporate credit card or Travel Advance
- taxis — Cabcharge, corporate credit card or Travel Advance
- incidentals — Incidentals Allowance or corporate credit card.

See section 3.5.6 for guidance on Travel Advances.

For occasions when a credit card payment is impractical or the traveller does not have a corporate credit card, payment via reimbursement is available.

3.5.2 Preferred travel expense payment methods for students

The preferred method of travel related payment for students is via reimbursement on a [Travel Acquittance and Expense Claim Form](#).

3.5.3 Payment on travel agent account via accounts payable

Payment can be made on a UTS account when booking travel through one of the UTS preferred travel agents. The signed [Travel Approval Form](#) (PDF) provides all information required for the travel agent to invoice UTS each month. The specific travel funds will then be recovered from the budget area indicated on the Travel Approval Form.

3.5.4 Corporate credit cards

The corporate credit card is the preferred method of payment for all travel related expenses not booked through a travel agent.

You should use a corporate credit card if you regularly travel twice or more each year. If you need to apply for a corporate credit card, refer to the [Corporate Credit Card and Staff Reimbursement Vice-Chancellor's Directive](#) (section 5.1, UTS corporate credit card).

The extent of corporate credit card use varies between faculties and divisions. As such, each dean or director will provide approval based on individual applications. Consultants, ad hoc travellers and guests are not eligible for a corporate credit card and can arrange a Travel Advance when completing the [Travel Approval Form](#) (PDF).

Corporate credit card limits are in line with the [Corporate Credit Card and Staff Reimbursement Vice-Chancellor's Directive](#) (section 5.1.4, Limits). The standard limit has been deemed suitable for most travel where airfares, accommodation, conference fees and the like are paid in advance via accounts payable.

3.5.5 Incidental Allowance

Due to the difficulty of obtaining receipts for some transactions whilst travelling overseas, a daily allowance up to A\$20 per full day of travel is available to international travellers for payment of Incidental Expenses. The traveller is not required to acquit the allowance provided they do not also acquit other Incidental

Expenses via Travel Advance, reimbursement or corporate credit card payment methods for the same trip.

In all cases an Incidental Allowance must be requested via the [Travel Approval Form](#) (PDF) *before* departure. Requests lodged after departure will not be processed.

An Incidental Allowance should not be requested for situations where such expenses are not expected, for example, an all-inclusive conference package.

The Incidentals Allowance will be made available in the following ways:

Primary payment method whilst travelling	Payment of Incidentals Allowance (in AUD)
Corporate credit card holders	Up to \$20 per travel day paid into the traveller's bank account.
Reimbursement	Up to \$20 per travel day paid into the traveller's bank account.
Travel Advance	The full Travel Advance is paid into the traveller's bank account. Up to \$20 per travel day of this advance does not require acquittal.

For clarity, an Incidental expense is a low value item less than A\$10 per transaction incurred whilst travelling, such as parking, internet cafe, printing, photocopying, transit ticket.

3.5.6 Travel Advance

A Travel Advance is available to staff who require UTS funds to cover the cost of business expenses whilst travelling.

PEP travellers should refer to the [Professional Experience Program \(PEP\) Vice-Chancellor's Directive](#) for more information on applying for a Travel Advance.

Travel Advances are requested when completing the [Travel Approval Form](#) (PDF). The amount available per travel day is shown in the table below:

Destination	Amount (in AUD)	Portion to be acquitted (if an Incidentals Allowance is received) (in AUD)
Europe / United Kingdom and Japan	\$100	Minimum \$80
Rest of the world	\$80	Minimum \$60
Australia	\$80	\$80

If the traveller does not request an Incidental Allowance, the entire Travel Advance must be acquitted together with receipts or substitute receipts.

For guidance on acquitting different sources of travel funds see section 4, After You Travel and also the [iExpense Procedures](#) (PDF).

The number of approved business travel days determines the maximum amount of Travel Advance allowable. For example, approval has been given for five business days of overseas travel to Europe; the maximum Travel Advance allowed in this situation is A\$500.

3.5.7 Reimbursements

Reimbursements are processed via the [Expense Out of Pocket](#) claim process.

Students should use a [Travel Acquittance and Expense Claim Form](#) available online.

3.5.8 Using a UTS corporate credit card overseas

Notify the Commonwealth Bank before you go overseas to ensure they accurately monitor transactions coming from your account and have updated contact details should they need to speak to you.

The Commonwealth Bank may stop your corporate card if any suspected fraudulent activity is noticed.

Please note that some countries require you to enter a PIN instead of signing for your purchase. So whenever you travel overseas it is important that you have a PIN on your credit card, otherwise you may not be able to use the card.

The fastest and easiest way to create the PIN of your choice is through any Commonwealth Bank branch.

3.6 Allowable business travel expense

Genuine travel expenses are covered by UTS for staff, contractors and students travelling on approved business. It is the responsibility of the travel approver to consider the nature of the travel expense and if it is consistent with reasonable business related activities.

The [Travel Vice-Chancellor's Directive](#) and Appendix 1 in these Guidelines provides more detail and guidance on business related travel expenses. The [Fringe Benefit Tax \(UTS Tax eManual\)](#) (staff only) provides information on what kind of expense may incur FBT.

In addition to air and other transit fares, accommodation, meals and incidentals, business travel expenses may include:

- visa and related fees (passports are not covered)
- travel taxes such as entry and exit fees
- internet access
- train, bus, taxis and hire cars
- parking fees, fuel and road tolls
- dry cleaning and laundering (where the traveller is away for more than five nights)
- business phone calls
- health expenses like immunisations and travel specific medications.

See Appendix 1 for a more detailed list of allowable travel expenses.

The recommended daily amounts for meals whilst travelling are:

- Europe (including United Kingdom) and Japan at A\$100 per day.
- Rest of the world including Australia at A\$80 per day.

4. After you travel

4.1 Acquitting your travel

1. Submit a [Travel Diary](#) (PDF) (staff only) (if one is required) to Financial Services Unit, Tax and Insurance Unit. If applicable, update a previously submitted diary as necessary.
2. Refer to the [UTS Tax eManual](#) (staff only) to determine whether a [Meal Entertainment form](#) (Excel) (staff only) should be completed.
3. For Travel Advances submit a [Travel Acquittance and Expense Claim Form](#), with original supporting documents attached, to Accounts Payable within 14 days of return.
4. PEP travellers should liaise with their school administration for acquittal of a PEP Travel Advance and repayment of any unexpended funds.
5. For travel expenses paid by UTS Corporate Credit Card, refer to the corporate credit card acquittal process in [iExpenses Procedures](#) (PDF). Ensure you attach your authorised [Travel Approval Form](#) (PDF) to the expense report. Corporate Credit Cards are to be reconciled within 14 days of return from travel.

Note: The Corporate Credit Card and Staff Reimbursement Vice-Chancellor's Directive states that corporate credit cards *must not* be used for personal expenditure. However, if some personal expenses on the corporate credit card whilst travelling are unavoidable, the amount reimbursed to UTS should be documented and made by personal cheque or electronic funds transfer (EFT). Contact [Accounts Payable](#) for EFT details.

To repay any unused portion of a Travel Advance or Incidental Allowance attach a cheque for the correct amount when you submit your form. Alternatively you can contact Accounts Payable for UTS bank details for EFT option.

If trip expenses were paid for by any other means, refer to the Out of Pocket expense acquittal process in [iExpense Procedures](#) (PDF).

Consult the [Gifts and Benefits Vice-Chancellor's Operational Directives](#) if you have received a gift or benefit whilst travelling to determine if a [Gifts and Benefits Declaration form](#) (Word) should be submitted.

4.2 Private vehicle reimbursements

Kilometre reimbursements are paid through Employee Self Service via the Online Pay Claims option. For step-by-step instructions refer to private vehicle reimbursement instructions on [Kilometre Reimbursement Claim form](#) (PDF).

For more information (including a table of rates per kilometre), refer to the Payroll chapter in the online [Payroll Management Procedure — Finance Procedures Manual](#) (PDF).

5. Overseas travel

The sections covering 'health and safety', 'travel booking and payment' and 'after you travel', as shown in these Guidelines, apply to all overseas travel.

It is the traveller's responsibility to monitor and adhere to the relevant [DFAT Travel Advice](#) and direction from their dean/director/manager before they travel and while overseas.

If the DFAT advice identifies a risk level rating of 3 'Reconsider Your Need to Travel' or level 4 'Do Not Travel', a [Risk Management of Overseas Travel form](#) (PDF) must be completed and kept on file.

Prior to undertaking overseas travel, the traveller should complete a [Checklist for Staff Travelling Overseas on UTS Business](#) (PDF).

Prior to approving overseas travel for any staff member, managers should complete a [Checklist for Managers Approving Overseas Travel](#) (PDF).

5.1 International Roaming plans for mobile phones

When travelling overseas and using a UTS data enabled mobile phone or laptop, it is highly recommended that staff sign up for an International Roaming Data Plan. These are casual plans that give staff an included data allowance when roaming overseas and can provide a substantial discount when compared to 'Pay as You Go' rates.

More information on International Roaming data plans can be found online at [International Roaming Data Plans](#).

6. Student travel

Any student enrolled on a part-time or full-time basis undertaking approved travel in relation to their studies is covered by the procedures and benefits of the [Travel Vice-Chancellor's Directive](#) and these Guidelines.

International Studies (IS) manage their students' overseas travel. Non-IS students travelling overseas are the responsibility of the dean of their faculty.

[UTS Student Services](#) also provide information and support for personal student travel.

Students are required to enter their itinerary details into the International SOS 'my trip' facility (available to International SOS members on the [International SOS website](#)) if they do not book through a [preferred travel agent](#) (staff only).

The preferred method of payment for student travel is via reimbursement made through a [Travel Acquittance and Expense Claim Form](#).

7. Complaints, compliments and feedback

In order to ensure UTS [preferred travel agents](#) (staff only) and other preferred travel providers are delivering the expected level of service, any issues, complaints, compliments and other feedback regarding the performance of the university's travel providers should be referred to UTS Strategic Procurement at procurement@uts.edu.au.

8. Additional information

Comprehensive and current travel information is available on the [Strategic Procurement travel pages](#).

9. Version control and change history

Effective date	Version	Approved by (date)	Amendment
23/11/2012	1	Deputy Vice-Chancellor (Resources) (08/10/2012)	New
19/12/2013	1.1	Vice-Chancellor (29/11/2013)	Minor amendment to tipping section of the table (appendix 1).
22/12/2014	1.2	Deputy Vice-Chancellor (Resources) (21/11/2014)	Changes to travel advice (section 2.2) to align with changes to Delegation 2.9. Other minor edits.

Appendix 1. Typically allowable and non-allowable travel expenses

Incidental Expenses	Allowable	Not allowable
Business expenses		
Necessary health examinations, inoculations, vaccinations	√	
Necessary visas and consulate fees	√	
Passport		√
Postage, photocopying, printing	√	
Necessary laundry or dry cleaning (while travelling) ¹	√	
Business calls and reasonable business internet use ²	√	
Work related gifts	By negotiation with the dean or director prior to departure.	
Travel expenses		
Compulsory exit and entry fees	√	
Transport costs	√	
Porter fees and airport trolley hire	√	
Rental car upgrades		√
Tipping (see Entertainment Vice-Chancellor's Directive for details)	√	
'No-show' charges for hotel or car hire ³		√
Parking tickets or traffic violations		√
Finance expenses		
Currency exchange rate fees/commissions	√	
Interest charges on personal credit cards		√
Personal expenses		
Necessary medical attention from a local doctor	√	
Reasonable personal phone calls ⁴	√	

¹ Travellers away for more than 5 nights or in difficult climates are expected to need to use laundry or dry cleaning services.

² Check hotel internet usage charges prior to connecting to the University or webmail.

³ Permissible in extenuating circumstances.

⁴ It is considered reasonable for staff to telephone home upon arrival at their destination, or when changing accommodation or location, particularly overseas. Staff should bear in mind the frequency

Incidental Expenses	Allowable	Not allowable
Clothing or toiletry items		√
Expenses related to vacation or personal days ⁵		√
Hairdressers		√
Magazines, books, newspapers, personal reading materials		√
Alcohol including minibar ⁶		√
Movies (eg hotel in-house movies)		√
Personal accident insurance		√
Personal automobile — maintenance or repairs		√
Personal entertainment, including sports events		√
Personal travel or property insurance		√
Personal internet use		√
Personal telephone calls in excess of reasonable calls home		√
Souvenirs or personal gifts		√
Tours		√

and duration of their calls and the associated costs to their school/unit. Individuals will be responsible for excessive personal telephone calls.

⁵ Taken before, during, or after a business trip.

⁶ One glass of wine or beer is permitted with lunch and evening meal.