

Travel Vice-Chancellor's Directive

Abstract

International and domestic travel is an integral part of the teaching, research and student experience at UTS. This Directive sets out the requirements for undertaking approved University Travel for staff and students.

Dates	Directive approved	03/10/2012
	Directive takes effect	23/11/2012
	Directive is due for review (up to five years)	11/2017
	Directive amendment approved	24/11/2014
	Directive amendment takes effect	22/12/2014
Approved by	Vice-Chancellor	
Implementation Officer	Chief Financial Officer	
Relevant to	All staff, contractors, students and others who travel under the University's authority	
Related documents	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 Guidelines Travel FAQs Risk Management of Overseas Travel form (PDF) Risk Management Policy Risk Management Guidelines Corporate Credit Card and Staff Reimbursements Vice-Chancellor's Directive Finance Procedures Manual (PDF) Corporate Travel Insurance UTS travel (for information and forms on travel safety and security) Procurement Policy Standing Delegations of Authority Professional Experience Program (PEP) Vice-Chancellor's Directive Guidelines for Overseas Travel Travel Diary (PDF)	

	Preferred car hire (staff only) Preferred accommodation (staff only) Preferred travel agents (staff only) Kilometre Reimbursement Claim form (PDF) Private Travel Insurance Research Risk Management Plan Health and safety hazards DFAT travel advice on smartraveller.gov.au International SOS University Travel website
Legislation	
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1. Purpose

University Travel includes but is not limited to:

- representing the University of Technology, Sydney in an official capacity
- research (including the generation of collaboration), programs and funding, the conduct of research, the presentation and commercialisation of research outcomes and the advancement of the UTS research profile
- the delivery and development of domestic and offshore teaching and learning activities
- fieldwork
- consultancy or work with colleagues on research, project or teaching development
- the development and execution of University approved commercial activities
- the International Studies Program (In-country Study) and the UTS International Exchange Student Scheme and generally, support for and to students engaged in UTS programs of teaching and learning

- UTS graduation ceremonies
- the organisation of, and/or participation in, conferences, seminars and workshops
- professional staff development
- staff or student recruitment and marketing
- the development and maintenance of formal relations with, or participation in an official capacity in the activities of, other universities, enterprises, governments and associations
- participating in community service, for example as an examiner, adviser, unpaid consultant or presenter of seminars or lectures in an official capacity, or as a member of a Board of an external institution, and
- use of specialised equipment or facilities where these are not available at UTS.

2. Scope

This Directive sets out the requirements for undertaking University Travel regardless of the source of funds (including research funds). It applies to all staff, contractors, students and others who travel under the University's authority to conduct the activities, or further the interests, of UTS.

3. Definitions

Approving officer means the staff member who has the relevant authority for approving travel expenditure under the [Standing Delegations of Authority](#).

Authorised person means a person authorised by the approving officer to undertake University Travel.

DFAT means the Department of Foreign Affairs and Trade.

Domestic travel means travel more than 50 kilometres (one way) from UTS and within the borders of the Commonwealth of Australia.

Economy class fares exclude Premium Economy.

Incidental Allowance means a daily allowance up to A\$20 per full day of international travel to cover payment of low value Incidental Expenses. A traveller cannot claim an Incidental Allowance where other Incidental Expenses are acquitted for the same trip.

Incidental Expenses are lower value expenses incurred whilst travelling, such as parking, internet cafe, printing, photocopying and transit tickets.

International SOS is the University's preferred provider for medical, health and security services for staff and students undertaking overseas travel.

International Studies Program means travel outside the borders of the Commonwealth of Australia.

International travel means travel outside the borders of the Commonwealth of Australia.

Insurer means the University's travel insurance provider.

Lowest logical fare means the most economical available airfare at the time of booking that suits the requirements of a traveller in enabling business objectives to be met, and ensures effective use of the traveller's time.

Non-staff means contractors, visitors, interviewees, guests and others where travel is funded and approved by UTS.

Per diem means a fixed amount of money provided to an individual by an organisation to cover expenses whilst travelling. UTS does not provide per diems.

Personal Travel Locator (PTL) means an online feature provided by International SOS to track travellers during an international trip. PTL stores relevant information about the traveller and their trip itinerary.

Preferred suppliers means the travel agencies, hotels and other suppliers with whom UTS has a preferred supplier agreement.

Reimbursement means a payment by UTS to cover approved 'out of pocket' business expenses incurred by a traveller.

Research Risk Management Plan means a document completed by travellers intending to undertake research activities overseas. It serves to lower the risk to the traveller whilst conducting such activities.

Risk management means the culture, processes and structures that are directed towards the effective management of potential opportunities and/or adverse effects. See the [Risk Management Policy](#) for more information.

Staff member means an employee or an honorary appointee of the University.

Student means any person enrolled in any degree, diploma, course, subject or unit offered by the University whether on a full-time or part-time basis, or at an undergraduate or postgraduate level, or award student.

Travel acquittal means the process to substantiate and approve business related expenses.

Travel Advance means any monies paid in advance of travel directly to the approved person for costs that are expected to be incurred when travelling. Travel Advances are acquitted against the exact amount of expenses incurred on return to the University with unused monies repaid to UTS.

Travel Advice Rating means the security rating for a specific country as published by Department of Foreign Affairs and Trade (DFAT) on smartraveller.gov.au.

Travel Approval Form means the request containing travel plans and expenditure forecasts, which is submitted by the traveller and authorised by their supervisor and Approving Officer before travel can be undertaken.

Traveller means the staff member, student or authorised person who will be undertaking University Travel as specified on the Travel Approval Form and for whom authority to travel has been obtained, prior to departure.

University means the University of Technology, Sydney (UTS).

University Travel means approved domestic and international travel undertaken by a 'staff member', 'student' or 'authorised person' for the purpose of conducting the activities, or furthering the interests of UTS, regardless of the source of funding or duration of the travel. University Travel includes all arrangements related to the travel such as transport, accommodation, meals, insurance and health requirements.

4. Directive principles

This Directive has been developed to ensure that:

- travel practices support the safety and wellbeing of the individual traveller
- the University meets its duty of care to staff and students while travelling
- travel is adequately planned
- travel budgets permit faculties and divisions to complete their required tasks
- there is cost-effective management of travel budgets
- travel practices and procedures are appropriately documented
- there is appropriate reporting on financial acquittal of travel activities
- the traveller is not required to undertake undue administrative efforts to acquit travel.

5. Directive statements

5.1 Travel planning, approval and booking

5.1.1 Annual travel budget — faculty/division/unit

Prior to the commencement of the year, a faculty/division/unit travel budget should be prepared and approved by the appropriate member of the executive.

Travel related to graduation ceremonies should be coordinated with the Vice-Chancellor's Office. International student recruitment should be planned in conjunction with UTS International.

5.1.2 Pre-trip approval

Travellers planning to undertake University Travel must complete and submit a [Travel Approval Form](#) (PDF) to their approving officer and dean/director. Quotes can be obtained from one of the University's [preferred travel agents](#) (staff and contractors only). Travel approval requires detailed travel plans, an accurate expenditure forecast and a risk assessment, if applicable. The Travel Approval Form must be completed and approved before booking, payment and departure.

When a traveller intends to undertake research work overseas dealing with [health and safety hazards](#), including any laboratory work or fieldwork, the traveller must create a [Research Risk Management Plan](#) approved by their Associate Dean (Research) prior to travel.

5.2 Preferred travel agents

University Travel bookings must be made through one of the University's [preferred travel agents](#) (staff and contractors only) in order to maintain duty of care procedures and to access a range of airline discounts. Use of other travel agents or direct airline bookings could limit the University's purchasing power, increase administration costs, restrict the collection of valuable travel data and make it difficult for the University to know the location of travellers in the event of an emergency.

Bookings may be made with other travel suppliers in the following circumstances:

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

[International SOS](#) provides traveller tracking information for all international bookings placed with the University's [preferred travel agents](#) (staff and contractors only).

5.3 Externally funded University Travel

Travel funded by other organisations or external grants and administered through UTS should follow this Directive. When funding for travel is partially from UTS sources and partially from personal or external funds, authorisation for the total amount of the UTS funds is also required.

5.4 Associated personal travel

Personal or private travel is permitted generally in conjunction with University Travel provided that the University is only responsible for the business portion of the trip and that appropriate pre-trip approval process is completed. The private travel component and any additional costs are to be paid separately by the traveller. Some private travel insurance options are available at [Private Travel Insurance](#).

5.5 Accompanying family

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 need to be provided for them to be included in the University's travel insurance cover.

5.6 Domestic and international air travel

Bookings should be made as far in advance as possible, in order to benefit from the most cost-effective fare. Domestic travel bookings made at least 21 days before departure and international travel bookings made at least 60 days prior to departure offer the lowest price options. Group bookings should be organised when possible.

Wherever possible, travellers should utilise the lowest logical fare available for the journey, on a safe reliable airline, in the authorised travel class. The most direct route should be used wherever possible. Utilisation of the lowest logical fare for a journey overrides all personal airline preferences and/or the accrual of Frequent Flyer points or airline lounge memberships.

5.7 Class of travel

University travel must be by economy class via the most cost-effective and practical route. Exceptions are as follows:

- Travel upgrades to a higher class by use of Frequent Flyer points are acceptable where the upgrade does not compromise the lowest logical fare requirement of the University.
- The relevant member of the Senior Executive may approve a fare class more expensive than economy class on the recommendation of the relevant dean/director.
- Members of the Senior Executive, deans, deputy deans, research directors (and similar positions) are permitted to travel on business class for air travel exceeding seven hours duration based on scheduled flight time.
- Staff members with business class travel specified in their contract of employment are permitted to travel business class.

Travel class approval summary

Transport class	Approval required from
Economy	Delegated approver (refer to Delegation 2.9)
Premium economy and business class	Relevant Senior Executive based on recommendation from the relevant dean/director
First class	Prohibited

5.8 Frequent Flyer / loyalty programs

The University will generally not fund memberships in Frequent Flyer programs or airline lounge memberships. In special circumstances however, such memberships may be paid by the University if recommended by the dean/director and approved by the relevant member of the UTS Senior Executive. Travellers with Frequent Flyer points gained as a result of approved business travel are encouraged to use them for University Travel, for example, on accommodation and air bookings. Staff who exchange Frequent Flyer points for flights on University Travel will not be reimbursed for the value of the air travel.

5.9 Travel by private motor vehicle

A private vehicle may be used for UTS travel. Prior approval is required by the supervisor and the driver will need to provide evidence of current registration, driver's licence and comprehensive insurance. Recompense is made at rates published by the Finance Services Unit (see [Kilometre Reimbursement Claim form](#) (PDF)).

UTS is not responsible for expenses relating to a private motor vehicle including insurance and will not cover damage or theft of a private vehicle while being used for business purposes.

5.10 Accommodation

Rates

The standard of hotel accommodation should provide a safe and secure environment and provide value for money. It should be equivalent to Australian three or four star standards.

For domestic locations, hotel bookings should be arranged with the University's [preferred accommodation](#) (staff and contractors only) or with [University Travel website](#) (government negotiated hotels). Bookings can be made directly with the hotel or via the University's [preferred travel agents](#) (staff and contractors only).

For international locations, accommodation should be located near your place of business and priced at a reasonable level considering the general hotel pricing in the city/region you are visiting. It is recognised however, that in some overseas locations where hotel facilities are less developed and/or there are safety concerns, a higher level of accommodation may be booked if authorised by the approving officer.

Selecting a hotel via a conference package is accepted.

Fees/membership

Hotel membership fees will not be funded. Hotels selected should be based on lowest pricing available and not guided by hotel/air frequent guest memberships.

Staff who exchange frequent guest programs for free accommodation nights on University Travel will not be reimbursed for the value of the accommodation.

Payment

Payment for hotel accommodation is required to be made with a corporate credit card preferably before departure. Personal expenses incurred while staying at hotels will not be approved/paid by UTS. These include, but are not limited to in-room movies, video rentals, in-room alcoholic beverages, babysitting, recreational activities and beauty and spa facilities. (See Appendix 1 in the [Travel Guidelines](#) for additional information regarding allowable travel expenses.)

Cancellation policy

It is the responsibility of the traveller to advise the travel agent or hotel should the traveller need to cancel a reservation.

Staying with friends and family

At times, staying with friends and family is a preferred option for travellers on approved University Travel. This is acceptable provided the overall work performance is not affected by any discomfort or inconvenience created by a home visit. In these circumstances it would be appropriate to buy a small gift or to take the host for a meal as a token of appreciation for their hospitality. On the [Travel Approval Form](#) (PDF) staff should make note of their intention to stay with relatives or friends. The expense should not exceed the anticipated cost of the accommodation and should be pre-approved by the approving officer.

5.11 Other travel expenses

Taxis

Taxi transfers between airport, hotels and places to conduct UTS business will be paid by UTS. When significant taxi spend is required, the traveller(s) should consider booking a hire vehicle.

Vehicle hire

When travelling domestically, hire vehicles must be booked with the University's [preferred car hire](#) (staff and contractors only) provider. For international travel, the best value provider with a suitable vehicle should be chosen. Hire vehicle upgrades are not allowed.

Meals

UTS will meet reasonable costs for meals whilst travelling on University Travel.

Incidental Expenses

Reasonable Incidental Expenses incurred whilst undertaking University Travel will be paid by UTS.

Incidental Allowance

A daily allowance up to A\$20 per full day of travel is available to international travellers for payment of Incidental Expenses. A traveller cannot claim an Incidental Allowance where other Incidental Expenses are acquitted for the same trip.

Refer to Appendix 1 in the [Travel Guidelines](#) for reasonable meal costs and incidental expenses.

5.12 Risk management and duty of care

The University has a duty of care to University travellers to ensure their safety and wellbeing at all times. It is the traveller's responsibility whilst travelling to be mindful

of potential risks in the local area (which might include field excursions or laboratories) and to act in a manner that will minimise harm to the traveller. Guidance on identifying and assessing risk can be found in the [Risk Management Policy](#).

To meet this duty of care, the University will:

- identify potential dangers or risks present in areas where travellers may travel
- seek advice from [International SOS](#), and
- take reasonable measures to control such risks, where possible.

Supervisors aware of staff travelling with a significant medical condition should:

- ensure they receive a travel management plan developed by the traveller and their doctor
- remind the traveller how [International SOS](#) can assist them before and during overseas travel.

5.12.1 Pre-trip travel security risk analysis

UTS uses the [Department of Foreign Affairs and Trade](#) (DFAT) Travel Advice Ratings on [smarttraveller.gov.au](#) as a guide for the approval of international travel. These ratings fall into four broad categories:

- **Level 4 – Do not travel** means travel is not permitted without a risk assessment and a completed [Risk Management of Overseas Travel form](#) (PDF) that is approved by the Provost for academic staff or the Deputy Vice-Chancellor (Corporate Services) for professional staff.
- **Level 3 – Reconsider your need to travel** means travel is discouraged unless absolutely necessary and requires a completed [Risk Management of Overseas Travel form](#) (PDF) approved by the appropriate dean/director.
- **Level 2 – Exercise a high degree of caution**, and
- **Level 1 – Exercise normal safety precautions.**

Security risk approval for international travel must be authorised by the delegates identified in the following table.

DFAT travel advice rating	Approval required from	Insurance cover for advisory level before booking	Insurance cover for travel advisory upgrade after booking
Level 4	<ul style="list-style-type: none"> • Provost for academic staff • Deputy Vice-Chancellor (Corporate Services) for professional staff 	No travel insurance coverage.	No life insurance. Other travel insurance applies.

Level 3	Appropriate dean or director	No life insurance. Other travel insurance applies.	Travel insurance applies, including life insurance.
Levels 1 and 2	Delegated approver (refer to Delegation 2.9)	Travel insurance applies, including life insurance.	Travel insurance applies, including life insurance.

The Deputy Vice-Chancellor (Corporate Services) representing professional staff and the Provost representing academic staff may, if it is considered appropriate, impose a complete travel ban to certain countries or areas and may require travellers already in those countries or areas to return home.

Staff should familiarise themselves with the [Risk Management Policy](#) and specifically the [Risk Management Guidelines](#) and [Guidelines for Overseas Travel](#).

Staff are advised to follow travel advice provided by International SOS (via email or available online at [International SOS](#)), and must complete any activity-based risk assessments that may apply.

5.12.2 International SOS travel advice

International travellers (staff and students) are encouraged to use the services of [International SOS](#) before and during international travel. Staff and students who book travel with the University's [preferred travel agents](#) will automatically receive travel advice by email before departure. These advisories provide security, medical, cultural and other relevant travel information for the countries shown on the traveller's itinerary.

All travellers must register for International SOS email alerts before departure. Travellers may call International SOS any time before or during international travel to receive information such as medical assistance, emergency evacuation assistance, translation services, help to replace lost documents (eg passport) or help with any other travel related enquiries.

The [International SOS website](#) is available to all UTS staff and students. This website provides comprehensive details for all countries as well as warnings regarding disease outbreaks, natural disasters, terrorist attacks, labour disputes, special events, etc.

5.12.3 Emergency card

Travellers should obtain an [International SOS Card](#) prior to departure in the event International SOS services are required before or during travel.

5.12.4 Itinerary

Before departure, you must provide a complete copy of your itinerary to your faculty/department including accommodation phone numbers. If the travel booking was not placed with a University preferred travel manager, staff and students must register their itinerary and contact details to the International SOS 'my trip' facility available to all members on the [International SOS website](#). In the event of an emergency, authorised UTS staff are able to view details on PTL to establish the location of travellers.

5.12.5 Health requirements

It is the responsibility of the traveller to ensure they have the required inoculations prior to travel. Costs related to immunisation required for University Travel will be paid by UTS. General travel health information is available on the [International SOS website](#), by selecting the country or countries being visited.

5.13 Travel insurance

Staff, students and other authorised persons are covered by UTS insurance while on University Travel. A summary of the insurance cover can be found at [Corporate Travel Insurance](#). [Insurance for private travel](#) may be arranged online.

Travellers must ensure full compliance with the University's travel insurance and should ensure that they are familiar with the exclusions to the insurance policy prior to travel. Payment of any claims will be at the discretion of the insurers.

Insurance enquiries should be addressed to the Insurance Officer via email at Insurance@uts.edu.au.

5.14 Passport/visa

It is the responsibility of travellers to ensure that they possess a valid passport (a minimum validity of six months is preferred at all times) and the necessary visas for their intended journey. The University will fund the cost for visas required for University Travel but not the costs of a passport.

5.15 Payment for travel

The preferred payment methods are:

- preferred travel managers — corporate credit card or via accounts payable
- accommodation — corporate credit card or via accounts payable (UTS preferred hotels only)
- meals — corporate credit card
- taxis — Cabcharge, corporate credit card or Incidental Allowance
- incidentals — Incidentals Allowance, Travel Advance or corporate credit card.

A Travel Advance or Reimbursement is available for:

- travellers without a corporate credit card
- transactions where use of a corporate credit card is impractical.

A per diem allowance for meals and accommodation is not available.

The preferred method for students and other non-staff is via Reimbursement on a [Payment Request form](#) (Excel).

5.16 Reporting on travel

If requested at the time of approval, the traveller is required to submit a written report on the travel to the approving officer within three weeks of return.

The individual traveller's trip report should provide an outline of travel route and activities, in addition to summarising the aims and outcomes of the travel. In particular, the report should provide any details that may assist the University in the performance of its functions. A list of contacts and future recommended actions should be included if appropriate.

5.17 Travel acquittal

All expenditure should be supported by original receipts, tax invoices or similar. Only actual costs will be met.

Travel Advances must be acquitted within three weeks of return to work in the travel acquittal process. Failure to acquit Travel Advances within designated time frames will result in no further advances being paid until outstanding amounts are reconciled.

Incidental Allowance of up to A\$20 per full travel day does not require acquittal. If the actual trip duration is less than the duration specified on the approved travel, a pro rata amount must be returned to UTS.

Consistent with the [Corporate Credit Card and Staff Reimbursements Vice-Chancellor's Directive](#), card expenses must be acquitted within 14 days of the end of the month of purchase. Late acquittal of corporate credit cards may result in suspension or cancellation of the staff member's card.

When travel expenditure exceeds the budgeted amount, the excess amount must be approved by the approving officer.

5.18 Travel diary

To comply with Australian Tax Office requirements and minimise the University's tax liability for Fringe Benefits Tax (FBT), travellers must provide a record of their activities undertaken whilst on University Travel for a period of more than five nights by completing a [Travel Diary](#) (PDF).

The travel diary needs to be signed by the traveller and submitted as part of the travel acquittal process.

Not submitting a travel diary will result in all costs associated with the University Travel becoming subject to FBT, which will be charged to the traveller's faculty/division/unit. The imposition of FBT is approximately double the cost of travel.

5.19 Breach of Travel Directive

All suspected breaches of this Directive should, in the first instance, be reported to the relevant dean/director. Suspected breaches of a serious nature should be reported directly to the Deputy Vice-Chancellor (Resources) and to the Deputy Vice-Chancellor (Corporate Services).

6. Roles and responsibilities

Accountable Officer: Deputy Vice-Chancellor (Resources). The Deputy Vice-Chancellor (Resources) or nominee is also responsible for authorising corrective action to rectify all breaches of this Directive and must also report any fraudulent activities to the Deputy Vice-Chancellor (Corporate Services).

Implementation Officer: the Chief Financial Officer, Financial Services Unit, is the primary point of contact for advice on implementing and administering the Directive, for establishing and maintaining the official file, for proposing amendments as required and for managing the consultation process when the Directive is due for review.

Deans and directors may approve travel consistent with the [Standing Delegations of Authority](#). Additional requirements or guidance on undertaking University Travel

may be authorised by the relevant dean, member of the Senior Executive or director for use within the respective faculty/division/unit.

The traveller must ensure:

- there is an approved travel form before any bookings/payment is made
- bookings are made in a timely manner using the most cost effective travel options (lowest logical fare) at all times
- travel payment must be made with UTS corporate credit card and not a personal credit card
- required acquittal, trip reporting and relevant receipts and documentation are submitted in support of all travel within set time frames
- [Risk Management Guidelines](#) have been complied with and, if required, appropriate documentation submitted
- emergency contact details for the period of the approved travel are supplied to the relevant delegate of the faculty/division/unit
- if booking through a non-preferred travel manager, all relevant details and itinerary are registered on the International SOS 'my trip' facility available to members on the [International SOS website](#).

The approving officer must ensure:

- travel is necessary to effectively perform the business purpose
- the availability of existing funds within an approved budget, or that the external source of funds is available and sufficient
- compliance with the [Risk Management Guidelines](#)
- travel is conducted in the most cost effective and efficient manner, and
- required acquittal, trip reporting and relevant receipts and documentation are submitted in support of all travel within set time frames.

7. Acknowledgments

None applicable.

8. Version control and change history

Effective date	Version	Approved by (date)	Amendment
23/11/2012	1	Vice-Chancellor (03/10/2012)	New Directive. Changes from May 2012 Directive include; minor administrative changes to enhance Directive clarity. Changes to; percentage discount difference required to use alternate travel suppliers, restrictions on reimbursement process (removed) and wider eligibility for Incidental Allowance.
22/12/2014	1.1	Vice-Chancellor (24/11/2014)	Amendments to class of travel (section 5.7) and pre-trip travel security risk analysis (section 5.12.1) to align with changes to Delegation 2.9, and additional minor edits.