

Corporate Travel Insurance:

- All travellers to notify Insurance Office (ext 3514 or shane.talbot@utas.edu.au) of pre-existing medical conditions prior to travel
- In some instances Insurer may require medical clearance to travel
- Students are not covered for pre-existing medical conditions, Insurer and UTAS not liable for any costs arising from pre-existing conditions while travelling. Please contact Insurance Office (ext 3514)

Domestic Accommodation – Government Rates can be accessed at www.government.travel

- Need to register to use the site with UTAS email address
- Government rates (generally cheaper than WOTIF etc)
- Flexibility in change of dates, cancellations
- Some overseas locations

GST and overseas travel

- **please check tax coding for overseas airfares via BCMS – should be GST-Free, maybe a small component of GST on invoice for domestic component, invoice should be split prior to coding**

Travel Review

- **Travel Review Committee have considered recommendations from external travel consultant.**
- **Those recommendations which have been agreed to in principle will be presented to SMT for consideration on 28 April 2011**
- **Principle recommendations for Stage 1:**
 - **International SOS – Travel Risk Management**
 - **Electronic travel management system with workflows**
 - **Online self booking tool**
 - **Tender for Travel agents**
 - **Delegations for authorisation of international travel**
 - **Misc policy changes**
- **Currently scoping requirements for travel management system and implementation of International SOS**