

**UNDER REVIEW****Travel Procedure**

<b>Related Policy</b>	Travel Policy
<b>Responsible Officer</b>	Manager Taxation Services
<b>Approved by</b>	Chief Financial Officer
<b>Approved and commenced</b>	January, 2015
<b>Review by</b>	October, 2017
<b>Responsible Organisational Unit</b>	Financial Services

**CONTENTS**

1.	Objective .....	3
2.	Scope.....	3
3.	Work Health & Safety, Risk and Insurance Provisions .....	3
3.1	Duty of Care .....	3
3.2	International SOS .....	3
3.2	International Travel Advisories .....	3
3.3	Field Work.....	4
3.4	Travel Insurance.....	4
3.4.1	General Provisions .....	4
3.4.2	Insurance for travel to international high-risk areas .....	4
3.4.3	Travel Greater than 180 Days .....	5
4.	Authorisation to Travel .....	5
4.1	Authorisation to Travel .....	5
4.2	Travel within Home State .....	5
4.3	Changes to Authorised Travel .....	5
4.4	Unauthorised Travel .....	6
4.5	Accompanying Spouse, Partner and Family Member Travel .....	6
5.	Travel Booking Arrangements.....	6
5.1	Travel Bookings Arrangements .....	6
5.2	Accommodation Exceptions .....	6
5.3	Booking Systems .....	7
5.3.1	Domestic and New Zealand Bookings .....	7
5.3.2	International Bookings.....	7
5.3.3	Travel Agent Fees.....	7
6.	Class of Travel.....	7
7.	Combining Business and Private Travel .....	8
7.1	Incidental Private Travel Days.....	8
7.2	Non- Incidental Private Travel Days.....	8
7.3	University Business Travel Days .....	8
7.4	Private Travel Days.....	8
8.	Carer's Support.....	8
9.	Travel Expenditure .....	9
9.1	Business Card Expenditure .....	9
9.2	Travel Reimbursement: Actual Expenses.....	9
9.3	Travel Advances.....	10
9.3.1	Travel Advances.....	10
9.3.2	Acquittal of Advances .....	10

9.3.3	Repayment of Unexpended Advance.....	11
9.3.3	Acquittal Deadlines .....	11
9.4	Student Travel Bursaries .....	11
10.	Travel Diaries / No Private Travel Declaration .....	11
10.1	Travel Diaries.....	11
10.2	No Private Travel Declaration .....	12
10.3	Failure to Submit a Travel Diary or No Private Travel Declaration.....	12
11.	Loyalty Programs .....	12
11.1	Airline Lounge Memberships .....	13
11.2	Hotel or Accommodation Club Memberships .....	13
12.	Records Management.....	13
13.	Personal Information.....	13
14.	Supporting Documentation .....	13
15.	Versioning.....	14
	Appendix A: Sample Risk Assessment for Most Travel Requests.....	14
	Appendix B: Template for an International Travel to High-Risk Areas Risk Identification, Assessment and Mitigation Plan .....	14
	Appendix C: Permissible travel expenditure where authorised.....	16
	Appendix D: Privacy Statement .....	17

## 1. Objective

The objectives of these procedures are to:

- outline the steps that are to be followed for the management for all travel for University of Tasmania (UTAS) business and study purposes;
- support the *Travel Policy*; and
- provide consistency to the management of university travel.

## 2. Scope

This procedure applies to all University travel covered by the *Travel Policy* and applies to:

- All University council members, staff, students, volunteers, visitors, contractors.
- Anyone who incurs travel and travel-related expenses paid by the University irrespective of the source of funds.

## 3. Work Health & Safety, Risk and Insurance Provisions

### 3.1 Duty of Care

The University has a duty of care to provide a safe and healthy workplace for all staff, students, volunteers and visitors undertaking approved travel for University business purposes.

Travellers have a shared duty of care to minimise any destination security and medical risks to themselves and must ensure that they take appropriate action to ensure appropriate action regarding inoculations and any other medical requirements. Pre-trip information must be sought from:

- International SOS  
[www.internationalsos.com/MasterPortal/default.aspx?membnum=12AYCA000109](http://www.internationalsos.com/MasterPortal/default.aspx?membnum=12AYCA000109)
- Department of Foreign Affairs and Trade (DFAT) [www.smarttraveller.gov.au](http://www.smarttraveller.gov.au)

All international travel to high-risk countries, regions and areas must be registered with International SOS.

### 3.2 International SOS

The University has engaged a medical and travel risk management service, International SOS (ISOS), to provide travel-related security and medical advice prior to travel, advice and on-site assistance to travellers while travelling internationally.

The University's International SOS membership page, travel Assistance App and membership card are available via the University Travel Portal.

### 3.2 International Travel Advisories

International travel authorisation requests will include DFAT and ISOS Travel Advisories as applicable:

- Level 1- Exercise normal safety precautions
- Level 2- Exercise a high degree of caution
- Level 3- Reconsider your need to travel
- Level 4- Do not travel (may be approved in exception circumstances only)

## ISOS

- Insignificant
- Low
- Medium
- High
- Extreme

Travel to countries with a DFAT Level 4 or ISOS Extreme risk rating should be avoided, other than in exceptional circumstances.

Authorisation of travel requests to DFAT Levels 3 and 4 and ISOS High and Extreme areas requires submission at least two weeks prior to the travel of a comprehensive risk assessment, appropriate mitigation plan and documentation demonstrating the need for international travel to these high-risk areas.

Refer to Appendix A for sample risk assessment for most travel requests. Refer to Appendix B for a risk mitigation plan template for international travel to high-risk areas.

A workflow for risk approval is embedded in the online Travel Management System.

### **3.3 Field Work**

The *Field Activity Minimum Standard* must be followed when undertaking field activities and field work at the University.

### **3.4 Travel Insurance**

#### **3.4.1 General Provisions**

The University provides Corporate Travel Insurance for authorised travellers on approved travel more than 50kms from the person's normal place of residence or normal workplace for travel up to 180 days. It does not include normal daily travel between home and place of business unless it involves travel to and from your home state.

Information regarding Corporate Travel Insurance exclusions, claims, claim limits and excess can be found in the *Insurance Guidelines* available via the University Travel Portal.

Workers Compensation Insurance provisions may also apply for domestic travel.

#### **3.4.2 Insurance for travel to international high-risk areas**

Travel to DFAT Level 4 or ISOS Extreme level countries, regions and areas requires extension of cover under the University's Corporate Travel Insurance. Travel to Iran also requires extension of cover.

It is the traveller's responsibility to contact the University's Insurance Officer ([Finance.Insurance@utas.edu.au](mailto:Finance.Insurance@utas.edu.au)) to arrange this extension of cover to ensure they are covered by the University's travel insurance for these sections of their itinerary. Evidence that this has been done must be submitted with the risk assessment and mitigation plan to the relevant travel approver.

Travel risk levels can change quickly, and travellers should monitor DFAT and ISOS advice up to and during their travel. If the country, region or area risk level escalates to DFAT Level 4 or ISOS Extreme level while the traveller is there, they will be covered by the University's Corporate Travel Insurance.

### **3.4.3 Travel Greater than 180 Days**

University Travellers travelling for greater than 180 days in a single trip must request a quote from the University's Insurance Officer at least two weeks prior to travelling and submit to Financial Services. The Insurance Officer will organise a quote from the University Insurers and the additional insurance premium will be charged back to the relevant project.

## **4. Authorisation to Travel**

### **4.1 Authorisation to Travel**

All travel outside home state, whether funded by the University or not, must be authorised using the Travel Management System in accordance with the *Delegations Policy* and *Schedule of Travel Delegation*.

Authorisation to travel to countries with a DFAT Level 4 or ISOS Extreme risk rating should be avoided, other than in exceptional circumstances.

Travel requests to DFAT Levels 3 and 4 and ISOS High and Extreme levels require escalated risk approval as specified in the Schedule of Travel Delegations. Authorisation of travel requests to these areas requires submission of a comprehensive risk assessment and appropriate risk mitigation plan along with a case documenting the need for international travel to these high-risk areas.

Travel arrangements must not be confirmed or payment made prior to receiving appropriate authorisation to travel.

For group travel greater than five people please email [travel.admin@utas.edu.au](mailto:travel.admin@utas.edu.au) with brief details for advice on how best to manage authorisation and bookings.

### **4.2 Travel within Home State**

Travel within a home state must be authorised in accordance with budget centre processes.

### **4.3 Changes to Authorised Travel**

University Travellers shall notify the Delegated Authority where substantial changes are required to authorised (and/or booked) travel arrangements as soon as is practical using the Travel Management System, this includes changes to departure dates and return days as well as changes to the travel period

University Travellers are responsible for liaising with the University's Travel Agent to ensure refunds or credits of any fares or expenses where applicable for cancelled bookings.

#### **4.4 Unauthorised Travel**

University Travellers undertaking unauthorised travel will not be covered by University's Corporate Travel Insurance and costs will not be paid for by the University. In these cases the budget centre is responsible for ensuring recovery of paid costs from unauthorised travellers.

#### **4.5 Accompanying Spouse, Partner and Family Member Travel**

In special circumstances, travel costs for accompanying, spouse, partner or family member may be funded by the University at the discretion of the Chief Operating Officer or Provost where not already included in a staff member's employment contract.

Such travel costs will be subject to Fringe Benefits Tax (FBT) payable by the relevant budget Centre.

### **5. Travel Booking Arrangements**

#### **5.1 Travel Bookings Arrangements**

All University travel paid directly by the University must be booked through the University's contracted Travel Agent. This includes:

- all airfares;
- major rail and boat fares;
- accommodation;
- external car hire.

Where a University Traveller or booker believes any quote from the University's contracted Travel Agent is not competitive, they should provide the comparative information to the Travel Agent for analysis of flights and quotes. Should the matter remain unresolved advice should be sought from the University's Travel Contract Owner.

Exceptions to booking arrangements include where:

- an external funding body requires the travel arrangements to be booked with their preferred travel agent; or
- a University Traveller uses personal funds at least 75% of the transport as well as 75% of total cost of travel.

In such circumstances, authorised travellers must log their travel itinerary on the International SOS website using 'My Trips'.

The University will not fund travel where arrangements or bookings do not adhere to Policy or Procedures, and reimbursement will be sought where costs have already been paid.

#### **5.2 Accommodation Exceptions**

Exceptions for accommodation bookings through the University's Travel Agent include:

- negotiated conference rates where lower cost comparable accommodation (in close proximity) is not available;
- accommodation in home state or within Tasmania; and

- remote accommodation for field work activities (including camping or caravan park facilities).

Where suitable or cost effective accommodation is not available from the University's Travel Agent supplier network, the University Travel Agent will book through mainstream accommodation online aggregator sites.

### 5.3 Booking Systems

#### 5.3.1 Domestic and New Zealand Bookings

The Travel Management System must be used for domestic and New Zealand travel bookings.

Travel Agent fees do not apply to bookings made using the Travel Management System, however, travel agent fees will apply for complex or group bookings made directly with the Travel Agent.

#### 5.3.2 International Bookings

International Travel Authorisation Requests are quoted for in the Travel Management System authorisation workflow. Those who are submitting authorisation requests will have the opportunity to review and agree to the quotes prior to submitting the booking for authorisation.

Bookings for international travel are finalised directly with the Travel Agent and travel agent fees will apply.

#### 5.3.3 Travel Agent Fees

A Schedule of Travel Agent Fees is available on the University's Travel Portal.

## 6. Class of Travel

All University business travel shall be by economy class except where authorised in accordance with the *Schedule of Travel Delegations* in the following circumstances where:

- a staff member's employment contract authorises a different class of travel, however, in these cases staff would be expected to use economy class of travel for short journeys, it is expected that the provision for higher class of travel will have been previously authorised by the Chief Operating Officer;
- travel is fully funded and undertaken on behalf of an external organisation. Verification is required prior to seeking authorisation to travel;
- other circumstances on presentation of a documented case with a recommendation by a relevant member of Senior Executive or Senior Management Team; and
- restricted funds cannot be used for business class or premium economy class of travel.

The Chief Operating Officer and/or Provost may apply further limits or restrictions on class of travel if necessary to minimise University expenditure.

## **7. Combining Business and Private Travel**

### **7.1 Incidental Private Travel Days**

Private travel days that do not exceed 30% of the total travel days will be regarded as incidental to University business.

### **7.2 Non- Incidental Private Travel Days**

Where private travel days exceed the 30% threshold they will be deemed non-incidental to the business purpose of the travel and University travellers will be required to make a 50% contribution to the relevant transport costs.

FBT will be applied where a contribution is required but not received by the University.

### **7.3 University Business Travel Days**

University business days are those undertaking formal business activities and will include:

- transit days when travelling to a business destination from home or from a business destination returning home;
- a recovery day for long haul international travel (excluding short haul international such as Oceania and Asia);
- weekends and public holidays surrounded by business travel days with formal business activities (excluding those days falling between a transit day and business day that is not a recovery day);
- unavoidable delays between distinct business activities where the number of days are deemed reasonable.

### **7.4 Private Travel Days**

Private travel days include:

- weekends or public holidays not surrounded by business days with formal work activities;
- personal days including annual leave, long service leave and time in lieu.

The University's Travel Contract Owner will determine the nature of the travel and is authorised to make a ruling if necessary.

## **8. Carer's Support**

The University will reimburse any staff with carer responsibilities for reasonable child/dependent care costs incurred over and above the cost of usual dependent care arrangements when the employee is required to travel for University business purposes. Reimbursements will be subject to FBT and charged to the relevant project.

Out of hours care used by employees will often be informal (such as use of babysitters) or may involve indirect costs (such as driving children a distance to stay with relatives or the use of taxis to transport children to after-school activities). Details of such expenditure must,



however, be provided to the Head of School /Section for approval, and any payments made by employees are required to be properly receipted in support of the claim. Claims for Carer's Support must be submitted to Financial Services along with supporting documentation using the *Payment Request Form*.

## 9. Travel Expenditure

The preferred method of payment for travel expenditure is using business cards; however University Travellers may receive Travel Advances, or claim for expenditure on their return.

University Travellers are entitled to claim for reasonable expenses incurred, or may submit a claim in accordance with Cl 33 of the *University of Tasmania Staff Agreement 2013 -2016*. Appendix B provides a list of allowable travel expenses. Where meals are provided the daily meal component must be reduced accordingly.

Note that passport costs are deemed personal and Fringe Benefits Tax will be charged where paid for by the University.

Personal expenditure for personal care/hygiene items and headache or cold/flu tablets will not be funded by the University.

### 9.1 Business Card Expenditure

In accordance with the Business Card Guidelines, the University business card is the preferred payment method for staff travel expenditure while travelling.

Where a University Traveller does not hold a University business card, arrangements should be made with the relevant section or budget centre University business card-holder to pay for all:

- travel by air and other modes of travel; and
- accommodation expenditure, whenever possible, up to the monetary limits permitted on the University business card and rates established in the *University of Tasmania Staff Agreement 2013 -2016*.

In such instances, the University Traveller may also seek a Travel Advance and/or Travel Reimbursement to cover other costs associated with travel (e.g. meals, incidentals) unable to be paid for by the relevant section or budget centre University business card.

Care must be exercised to ensure that there is no duplication of business card and claimed expenditure.

### 9.2 Travel Reimbursement: Actual Expenses

Where a Traveller has expended personal monies for University business purposes, the Travel Reimbursement process will be based on actual expenditure incurred.

Where the University owes a balance to a University Traveller, they must:

- complete a *Travel Expenditure Schedule*;
- provide a summary of expenditure on a *Payment Request Form*;

- provide supporting documentation including original receipts (Tax Invoices where required); and
- complete a Travel Diary (where travel exceeds six nights).

The travel reimbursement request must be submitted to the relevant budget centre authoriser for authorisation within 20 working days of completion of the travel.

Where the claim totals less than \$50, the section or budget centre may elect to reimburse the University Traveller through the Petty Cash System who is required to follow *General Purchasing Guidelines* regarding petty cash claims.

Where the claim exceeds \$50, the budget centre must submit the documentation to Financial Services. Financial Services shall reimburse the University Traveller accordingly, and the balance will be paid to their nominated bank account in the next available EFT run.

### **9.3 Travel Advances**

#### **9.3.1 Travel Advances**

Where a University Traveller does not hold a University business card and the relevant section or budget centre University business card cannot cover all/some travel costs, they may be paid a Travel Advance representing a proportion of the monetary limits established in the *University of Tasmania Staff Agreement 2013 -2016* (up, or equal, to 100%). A *Payment Request Form* must be used.

In some instances a staff member holding a business card is permitted to request an advance to cover authorised expenditure, including where it would not be possible to use the business card for such expenses e.g. taxi fares in a country where credit cards are not generally accepted.

The Travel Advance shall be submitted to Financial Services in a timely manner to ensure it is paid prior to travel.

#### **9.3.2 Acquittal of Advances**

Where a University Traveller has been provided a Travel Advance, the Travel Advance acquittal must be based on actual expenditure incurred (i.e. involving the presentation of original receipts, including Tax Invoices where required).

All University Travellers must acquit their Travel Advance within 20 working days of the completion of the travel, and

- complete a *Travel Expenditure Schedule*;
- provide a summary of expenditure on a *Payment Request Form*;
- provide supporting documentation including original receipts (Tax Invoices where required); and
- complete a Travel Diary (where travel exceeds six nights).

Financial Services shall acquit the Travel Advance accordingly, and determine whether:

- in exceptional circumstances, any additional monies are owed to the University Traveller; or
- any monies are owed by the University Traveller to the University.

### 9.3.3 Repayment of Unexpended Advance

Where a University Traveller owes the University money, payment is to be made within 20 working days following completion of travel, through the University Cashier's Office (Launceston or Hobart).

The University Traveller must submit a copy of the Cashier's receipt with the acquittal documentation to Financial Services.

### 9.3.3 Acquittal Deadlines

Failure to acquit the Travel Advance within the timeframe may result in further Travel Advance requests being refused and travellers may be provided with an invoice for personal payment of the advance provided. Fringe Benefits Tax charges may also apply.

## 9.4 Student Travel Bursaries

Full-time students may receive a travel bursary to cover the cost of accommodation and meals while travelling, as determined by funding arrangements or the head of budget centre. In such instances the *University of Tasmania Staff Agreement 2013 -2016* should be used as a guide to reasonable levels of expenditure.

## 10. Travel Diaries / No Private Travel Declaration

All University Travellers undertaking travel exceeding six nights are required to substantiate the business purpose of the travel using documentation that complies with Australian Taxation Office (ATO) and Fringe Benefits Tax (FBT) legislative requirements.

Documentation is to be completed and submitted within 20 days of completion of travel.

For university staff and those deemed to be staff for taxation purposes, where the business purposes of any University travel cannot be substantiated, the travel will be deemed personal travel and FBT will be payable by the budget centre.

### 10.1 Travel Diaries

Travel diaries must be submitted electronically using the University eForm portal and diary entries must provide clear and detailed descriptions of activities undertaken as well as clearly differentiate between University business, study-related and private travel.

For Travellers who do not have a staff or student ID without access to the eForm portal or an administration officer to submit on their behalf, travel diaries may be submitted using the template available via the Travel Portal. Authorised diaries must be submitted to [Travel.Admin@utas.edu.au](mailto:Travel.Admin@utas.edu.au).

## 10.2 No Private Travel Declaration

Where University travel does not include any private travel days, travellers can submit a 'No Private Travel Declaration' in lieu of a travel diary. The declaration must be submitted electronically using the University eForm portal.

University business days are those undertaking formal business activities and include:

- transit days when travelling to a business destination from home or from a business destination returning home
- a recovery day for long haul international travel (excluding short haul international such as Oceania and Asia)
- weekends and public holidays surrounded by business travel days with formal business activities (excluding those days falling between a transit day and business day that is not a recovery day)
- minimal unavoidable delays between business activities such as:
  - a day between meetings
  - three or four days between two major conferences where work is undertaken at least three to four hours per day (where no work is undertaken it is expected that staff utilise annual leave or leave in lieu which is considered to be private travel)

For travellers who do not have a staff or Student ID without access to the eForm portal or an administration officer to submit on their behalf, declarations may be submitted using the template available via the Travel Portal. Authorised diaries must be submitted to [Travel.Admin@utas.edu.au](mailto:Travel.Admin@utas.edu.au).

## 10.3 Failure to Submit a Travel Diary or No Private Travel Declaration

Business travel will be deemed private travel for taxation purposes where:

- a staff member or deemed staff member does not submit a travel diary or no private travel declaration; or
- business purpose of the travel cannot be substantiated.

Where efforts to retrieve required documents or substantiation have been exhausted, FBT will be charged on the total travel cost and will be coded to the relevant project. Grossed up reportable fringe benefit will be included in the respective staff member's Payment Summary issued at the end of the financial year for inclusion in her/his Income Tax Return.

Under these circumstances the University Traveller will be required to reimburse the cost of FBT to the budget centre. The budget centre is responsible for recovery of the FBT.

## 11. Loyalty Programs

The University will not fund general Loyalty Programs such as Frequent Flyer points or Velocity rewards accruing to University Travellers from domestic and international air travel undertaken for business or study purposes will reside with the individual University Traveller.

### **11.1 Airline Lounge Memberships**

Payment of Airline Lounge Membership fees using University funds may only be authorised (on a year-by-year basis) if a staff member's employment contract offers such a clause.

University travellers can receive a discounted corporate rate for Qantas and Virgin Lounge memberships, and staff members who personally pay their membership can salary sacrifice the cost of the fees. Refer to Human Resources' Salary Sacrifice web page or the University Travel Portal for further details.

The University will not authorise payment of membership fees from restricted funds.

### **11.2 Hotel or Accommodation Club Memberships**

The University will not authorise payment of membership fees for Hotel Clubs or similar schemes.

## **12. Records Management**

Records and information that support these activities will be created, managed and retained in accordance with University Records Management Policy, Procedures and Guidelines.

## **13. Personal Information**

The University is committed to the appropriate and lawful management of personal information. Refer to Appendix C for information on how personal information in relation to travel is used and managed.

## **14. Supporting Documentation**

- Travel Policy
- Delegations Policy and Schedule of Travel Delegations
- Insurance Guidelines
- General Purchasing Policy and Guidelines
- Business Card Policy and Procedure
- Invoice Payment Guidelines
- University Staff Agreement
- Fringe Benefits Tax Policy and Guidelines
- Tasmanian Carer Policy 2013
- Work Health and Safety Policy
- Minimum Standard - Field Activity
- Minimum Standard – Safe Driving of Authorised Vehicles
- Records Management Policy and Guidelines
- Privacy Policy

## 15. Versioning

<b>Former Version(s)</b>	N/A
<b>Current Version</b>	Version 1 – Travel Procedure, approved January 2015
	Version 2 – Minor amendments relating to travel to international high-risk areas, approved December 2019

### Appendix A: Sample Risk Assessment for Most Travel Requests

[insert here]

### Appendix B: Risk mitigation plan template for international travel to high-risk areas

[insert template that replaces the shaded list below]

#### Sample Travel Risk Assessment

The following steps are a guide to assist travellers and budget centres to undertake a risk analysis for proposed travel.

1. Purpose of (and necessity for) travel.
2. Nature and level of DFAT advisory level
3. What is in place to reduce the risk to health and safety in this instance?
  - Traveller can speak the language
  - Traveller has extensive in-country knowledge and experience
  - Proximity to location of concern
  - Reliable local contacts, guidance and/or supervision
  - Local guide/security firm engaged
  - Safe accommodation and other venues and safe transport
  - Prior training conducted
  - Prior health precautions taken (e.g. vaccinations)
  - Safety equipment provided
  - Arrangement in place for traveller to regularly check-in with Authorised Person
  - Evacuation contingency in place
4. What is the impact of not being able to travel?
  - Course delivery interrupted
  - Inability to fulfil research commitments
  - Breach of contract
  - Inability to complete a course of study
  - Negative image/loss of reputation
  - Strategic alliance/relationship at risk
  - Potential liabilities or litigation
  - Financial loss

- Loss of revenue
  - Loss of confidential information/data
5. Attach documentation, addressing these matters and describing the steps to be taken to mitigate the risks, to the Authority to Travel.

## Appendix C: Permissible travel expenditure where authorised

TYPE	EXAMPLES
Travel Expenditure - Air Travel	Domestic and International air travel carriers
Travel Expenditure - Ground Transportation	<ul style="list-style-type: none"> <li>• Taxi</li> <li>• Bus</li> <li>• Train</li> <li>• Tram</li> </ul>
Travel Expenditure - Other Modes of Transport	<ul style="list-style-type: none"> <li>• Ferry</li> <li>• Sea travel</li> <li>• Travel in Antarctica or the Arctic Circle</li> <li>• Local boats (domestic or international)</li> </ul>
Accommodation Expenditure	Public accommodation in Tasmania, elsewhere in Australia or outside Australia in accordance with the University Staff Agreement
Meal Expenditure	Reasonable meal expenditure in accordance with the University Staff Agreement
Conference or Function Packages	Packages may include: <ul style="list-style-type: none"> <li>• Accommodation</li> <li>• Meals</li> </ul>
Other items - depending on the nature of travel, and time spent away from home	Includes: <ul style="list-style-type: none"> <li>• Visas</li> <li>• Reasonable telephone expenses</li> <li>• Reasonable laundry/dry cleaning etc.</li> <li>• Inoculations and vaccinations and medical requirements related to an insurance claim</li> </ul>



## Appendix D: Privacy Statement

The University, its appointed Travel Agent and travel suppliers will collect personal information from council members, staff, students, volunteers, visitors, contractors as well other persons for whom the University funds their travel expenditure.

Travel management systems (TMS) provided by the Travel Agent will use personal information to process travel requests, provide University management travel reporting and provide travel information for risk management purposes (including a travel tracker).

To perform these actions, the TMS will make information available to the following organisations who will manage the information according to each of their privacy policies:

Organisation	Description of role	Privacy Policy
Andrew Jones Travel	University appointed travel agent	<a href="http://www.ajtravel.com.au/wp-content/uploads/2013/10/Privacy-Policy.pdf">http://www.ajtravel.com.au/wp-content/uploads/2013/10/Privacy-Policy.pdf</a>
Locomote Technologies PL	Travel management system	<a href="http://www.locomote.com/assets/privacy-policy.pdf">http://www.locomote.com/assets/privacy-policy.pdf</a>
Serko Ltd	Domestic online booking tool	<a href="http://www.serko.com/terms-of-use/">http://www.serko.com/terms-of-use/</a>
International SOS	Overseas travel risk management including Travel Tracker	<a href="https://www.internationalsos.com/en/privacy.htm">https://www.internationalsos.com/en/privacy.htm</a>