

Project Unity



AMC
AUSTRALIAN MARITIME COLLEGE



UTAS

Financial Services Training Program



Training Program

- When you've got to go – Travel (Today)
- How to buy stuff – 12.30pm, Friday, 8 November
- Staying in the good books
- How to get paid!
- The rest
- FMIS overview
- FMIS – How to use
- Financial Reporting, Budgeting
- Other Areas
- Finance – who are we?



Today's Agenda

Travel

- Policies
- Agents
- Airlines/Accommodation
- Travel expenditure
- Reimbursements
- Authorisations / Forms
- Insurance

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UTAS

Travel Website

http://www.utas.edu.au/docs/fin_services/travel/

- For information on:
 - Travel Agent Contacts
 - Travel Policies
 - Travel Expenditure
 - Forms
 - Insurance
 - Airline Lounge Memberships



Travel Policies

- Travel Policy

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

Key points

- Authorisation of Travel
- Travel Agents
- Internet Fares
- Class of Travel
- Travel Diaries
- Airline Lounge Memberships



Travel Policies Continued

Business and Private Travel Policy

http://www.utas.edu.au/docs/fin_services/policies/policy_11-9.html

Key Points

- Incidental Private Travel
- Number of Private Days allowed
- Reimbursement of 50% of the Airfare where private travel not incidental



Travel Policies Continued

Travel Agents

RACT TravelWorld

http://www.utas.edu.au/docs/fin_services/travel/travagent_ract.html

STA Travel

http://www.utas.edu.au/docs/fin_services/travel/travagent_sta.html

Travel Advance

Key Points

- Can be issued for Interstate/International Travel
- Must be fully acquitted within 30 days with original receipts

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Airlines

- Preferred carrier Qantas (exceptions).
- Agreement also in place with Virgin Blue.

•Accommodation

- Can be booked via travel agents or online.
- UTAS rates available at Woolstore, Seaport, Grand Chancellor, Lenna's of Hobart and Wrestpoint.
- UTAS applicable for Government rates where available.



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Travel Expenditure / Reimbursements

- UTAS travel agents can be paid using UTAS Business Card (up to \$3,000) or Purchase Orders (over \$3,000).
- It is preferred that frequent travellers use a UTAS Business Card for travel expenditure.
- Where a UTAS Business Card is not available, travel claims will be paid by reimbursement on submission of a payment request supported by original documentation.
- UTAS does not pay allowances. All expenditure must be supported by original tax invoices, invoices or receipts.
- For guidance on expenditure limits please refer to HR 'Allowance' Schedule

http://www.admin.utas.edu.au/hr/salaries/allce_schedule.pdf



Authorisations / Forms

- Prior to travelling, authorisation to travel including class of travel must be obtained.

Signing Authority

Delegation

Head of School or Section	Travel within Australia for staff below Head of School or Section
Dean or Head of Division	Travel for Heads of School or Section and overseas travel for staff below Head of School or Section
Deputy Vice-Chancellor	Travel for Deans
Vice-Chancellor	Travel for members of senior executive



Authorisation / Forms

- Prior authorisation to booking travel arrangements:
 - Domestic travel in writing (email or memo), authorisation form is available.
 - International travel authorisation required on designated form.
 - Forms can be found at: http://www.utas.edu.au/docs/fin_services/travel/
- Additional authorities apply for:
 - Travel to countries which have travel advisory notices/warnings.
 - Business Class travel.
 - International travel associated with student recruiting, marketing for international development – refer to:
http://www.utas.edu.au/docs/fin_services/policies/policy_11-10_2.html
 - Airline lounge memberships.

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Insurance

- The University has insurance cover for employees travelling overseas for business purposes.
- The cover contains various exclusions and limitations, refer to the Policy Outline and associated items under 'Important Additional Information' – http://www.utas.edu.au/docs/fin_services/insurance/travel.html