

## Intent

The purpose of this Procedure is to enable administration of [FMPM 740 Travel Policy](#) whereby:

The University will pay or reimburse travel expenses incurred by staff and students on approved Official University Business travel for costs associated with:

- maintaining the health and safety of the traveller;
- efficiently fulfilling the Official University Business purpose of the travel;
- providing reasonable transport, sustenance and shelter for the traveller while executing Official University Business;
- compliance with applicable laws, rules and regulations; and
- booking, paying and acquitting travel related activity when complying with requirements to use University Preferred Suppliers.

It is the primary responsibility of the traveller/host to comply with this procedure. The University Executive and financial delegates must ensure that employees and students within their respective Organisational Units are provided with sufficient training to enable them to comply with this procedure and [FMPM 740 Travel Policy](#).

Staff and students are reminded of their obligations under the relevant Code of Conduct to comply with University Policy and Procedure in undertaking their duties.

## Scope

This procedure applies to all University domestic and international travel arrangements, regardless of the source of funds, duration of travel or business purpose.

This includes:

- Travel to destinations 50

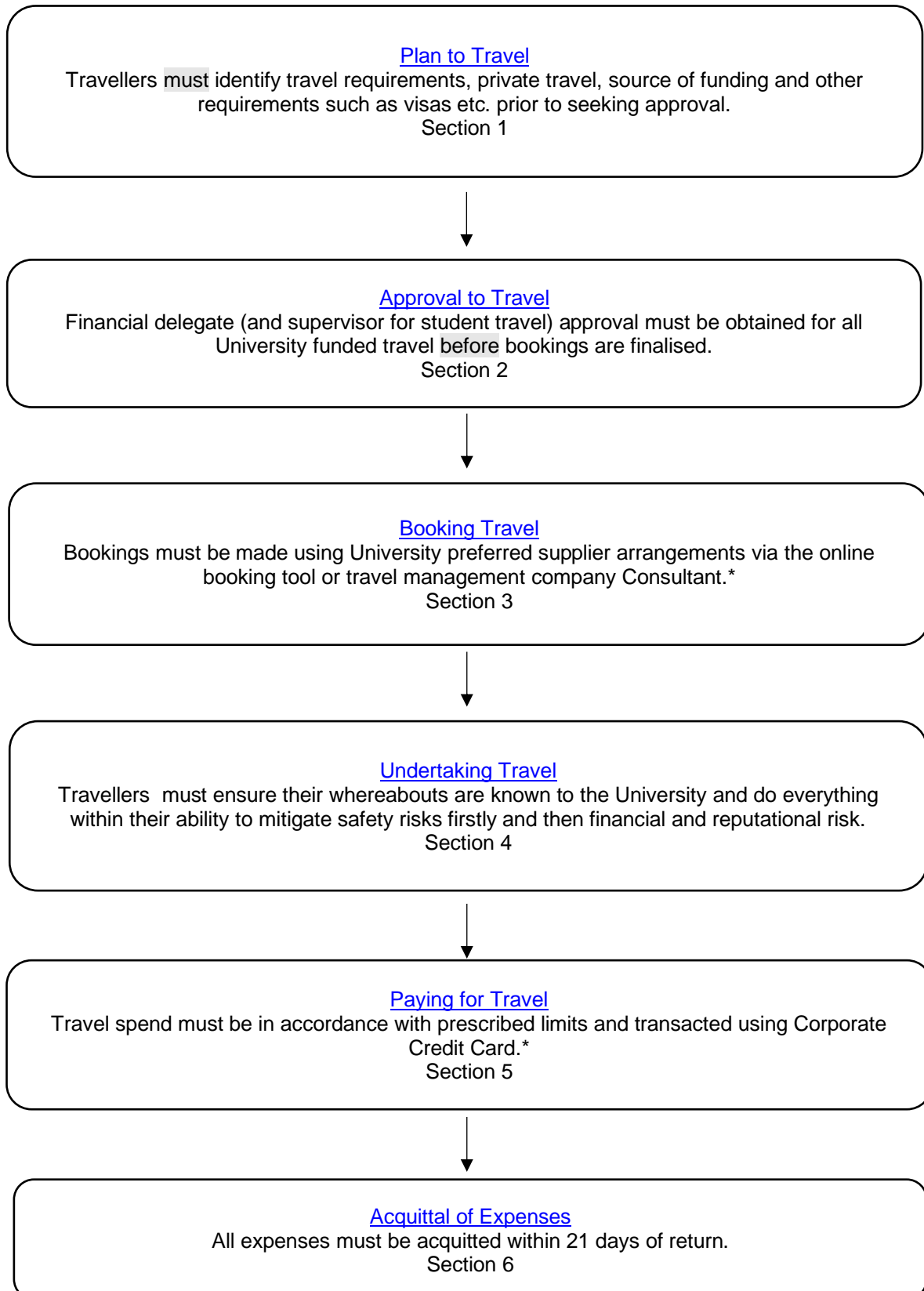






## Overview

The travel process for all trips requires completion of the following steps with varying degrees of effort depending on the nature, risk and cost associated with the travel.



\*Deviations from these instructions should only occur in exceptional circumstances where there is substantial financial and / or operational benefit. Reasons for exceptions must be documented and provided to the Credit Card and Travel team via email to corporatecreditcard@jcu.edu.au.

## 1. PLAN TO TRAVEL

James Cook University (JCU) travellers are to provide the following information to assist the approval process when planning to travel:

- official business purpose of travel
- an account containing sufficient funds for the travel
- destination and length of travel
- any request for private travel and leave requests
- risks
- visa / inoculation / passport and other requirements
- estimated costs

### 1.2 Private Travel

Any component of private travel must be identified by the traveller and approver prior to commencing a travel booking and managed in accordance with the [FBT Guidelines – Travel](#) and [FMPPM Procedure 421 – Corporate Credit Cards](#).

To avoid additional administrative burden, staff are discouraged from undertaking private travel in connection with business related activity. If there is a private element to proposed travel, the request needs to be submitted through Service Now [Assess Private Travel request](#) prior to commencing a travel booking and will be reviewed by the Financial and Business Services Taxation team to make an assessment on the predominant purpose of travel for the purpose of identifying any Fringe Benefit Tax implications.

Where travel is deemed Dual Purpose and therefore FBT would apply for University paid costs, the traveller will be required to complete a consultant assisted booking with the TMC to enable payment for the private components from their personal funds.

Staff failing to identify private travel at the time of approval will be considered in breach of the Staff Code of Conduct. The staff member will be required to personally reimburse the University for any additional FBT liability incurred, including penalties and interest. Travellers are liable for any FBT incurred in relation to any private portion of travel identified in conjunction with staff travel.

## 2. APPROVAL TO TRAVEL

All travellers are to obtain approval for intended JCU official university business travel as far in advance as is practical. If the traveller has not obtained approval prior to travelling, that is subsequently considered unreasonable or unnecessary, will result in recoupment of costs depending on the facts and circumstances of the case.

**All staff have a responsibility to ensure that they do not arrange travel without first identifying a need with their line manager/supervisor.**

All field trips must be approved in accordance with [WHS-PRO-015 Field Trip Procedure](#) prior to any travel bookings being made and the RiskWare reference number of the approved field trip record is to be entered into the travel expense management system request for all fieldtrip travel bookings. Staff applying for travel are responsible for ensuring fieldtrips in RiskWare are approved.

NOTE - Workflow approvals in the travel expense management system were removed in August 2022. As a result, all travel approvals are to be obtained prior to making any bookings in the travel expense management system.

## **2.1 Traveller Requirements**

### **2.1.1 Domestic traveller requirements**

Staff are to obtain pre-approval of the financial delegate before





- a. official business purpose of travel
  - b. an account containing sufficient funds for the travel
  - c. destination and length of travel
  - d. any request for private travel and leave requests
  - e. risks
  - f. visa / inoculation / passport and other requirements
  - g. estimated costs
2. Financial delegate approves the proposed travel.
  3. Travel arranger books travel in the travel expense management system, ensuring to attach any approval documentation.

### **2.2.2 International travel approval process**

In addition to the domestic approval requirements, all international travel must also be approved by the Head of Work Unit before booking in the travel expense management system. This should be obtained by following the relevant Work Unit's existing approval process.

Approval for travel to destinations with a Department of Foreign Affairs & Trade travel warning of '*Do not travel*' or '*Reconsider your need to travel*' or otherwise considered to be high risk will only be given in exceptional circumstances.

Financial delegates should consider whether it is appropriate to pre-approve a maximum dollar amount

### **3. BOOKING TRAVEL**

Once travel is approved in accordance with Section 2 above, staff, students and guests (non-staff) may commence booking travel, incurring commitments and costs in relation to the approved trip.

#### **3.1 Travel Budget**

The traveller is required to provide the travel budget information when completing a travel request within the

## **3.4 Bookable Costs**

### **3.4.1 Airfare Bookings**

All domestic and international airfares are to be booked via the online booking tool or in consultation with the travel management company

### **3.4.3 Car Hire Bookings**

Where applicable all hire cars must be booked via the online booking tool or in consultation with the travel management company noting:

In the case of an emergency, the traveller must immediately contact the office of the Chief of Staff ([chiefofstaff@jcu.edu.au](mailto:chiefofstaff@jcu.edu.au)), and where undertaking international travel, the Australian Embassy.

The nominated contact person for field trips must follow the notification and tracking requirements in accordance with [WHS-PRO-015 Field Trip Procedure](#).

present the most senior card holding staff member should pay and acquit the costs incurred. Students must not be requested to pay for expenses on behalf of a University staff member.

## **5.2 Advance Costs**

### **5.2.1 Conference, Seminar and Similar**

Travellers with approval to attend events organised by third parties may transact directly with the provider in advance of travel using a JCU corporate credit card.

### **5.2.2 Passport, Visa and Inoculation**

Travellers are responsible for the cost of obtaining a passport however where Official University Business requires fast tracking of a passport application, obtaining of visas or specific inoculations the traveller may transact directly with the provider in advance of travel using a JCU corporate credit card.

## **5.3 Cash Withdrawals using Corporate Credit Card**

Cash withdrawals are only permissible for international travel to enable withdrawal of cash in the local currency and must only be used where Corporate Credit Card facilities are not available. Cash withdrawals are not to be used for domestic travel.

Cash obtained via cash withdrawals can only be used by the credit card holder. The credit card holder can pay for costs relating to Official University Business on behalf of other members of the travelling group but the credit card holder must not distribute cash withdrawals to other travellers.

There are two types of cash withdrawals that may apply to international travel:

1. Low value ad hoc withdrawals to make purchases where the corporate card is not accepted to meet meal, incidental or ground transport costs. The need for this type of cash withdrawal by its nature will be unforeseen. It is expected that cash withdrawals for this purpose would be less than AUD\$100 per transaction.
2. High value withdrawals to meet costs of travel in countries or areas within countries where credit cards are not widely accepted and cash may be required to meet transport, accommodation and other expenses relating to the execution of Official University Business. The need for this type of cash withdrawal would be able to be anticipated in advance. If the need for high value cash withdrawals is unknown travellers must perform their own research to determine whether this is required in advance of travel.

Travellers requiring high value cash withdrawals must apply for an increased cash withdrawal limit via ServiceNow. Once an approved request is received by the corporate credit card team the limit will be adjusted for the duration of the approved travel.

A PIN number is required to access the corporate credit card cash withdrawal facility, which if not already obtained can be requested through ServiceNow.

Prior to making a cash withdrawal staff and students are advised to ensure they are familiar with the accittal requirements contained within [FMPM 421 – Corporate Credit Cards](#).

## **5.4 In-Travel Expenditure**

Expenses incurred during the course of travel should be paid for using the JCU corporate credit card where possible and receipts/tax invoices obtained.

### 5.4.1 Meals and Incidentals

Travellers are allowed a maximum limit for the purchase of meals and incidentals while traveling. Costs in excess of the limits in Table 2 will be treated as private costs and recouped via payroll deduction.

**Table 2 Reasonable meal and incidental limits**

| Daily Maximum |          |
|---------------|----------|
| Full Day      | Part Day |
| AUD\$100      | AUD\$60  |

Travellers are entitled to claim actual expenses up to the value of the full day rate when they spent the entire day in their travel destination or they meet the following criteria:

- Day Trips - The traveller departed earlier than 9am and returned later than 5pm; or
- Date of Departure – the traveller departed earlier than 9am; or
- Date of Return - the traveller arrived back later than 5pm; or
- No meals are included in the price of a fare, conference or room rate or are not otherwise provided to the traveller.

Travellers are only entitled to actual expenses up to the value of the part day rate when:

- Day Trips – The traveller departed after 9am or returned before 5pm; or
- Date of Departure – The traveller departed after 9am; or
- Date of Return – The traveller arrived back earlier than 5pm; or
- Meals are included in the price of a fare, conference or room rate or are otherwise provided to the traveller

### 5.4.2 Ground Transport

Travellers may incur costs associated with the use of licenced public transport taxi, bus, train etc. to facilitate Official University Business.

## 5.5 Allowances

The University provides four types of allowance relating to travel:

- private vehicle section 5.5.1
  - field trips where the University provides food but not accommodation section.5.5.2
  - camping where both food and accommodation are not provided by the University section 5.5.2
- living away from home refer [ATO, Living Away From Home Allowance](#)

### 5.5.1 Private Motor Vehicle Allowance

Travellers should consider the following before using a private motor vehicle (including salary packaged vehicles):

A private vehicle may only be used for University travel in cases where all other means of transportation including use of fleet vehicles are unavailable, or deemed to be unsuitable or inappropriate.

The traveller must obtain pre-approval from their Head of Work Unit for the use of a private motor vehicle for University travel. Any private Motor Vehicle allowance received by an employee will appear on the traveller's annual Income Statement (previously known as Payment summary) and will be included in the employee's assessable income.





## 7.2 Enrolled Higher Degree and Final Year Honors Students



|       |            |            |  |   |
|-------|------------|------------|--|---|
| 18-2  |            | 30/04/2018 | Changes made to reflect headline restructure 30/04/2018. | Quality, Standards and Policy             |
| 18-1  | 09/02/2018 | 09/02/2018 | Amended to improve functionality                         | Director, Financial and Business Services |
| 17-03 | 04/12/2017 | 05/12/2017 |  |   |