

Proposed changes – Travel Policy

http://www.utas.edu.au/docs/fin_services/policies/policy_11-10.html

Key points:

- **Travel to destinations with DFAT (Department of Foreign Affairs and Trade) warnings**
- Travel to destinations where DFAT have issued travel advisories for Levels 3 to 5 requires approval from the Deputy Vice-Chancellor (Academic) and Provost
- DFAT provide five levels of advice:
 1. Be alert to your own security.
 2. Exercise caution and monitor developments that might affect your safety.
 3. Exercise a high degree of caution.
 4. Reconsider your need to travel.
 5. Advised not to travel.

Travel Policy (continued)

- It is the staff member's responsibility to check for and monitor travel warnings or advice from DFAT.
 - Levels 3 to 5 – staff should carefully consider the risks and provide an explanation on how the risks will be managed.
- If the level of advice has been increased before travel, further assessment should be undertaken and new authorisation to travel should be sought.
- Student travel will **not** be permitted to destinations with Level 5 DFAT advice in any circumstances.
- Note that insurance claims for countries with Level 5 warning issued before commencement of travel are not covered by UTAS travel insurer.

Amended: Leasing Policy

www.utas.edu.au/docs/fin_services/policies/policy_10-3.html

- Leasing or financing arrangements cannot be entered into without the written approval of the Executive Director Finance and Administration.
- This includes the leasing of photocopiers, IT equipment and other assets.
- Written business case required to support any departures from internal IT and Photocopying schemes.
- For enquiries regarding external leasing, rentals and other financing arrangements contact Business Services.

Amended – Leasing Policy (continued)

- Budget Centres considering external leasing arrangements for any equipment should carefully consider:
 - Any internal leasing schemes.
 - Financial comparisons including ‘what if’ analysis over various scenarios.
 - Legal implications
 - Cost of Budget Centre time and University time – significant administration and legal office time.

Amended – Motor Vehicle Replacement/Disposal

http://www.utas.edu.au/docs/fin_services/policies/policy_15-1_2.html

- Vehicle replacement is a commercial decision and passenger vehicles are normally reviewed after they have travelled over 40,000 kms or 2 years from purchase date, whichever occurs first.
- Assessment of the future use of the vehicle is made after considering future needs, resale value, vehicle history, fit for purpose and market trends.
- This assessment is made in a collaborative manner by the Fleet officers and management.
- The Fleet Manager will make recommendations for the approval of the Executive Director Finance and Administration.
- Motor vehicles can be disposed of by auction or trade in.