



University of
South Australia

Travel Guidelines

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Revision History

Revision	Date	Name	Description of Revisions
1.0-8.0	08/2001-09/2015	Chief Financial Officer	Original Guidelines approved and updated
9.0	02/2016	Chief Financial Officer	Autonomous Sanctions reference added
10.0	07/2016	Chief Financial Officer	Travel Management Company details updated
11.0	02/2017	Chief Financial Officer	Clarified application of guidelines to visitor-related travel
12.0	11/2018	Chief Financial Officer	Introduction of self-booking via Online Booking Tool (Serko) and the use of the Traveller Profile forms (Appian). Recognition of rideshare services.

REFERENCE AUTHORITY

Finance Unit
People, Talent and Culture

CROSS REFERENCES

Credit Card Policy and Handbook
Insurance Handbook – Business Travel
Code of Ethical Conduct
Travel Offshore - Work Health & Safety (WHS)
Emergency Response Protocols - Offshore
Crisis Management Manual
Professional Experience Program Policy
Private Vehicle Use Guidelines
Travel Training and Guides

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1. PREAMBLE

- 1.1 The University of South Australia is a distinctive, internationally-competitive institution in a global market for students and other University business. The University therefore expects staff from time to time, to perform University activities away from its campuses. Terms and conditions of employment for newly appointed staff reflect this expectation.
- 1.2 The University recognises the contribution of staff members to the success of all of its operations, including those conducted interstate and overseas. The Travel Guidelines ensure that the University is accountable for its use of public funds and at the same time demonstrates equitable and fair consideration of University staff members.

2. PRINCIPLES

- 2.1 Funds may only be spent on travel to further the purposes of the University.
- 2.2 Staff should neither lose nor gain financially as a result of travelling on University business.
- 2.3 Travel approval and cost acquittal procedures are designed to protect both individual staff members and the University.
- 2.4 Staff travelling will be provided with a reasonable standard of financial support consistent with the public nature of the University and community standards.
- 2.5 Staff with formal delegated authority are accountable for approval of travel in accordance with the Vice Chancellor's Authorisations (VCAs) and these Travel Guidelines. Travel arrangements must be approved before the travel event takes place. All costs associated with a travel event are to be aggregated and form part of one approval.
- 2.6 Travel arrangements are to be economical and executed in a manner that is efficient to administer with consideration given to WHS responsibilities and duty of care.
- 2.7 Any Fringe Benefits Tax (FBT) implications of travel will be borne by the traveller.
- 2.8 Where these guidelines are silent on a travel matter, the University will refer to industry practices and other community standards. Such practices and standards will constitute a guide only and will not limit the University's ability to make decisions about suitable guidelines.

3. DEFINITIONS

3.1 Travel

Travel includes all of the conditions and arrangements supporting an individual travel event (e.g. Airline Club Membership) as well as the individual travel event itself.

3.2 Staff

Higher Degree Research and PHD students are considered as staff for the purpose of these guidelines.

For the purpose of domestic self-booking, eligible staff are considered as paid and contract/continuing staff members (i.e. not casual staff).

3.3 University Travel Management Companies

The University has appointed two Travel Management Companies (TMCs), Orbit World Travel for all International travel, and ATPi Voyager for all domestic travel.

Except as set out in Sections [4.5](#) and [4.6](#) below, all University-related travel in which any portion of the trip costs are funded by the University must be booked through the applicable TMC via the Travel Team or using the University's Online Booking Tool ('OBT'), Serko. Any deviation from this must receive prior approval from the Chief Financial Officer or nominee.

3.4 Lowest Logical Fare

The Lowest Logical Fare (LLF) is:

- the most economical fare; and
- the most direct route with the minimum number of stops to reach the intended destination(s).

3.5 Funds

For the purpose of these guidelines, fund refers to all funds controlled by the University and includes DOET grant money, Commonwealth financial assistance, State Government financial assistance, investment revenue, royalties, trademarks and licences, consultancy and contract research and earnings from entrepreneurial ventures.

3.6 Corporate Credit Card

The University's credit card issued to staff members undertaking University-related travel for making payment for Reasonable Expenses that relate to accommodation, meals and incidental travel-related expenses.

3.7 Reasonable Expenses

Reasonable expenses are determined by the authorised supervisor, having regard to the nature of the event, University and [ATO \(Australian Taxation Office\) Rulings](#), and other community standards.

3.8 University Business and Private Days

A Business day is any day on which University business occurs, including (but is not limited to):

- University representation (e.g. member of Universities Australia, ATN meetings);
- overseas and regional program delivery;
- administration (e.g. appointment process, external reviews, setting up collaborative arrangements);
- international marketing and recruitment activities;
- research interactions; and
- conferences/PEP/graduations.

It is appropriate to also include unavoidable time spent between business activities:

- weekends and public holidays (generally where occurring between two business days only);
- days only spent in a location due to flight times and availability;
- days only spent in a location due to practicalities (i.e. with business days on Monday and Wednesday, it is impractical to return the staff member on the Tuesday); and
- required rest and/or recovery days for long flights (subject to specific approval).

All other travel is by definition Private.

4. TRAVEL APPROVAL

4.1 University Travel Management Company

The University Travel Management Company (TMC) must be utilised for all travel bookings because:

- it has the ability to provide airfare discounts that are only available when booking directly with the TMC. The University has airfare agreements with Qantas, Virgin Australia, Singapore, Emirates, Malaysian and Cathay Pacific Airways Limited with discounts offered based on the airlines receiving a percentage of spend for domestic or international expenditure;
- unless requested otherwise, the TMC will quote the Lowest Logical Fare available at the time of booking (whether with Qantas or not);
- it offers a full range of travel services; and
- by using the TMC, the University can ensure that its duty of care obligations are met for travelling staff and students.

The use of low-cost airlines simply to obtain cheap airfares is not encouraged. The University expects that staff will use safe, reliable and reputable carriers when travelling on University business.

4.2 Travel Authorisation

All international flights are to be booked by the TMC via the Travel Team and domestic flights can be booked via the Travel Team or eligible staff can self-book using the Serko OBT. All flights are to be selected using the Lowest Logical Fare, as discussed in Section [8.1](#).

When approving travel, the formally delegated authority must ensure that:

- the travel is for official University business;
- travel to a restricted location conforms with Section [8.10](#) of these guidelines;
- the absence is convenient to the local area;
- the cost to the University is minimised; and
- there are sufficient funds in the nominated cost centre.

4.3 Travel Authorising Officers

The Vice Chancellor makes separate authorisations in respect to travel (refer Vice Chancellor's Authorisations). Nominees authorised by the Vice Chancellor may approve travel for staff. Staff members must not approve their own travel or associated costs.

4.4 Travel Booking

The Travel Team provides the services that support staff, student and visitor travel within the University except when set out in Sections [4.5](#) and [4.6](#) below. Domestic travel can be arranged via the Travel Team or eligible staff can self-book travel via the Serko OBT. The Travel Team procures all international travel and related needs including accommodation, ground transportation etc.

To arrange international and domestic travel via the Travel Team:

- all staff and students are required to complete the Appian profile form and the Online Business Travel Request Form;
- the Online Business Travel Request form is submitted by the Traveller/Travel Arranger to the travelteam@unisa.edu.au;
- quotes are prepared and provided to the Traveller/Travel Arranger;
- the Traveller/Travel Arranger reviews and selects the appropriate quote and advises the Travel Team of their selection;
- the Travel Team requests approval from the staff member with the appropriate VCA for travel;
- when approval is received, the Travel Team completes the required booking/ticketing; and
- an electronic Trip Folder with all relevant trip information including itinerary and additional travel advice is emailed to the Traveller/Travel Arranger.

To self-book domestic travel:

- eligible staff will automatically receive an e-mail with individualised details to access the Serko OBT once they complete their Appian traveller profile;
- it is the staff members responsibility to obtain approval for their travel from the domestic travel VCA holder before making each booking;
- Serko requires the traveller to confirm that they have obtained local approval from their domestic travel VCA holder for the trip during the booking process;
- upon completion of the booking, Serko will send a notification e-mail to the traveller's line manager (as set out in their traveller profile in Appian), which will provide an overview of the itinerary and trip costs; and
- the traveller/travel arranger will receive a copy of the booked itinerary via e-mail.

See [Travel Frequently Asked Questions](#)

See [Travel Training and Guides](#)

4.5 Travel not Funded by the University

Travel funded by another organisation or an external grant that is not arranged or paid through the University should follow these guidelines unless the funding agency imposes different restrictions. Section [8.10](#) of these guidelines, relating to travel to restricted locations as determined by DFAT, must be complied with regardless of the funding source. The funds should be used responsibly and in such a way as to realise the best economies and maximise benefits to the University.

4.6 Visitor Travel

As far as practicable, travel undertaken by visitors that is funded by the University should follow these guidelines, particularly when no other party has employment responsibility (i.e. a duty of care) for the visitor (e.g. persons attending interview or migrating to commence employment).

Visitor-related travel funded by the University may be arranged by third parties when:

- the visitor has a separate employment relationship with a third party;
- the University has entered into a contractual commitment to allow a visitor to organise their own travel (e.g. under a contract for services); or
- there is a strategic imperative to permit the travel to be organised through others (in such instances, approval will be required from the relevant ELT member).

For the avoidance of doubt, these guidelines do not need to apply when the visitor's travel is funded by their institution (e.g. under a collaborative research agreement/inter-institutional agreement).

4.7 Associated Personal/Private Travel

Personal or private travel (non-University business) may be permitted in conjunction with pre-approved business travel, providing that the:

- purpose of the travel is properly documented prior to commencement of travel;
- absence is convenient to the local area and the appropriate leave form has been completed and authorised by the relevant supervisor/manager; and
- personal/private travel component and associated costs are to be paid for separately by the traveller and must not be charged to the University. This payment should be made directly by the staff member to the TMC prior to tickets being issued.

The University provides travel insurance for incidental personal/private travel taken in conjunction with University business travel but the personal/private travel component must not equal or exceed 50% of the overall trip duration.

Associated personal/private travel by a staff member will be subject to FBT when the number of Private days equals or exceeds the number of Business days unless offset by a personal contribution. University policy is to require these staff contributions to minimise the situations where FBT may arise.

See [Travel Insurance Frequently Asked Questions](#)

See [Finance Unit & ATO - FBT](#)

4.8 Spouse, Partner and Dependant Travel

Approval from a senior staff member (i.e. ELT member, Executive Dean, or Institute/Unit Director or Dean) for spouse, partner or dependant accompanied travel is required before the booking can be completed. The approval will be requested by the Travel Team on behalf of the traveller. Additional costs incurred as a result of a travelling spouse, partner or dependant must be met by the staff member.

Where a University cost centre agrees to pay for or reimburse any spouse, partner or dependant related costs, any associated FBT will be charged to the cost centre.

Travellers are to ensure when accompanied by a spouse, partner or dependant, that the business of the University is not compromised. The University must not be financially disadvantaged because of a partner or dependant travelling with a staff member.

4.9 Compassionate Travel

In the event that a staff member or his/her spouse or close relative becomes critically ill or dies whilst the staff member is travelling on University business, a compassionate fare may be granted to the staff member, spouse or close relative at the discretion of a ELT member.

Compassionate travel will generally be exempt from Fringe Benefits Tax (FBT).

4.10 Duration and Timing of Travel

Travel will only be approved if and when the travel dates and timing are convenient to the local area and is at the discretion of the staff member with VCA for travel. For single trips of more than 180 days, see [Travel Insurance Frequently Asked Questions](#).

4.11 Travelling Together

To minimise disruptions to the University's ongoing operations and reduce the risks arising from having multiple absences, no more than 3 (three) staff members should travel in the same means of transport at the same time.

5. TRAVEL-RELATED EXPENSES

5.1 Travel Expenditure

The University will fund all reasonable expenses associated with University travel (see Section [5.5](#)) and such expenses may be paid as follows:

- through use of the Corporate Credit Card (either for direct payment of expenses e.g. accommodation or, where necessary, for withdrawal of cash advances when travelling overseas); or
- by reimbursement via a staff expenditure claim in ProMaster where a Corporate Credit Card is not available; or
- by a Cash Advance paid into a staff member's bank account before commencement of travel using Cash Advance Approval form [FS27](#).

The University assumes no obligation to reimburse travellers for expenses that are not in accordance with these guidelines, unless the expenses are approved by the Vice Chancellor or the Chief Financial Officer. Travellers who incur expenses that are not in accordance with the guidelines are at risk of delayed, partial or forfeited reimbursement and abuse may result in disciplinary action.

The University does not pay daily allowances, however the [ATO Travel Allowance](#) rulings provide a guide only as to what may be incurred as reasonable expenditure on accommodation, meals and incidentals. Section [5.5](#) provides additional guidance on reasonable expenses that will be covered and/or reimbursed by the University.

Staff members with VCAs are responsible for ensuring that all guidelines detailed herein have been adhered to before they approve expense claims and any deviations from the guidelines must be fully explained on the expenditure claim form.

See [Credit Card Policy](#) and [Credit Card Handbook](#).

5.2 Corporate Credit Card

In accordance with the Credit Card Policy, continuing or fixed term staff members in positions that require domestic or international travel more than twice a year are eligible to apply for a Corporate Credit Card.

Staff travelling on University business who have a Corporate Credit Card are required to use their card to pay for their travel expenses (accommodation, meals and incidentals) when practical. The Corporate Credit Card should not be used for personal expenses.

See [Credit Card Policy](#) and [Credit Card Handbook](#).

5.3 Reimbursement of Expenses Paid Personally

Staff can claim for reimbursement of business expenses paid for by cash or personal credit card by lodging a claim via ProMaster.

Claims for reimbursing business expenses for students, unpaid staff and visitors are made by submitting a [Domestic Payment Request](#).

5.4 Accounts Payable Cash Advances

Where a cash advance is required, the Travel Team will estimate the amount needed using [ATO Travel Allowance](#) rulings and past experience as a guideline.

The Travel Team will seek approval from the staff member with VCA for travel. When approval is received, The Travel Team will forward the paperwork to Accounts Payable within Finance Unit for processing and the Cash Advance will be paid within 7-10 working days prior to the departure date.

All expenditure and unspent portions must be acquitted through presentation of receipts attached to a completed [FS39](#) Cash Advance Acquittal form and detailed travel diary entries where applicable.

Cash advances must be settled within 10 (ten) working days of returning from a trip. A staff member may only have 1 (one) cash advance outstanding at any given time. Failure to account for a cash advance within the required time frame may result in disciplinary action.

5.5 Incidental Expenses – Allowable and Non-allowable

Incidental Expenses	Allowable	Not allowable
Business Expenses		
Official phone calls, faxes, etc.	√	
Necessary health examinations, inoculations, vaccinations	√	
Necessary passports, visas and consulate fees	√	
Postage	√	
Necessary laundry or dry cleaning (while travelling) (1)	√	
Business calls and reasonable business internet use (2)	√	
Travel Expenses		
Compulsory exit and entry fees	√	
Transport costs (taxi, bus, train, tram, metro, ferry, car hire)	√	
Tips, porter fees and airport trolley hire	√	
Rental car upgrades		√
Auto repairs		√
"No show" charges for hotel or car hire and airline tickets (3)		√
Parking tickets or traffic violations		√
Finance Expenses		
Currency exchange rate fees/commissions	√	
Charges for travellers cheques	√	
Interest charges on personal credit cards		√
Loss Expenses (see also Travel Insurance Frequently Asked Questions)		
Replacement of damaged luggage not covered by travel insurance (4)	√	
Lost baggage beyond limits of Airline/University insurance		√
Loss or theft of personal funds or property		√
Personal Expenses		
Necessary overseas medical fees from a local doctor (5)	√	
Overseas dental emergency fees (5)	√	
Reasonable personal phone calls (6)	√	
Clothing or toiletry items		√
Private expenses related to vacation or personal days (7)		√
Hairdressers		√
Magazines, books, newspapers, personal reading materials		√
Mini-bar alcoholic refreshments		√
Movies (e.g. hotel in-house movies)		√
Personal accident insurance		√
Personal automobile routine maintenance/tune-ups		√
Personal entertainment, including sports events		√
Personal property insurance		√
Personal telegrams/faxes		√
Personal telephone calls in excess of reasonable calls home		√
Souvenirs or personal gifts		√
Other Expenses		
Excess baggage fees		See Note (8)
Tours		See Note (9)
Work related gifts		See Note (9)
For overseas travel where a weekend stay is necessary to meet business needs, standard accommodation & meals	√	

Notes

- (1) It is expected that staff on travel greater than 7 (seven) nights or in difficult climates will need to use laundry or dry-cleaning services.

- (2) It would be helpful to inquire what the hotel charges are prior to using the internet to connect to the University.
- (3) May be allowed in extenuating circumstances.
- (4) Where reasonable the purchase of additional suitable luggage (to equal value) for the purpose of undertaking University business.
- (5) Medical costs due to an unexpected illness (excluding pre-existing medical conditions) for short-term trips of less than 180 days (six months) and dental fees that cannot wait until the traveller's return to Australia. [International SOS](#) must be contacted. If the costs are below University Insurance excess, payment or reimbursement by the University will be subject to cost centre manager approval. See [Travel Insurance Frequently Asked Questions](#).
- (6) 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 and duration of their calls and the associated costs to the University. Individuals will be responsible for excessive personal telephone calls.
- (7) Taken before, during or after a business trip. Business and Private days are defined in **Section 3.8**.
- (8) Excess baggage fees are only allowable when staff are travelling with bulky or heavy materials/equipment necessary for University business.
- (9) May be covered by University by negotiation with cost centre manager prior to departure. FBT is applicable. As a guide, FBT effectively doubles the cost of these expenses.

In accordance with the general principles outlined in these guidelines, a staff member undertaking offshore work may negotiate reimbursement of other indirect costs with their respective cost centre manager to be determined on a case-by-case basis prior to travel. FBT may be applicable.

5.6 Allowable Expenses in Particular Circumstances

Staff members travelling on University business may be reimbursed for the cost of alternate care for dependant(s). The cost centre will bear the cost of any associated FBT.

For a continuous absence of 180 days (six months) or more, either a 'reunion' airfare at economy rates, will be provided or established partner accompanied travel will be considered. Funding will be provided for an economy airfare and a reasonable increase in accommodation costs only if authorised by the staff member with the relevant VCA for travel.

5.7 Long Term Overseas Travel – Over 180 Days (six months)

In the case of a staff member being overseas continuously for over 180 days (six months), the University will on a case-by-case basis negotiate a suitable package of reimbursement for expenses.

Any associated tax implications relating to the long-term overseas travel must be addressed prior to the completion of the travel itinerary.

The University may refer to other industry practices for guidance but will ultimately determine its own practices.

See [Travel Insurance Frequently Asked Questions](#)

6. REASONABLE HOURS OF WORK

6.1 Staff Working Offshore

The University has obligations under WHS legislation to ensure that all staff work reasonable hours and have opportunities for sufficient rest. It is not always possible to regulate the number of hours worked per day or maintain work within the span of normal work times when staff are working offshore. There is a requirement that offshore work is within workload expectations and compliant with legislative obligations.

In developing the travel itinerary, the relevant supervisor/manager and the staff member have a shared responsibility to consider the expected workload to ensure that the hours worked each day and the days worked whilst offshore remain reasonable and fair. This will comply with WHS requirements to provide safe and healthy working conditions. Special consideration may need to be given to overnight travel, especially between different time zones

Rest time where deemed necessary, should be incorporated in itineraries or opportunities for time in lieu should be taken immediately upon return or closely following. The supervisor/manager may need to factor the additional cost of the extra rest periods into overseas travel budgets.

7. RESPONSIBILITIES

7.1 Staff with Formal VCA for Approving Travel

Staff with formal VCA are required to:

- confirm that the travel is for official University business when approving travel;
- ensure any risks are assessed prior to approval and appropriately managed before travel commences;
- ensure reasonable hours of work have been considered; and
- maintain communication with travelling staff as required.

See the [WHS14 Travel and Offshore Risk Assessment](#) and [Emergency Response Protocols - Offshore](#)

On behalf of the local area, the Travel Team will retain a copy of the final itinerary of travel arrangements in the travel file which includes:

- copies of travel documents;
- emergency (Australian) contact details; and
- emergency offshore contact details if provided by the traveller.

7.2 Student Exchange Supervisors

Student Exchange Supervisors are required to maintain periodic contact with students on exchange programs by phone call or email as agreed with the students prior to travel.

7.3 Travellers

All travellers should (as and when applicable to their travel):

- be familiar with these guidelines prior to travel;
- advise their manager/supervisor of any changes to travel plans that occur during the travel period as soon as possible;
- ensure their passport has at least 6 (six) months validity from the date of return. See Section [8.11](#) for more information on passport and visa requirements;
- ensure their Australian residency visa and re-entry permissions are valid if travelling on a non-Australian passport;
- familiarise themselves with the destination(s) they are visiting by referring to the [Smartraveller](#) and/or [International SOS](#) websites;

- review the University's [emergency travel assistance](#) arrangements and download the International SOS Assistance App;
- whilst travelling, ensure they have a copy of the following documents that are provided in the Trip Folder email sent by the Travel Team:
 - the University Travel Emergency Contact numbers; and
 - a copy of their travel itinerary.

7.4 Staff Who Are Eligible to Self-Book Domestic Travel

It is the eligible staff member's responsibility to obtain approval for their travel from their domestic travel VCA holder before making each booking. Self-bookings can only be performed via the Serko OBT when:

- the entire booking is being funded from a University cost centre (e.g. no personal payment is required);
- the trip does not exceed 6 nights duration; and
- the traveller pays for any accommodation/car hire arrangements personally and seeks reimbursement or pays via a Corporate Credit Card.

8. OTHER TRAVEL CONSIDERATIONS

8.1 Class of Travel

Except when there is an economic justification (e.g. a lower fare using an indirect flight with only minor inconvenience), travellers should utilise the Lowest Logical Fare (LLF) available on the class travelled at the time of booking. Use of the available LLF for the journey must override all personal airline preferences and/or the accrual/redemption of frequent flyer points.

8.1.1 Domestic

Economy class is standard for all domestic travel. Cost centres are encouraged to use discounted airfares if the applicable conditions can be met (e.g. where it is unlikely that travel plans will vary).

8.1.2 International

Staff may fly premium economy/business class for flights of more than 10 (ten) hours continuous flying time, if approved by a senior staff member (i.e. ELT member, Executive Dean, or Institute/Unit Director or Dean).

For flights of less than 10 (ten) hours in duration, economy class should be used unless the supervisor/manager believes there are adequate reasons to support premium economy/business class travel. Funding for premium economy/business class travel must be provided from the relevant cost centre.

8.2 Airline Club Memberships

Staff who are expected to travel frequently on University business may be provided with an airline club membership where their cost centre manager deems it to be value for money expenditure. Airline club memberships are purchased for one year at a time, whilst Qantas membership can be purchased for one or two years if appropriate. Lifetime memberships are not permitted.

Staff who have been identified as qualifying for the University to fund their airline club membership are required to complete and submit an application form to the [Travel Team](#). The staff member with the appropriate VCA will be requested to approve the expenditure. Management of University-funded airline club memberships is performed by the Travel Team.

Arrangements have also been made for staff who may wish to self-fund their airline club membership at discounted rates. These costs may be salary-sacrificed after payment has been completed. Contact the [Salary Sacrificing Officer](#) in the Human Resource Unit.

See [Salary Sacrifice Guidelines & Conditions](#).

Airline club membership will not be provided for partners.

For further details or instructions on how to apply for airline club membership, see [Airline Club Membership](#).

8.3 Frequent Flyer Programs

Frequent Flyer and other reward program memberships must not override the University's Lowest Logical Fare requirement. Frequent Flyer points accrue to individual staff members and may be used at their discretion. Staff members are encouraged to use them for University purposes.

8.4 Accommodation

The Travel Team has a list of international and domestic accommodation providers offering discounted University rates in all major capital cities. Staff may select other accommodation if rates are comparable to the discounts offered by providers suggested by the Travel Team or when self-booking via the Serko OBT for domestic travel.

For conference travel, the staff member with the appropriate VCA may permit staff to stay at the conference venue when reasonable with regard to interaction, security and savings on transport.

The general accommodation standard is a double room with private shower/bath in a reasonably priced hotel/motel for domestic and international travel. The Travel Team can assist staff with accommodation requirements.

When the traveller arranges accommodation, the traveller is required to ensure that the accommodation is safe and of a reasonable standard, and the provider is reliable and reputable. The Travel Team will not provide quotations or facilitate bookings for the use of private properties (e.g. those available through services such as Airbnb).

In the case of offshore teaching staff, accommodation will be within reasonable proximity of the teaching location.

8.5 Ground Transportation

It is the traveller's responsibility to ensure that the most direct and economical ground transportation option is utilised with cost estimates sought prior to travel. This consideration should include the use of:

- chauffeured transport within Metropolitan Adelaide;
- taxis; or
- car/vehicle rental.

Travellers may also consider rideshare services (e.g. Uber), but are not compelled to use such services and do so at their own discretion.

8.5.1 Chauffeured Transportation

The University contracts Hughes Chauffeured Limousines to provide passenger transport services within Metropolitan Adelaide. All costs are borne by the cost centre provided to Hughes Chauffeured Limousines at the time of booking.

8.5.2 Taxis

There is no preferred taxicab supplier for interstate or overseas travel. All taxi costs are borne by the relevant cost centre. The use of taxis during international travel may need to be recorded in a travel diary. Tips can be included if reasonable in the country concerned.

The preferred payment methods for taxis are:

- by Corporate Credit Card;
- by Cabcharge (within Australia only – available from Campus Facilities Office prior to travel); or
- by cash or personal credit card with subsequent reimbursement from the University.

8.5.3 Rideshare

Travellers may use established rideshare services (e.g. Uber) at their own discretion. Travellers are solely responsible for any decision to travel in a privately-owned vehicle and should in each instance consider the circumstances of each journey, for example:

- the number of people travelling;
- the time of day;
- the area and route (e.g. metropolitan vs regional or rural travel);
- the length of journey;
- their level of vulnerability (e.g. not tired or intoxicated); and
- their ability to contact others via mobile phone during the journey.

Travellers may either:

- add their own Corporate Credit Card to a business profile within the rideshare service's app; or
- pay with cash or personal credit card and seek reimbursement from the University.

8.5.4 Car/Vehicle Rental

Travellers may use hire cars when cost effective. The University has car rental agreements with negotiated discount rates with specific hire companies. Car/vehicle bookings should be made via the Travel Team or, when suitable and preferable, using the Serko OBT. Payment can be made with a Corporate Credit Card or a personal credit card with subsequent claim for reimbursement.

8.5.5 Insurance on Car/Vehicle Rental

The following practices will result in significant savings when hiring vehicles for travelling on University business:

- Staff must ensure that the vehicle hire plan (domestic and international) includes Comprehensive Motor Vehicle Insurance. Purchase of separate insurance for Collision Damage and Theft Waiver is not required, as the University's Corporate Travel Policy will automatically cover up to AUD \$5,000 of the driver excess that staff would normally be responsible for, should they place a claim for Collision Damage or Theft (subject to the Travel Insurance policy excess).
- If the excess of the hire vehicle exceeds \$5,000 the hirer will be required to pay to reduce the excess to \$5,000 or assume responsibility for any excess amount above \$5,000. The University will not be responsible for any amount not claimable from the UniSA Insurance Travel Policy.
- Employees are required to refuel rental cars before returning them, as failure to do so will incur additional charges.

8.5.6 Public Transport

Public transport can be used when more convenient, safe or cost effective (e.g. Trains in Hong Kong, MRT in Singapore, Metro in Paris).

8.5.7 Use of Own Vehicle for Business Travel

Use of a staff member's own vehicle for business travel is only permitted when University-provided methods of transport (e.g. pool vehicles, chauffeured transport, shuttles) are not reasonably available or their use is impracticable.

The University has approved guidelines governing the use of own vehicles for business travel, examples of which are:

- travelling between campuses for meetings;
- travelling to or from third party premises for business meetings; and/or
- attending an offsite function.

Staff should consult with their manager to determine the appropriateness of using their own vehicle for business travel.

See [Private Vehicle Use Guidelines](#).

8.6 Fund Supplementation for PEP Travel

Supplementary funding for travel expenses above the University Professional Experience Program (PEP) allowance may be provided to staff members on PEP leave in accordance with the [Professional Experience Program Policy](#).

8.7 Travel Insurance

The University provides [travel insurance](#) cover for persons travelling on official University business, as specified in its current insurance policy. This policy provides a wide range of cover including overseas medical expenses, loss of or damage to baggage or personal belongings and cancellation expenses.

Covered persons include Senior Staff, their spouse and children, staff, students undertaking study related travel and non-employees travelling on behalf of the University anywhere in the world.

The University will not be responsible for personal losses suffered beyond the coverage provided by the University's own insurance.

For additional information on University Travel Insurance, see [Travel Insurance Frequently Asked Questions](#).

8.8 Traveller Profiles

All employees, students and visitors who are expected or intend to travel on behalf of the University are required to create and maintain a [Traveller Profile](#) in [Appian](#) to ensure that all pertinent details and preferences (e.g. Airline Club Memberships) are provided in the reservation process and that emergency contact details for the traveller(s) are up to date.

Travellers' titles within the profile have been restricted to comply with tightening aviation security protocols relating to names on tickets. The global travel industry only recognises four gender-related titles, namely: Mr, Mrs, Ms and Miss. Professional titles (e.g. Professor, Doctor, etc.) do not feature in passports and are not recognised by airlines. Consequently, these titles cannot be added to a booking without risking inconvenience and denial of boarding due to inconsistencies between the name in a passport and the name of the booking. Therefore, only the four gender-related titles are available within the Traveller Profile tool.

8.9 Travel Record - Business Travel Diary

To ensure the University complies with ATO requirements and to avoid FBT being charged to the traveller's cost centre, travelling staff who are away for 6 (six) or more consecutive nights must maintain a travel record. A travel record is a daily schedule of activities undertaken during the travel period.

A draft travel record is created – when required – through the process of completing the University's business travel request form in Appian. Following the recorded date of return, Appian will prompt the traveller to update the travel record. The traveller is required to ensure that the Appian business travel record accurately reflects the actual travel itinerary and must submit this through Appian to the Travel Team for review and filing.

For those travellers who have arranged travel outside of the Travel Team – when approved by the Chief Financial Officer (or nominee) as set out in Section [3.3](#) – a suitably detailed itinerary should instead be attached to an [FS37](#) Business Travel Record and the completed form submitted to the Travel Team (travelteam@unisa.edu.au).

8.10 Travel Safety

Travel to restricted areas as determined by the [Department of Foreign Affairs and Trade](#) (DFAT) must be approved – before the booking is made – by the Chief Financial Officer or duly authorised delegate in his/her absence irrespective of whether the trip is paid for by University funds or personally.

The University will not arrange or finance personal travel (as part of a business trip) to restricted locations as classified by DFAT.

Restricted areas are defined as those regions to which Australians are advised not to travel or to reconsider their need to travel (i.e. DFAT Level 3 or 4).

The University has a Crisis Management Manual which forms part of its Crisis Management framework. The Manual provides the Strategic Crisis Management Team (SCMT) a set of roles and responsibilities to enable them to better manage potential crisis situations.

See [Emergency Response Protocols - Offshore](#) and [FS89](#) High-Risk Travel Questionnaire.

8.11 Passport/Visa Requirements

It is the responsibility of University travellers to ensure they:

- possess a valid passport with a minimum of 6 (six) month validity from the date of return;
- have valid country specific entry visa(s);
- have current Australian residency visa and re-entry permission if travelling on a non-Australian passport; and
- are compliant with any other relevant immigration requirements, before embarking on official travel.

When travelling, staff and students are reminded to take extra photocopies of their passport details page and keep in separate locations. The University will meet the cost for a passport and visa(s) where required for business purposes.

8.12 Autonomous Sanctions

Autonomous sanctions exist for a number of countries. These are highly targeted measures not involving the use of armed force that are imposed in situations of international concern, including the grave repression of human rights, the proliferation of weapons of mass destruction or their means of delivery, or armed conflict. These sanctions prohibit the University from dealing with specific individuals and entities, or providing those individuals, entities and specified countries with access to specific types of training, services and resources. It is essential that staff at the University understand these sanctions and comply with them by providing prior to planning travel, complete, accurate and honest answers to each of the questions within the Business Travel Request (BTR) Form when requesting travel, at which point the BTR will redirect the traveller to the most relevant information and advice.

For further information, please visit the [Research and Innovation Services](#) website.

8.13 Health Requirements

The University is legally obliged to ensure, as far as is reasonably practicable, the health and safety of its employees who are travelling for work purposes.

Travellers who fail to disclose or intentionally withhold health information relating to a proposed period of travel may place themselves and the University at significant financial and legal risk and this may constitute serious and wilful misconduct.

Travellers who indicate that they have a pre-existing medical condition which could impact on their fitness to travel or have received medical advice that would reasonably preclude them from taking the journey will be required to contact the Insurance Office. This should take place at least 5 (five) days prior to travel as the nature of the condition may require medical clearance prior to travel. The Travel Team cannot complete a booking until medical clearance is obtained.

Failure to disclose a pre-existing medical condition or medical advice that would reasonably preclude travel may invalidate travel insurance and as a consequence, travellers could become personally liable for any medical costs incurred during their travel.

Information provided will be securely stored and will not be used for any other purpose.

It is the responsibility of University travellers to ensure that they have the required inoculations when travelling on official University business. [The UniSA Health Medical Clinic](#) provides information on medical requirements. The University will meet the cost for inoculations where they are required for business purposes and has arrangements with the following organisation utilising the Medical Request [FS32](#) Form.

City East Campus
Level 2, Centenary Building
North Terrace, ADELAIDE SA 5000
Access via Gates 4 and 5, Frome Road

City West Campus
27 North Terrace
Adelaide SA 5000

Phone: 1300 172 996
Fax: 08 8125 6712
Email: admin.cityeast@unisamedical.com.au

If access to the UniSA Health Medical Clinic is inconvenient, travellers may use the services of another health professional to obtain required inoculations and seek approval for reimbursement from the University.

See the [WHS14 Travel and Offshore Risk Assessment](#).