Travel Policy

Purpose
Domestic and international travel is essential for some work-related activities of staff and students. UNSW will support University travellers by providing a safe, equitable travel process.

Scope
This policy applies to all University travellers. This includes staff, students and affiliates whose travel and travel-related expenses are paid by the University regardless of the source of funds.

Principles
1. UNSW will protect the health and wellbeing of University travellers.
2. Travel must be essential and planned to benefit the University and the traveller.
3. UNSW provides a travel booking system that ensures bookings are equitable and standardised.
4. Flights, accommodation, and travel-related expenses will have limits while ensuring comfort and convenience.
5. Travel must be approved by Delegated Officers who ensure efficient use of resources.
6. Select travel modes, routes and service providers that minimise climate impact.

Procedure
If you intend to travel on University business you must clearly justify, to the satisfaction of the approving Delegated Officer, why the travel is beneficial and necessary for UNSW. The travel must be required by your duties of employment or for University business and not based on personal circumstances, personal preference, flexible work arrangements or remote working agreements. You must return to your normal residence as soon as practicable when the travel period ends.

1. Plan your travel and request pre-approval
   Travel should be planned in advance, to avoid the higher cost of airfares and accommodation that may occur with last-minute travel. UNSW requirements for travel expenses, class of travel, meals, incidentals, lounge memberships, entertainment and reasonable travel expenditure are set out in the UNSW Business Expense Procedure.

   1.1. Have a conversation with your Delegated Officer regarding your travel plan and determine whether it is:
   - essential and beneficial to the functions of UNSW
   - within budget and can be arranged at a reasonable cost
   - unable to be conducted via videoconferencing.

   1.2. Fill out Pre-Trip Approval in the online travel portal accessed from the MyTravel@UNSW website:
   - Domestic bookings – your Delegated Officer will be notified
   - International bookings – will require approval in the system by your Delegated Officer
1.3. Travel risk levels based on your destination will be assessed in the Pre-Trip Approval via links to the Department of Foreign Affairs Smart Traveller and UNSW Risk. High risk or restricted destinations require dual approval by the Director of Risk and your Delegated Officer.

1.4. The UNSW Travel Assistance Fund for Academic Staff with Disabilities (the Travel Fund) managed by Human Resources recognises that additional expenses are often incurred by academic staff members with disabilities when adjustments need to be made to travel arrangements.

2. Book and pay for your travel

2.1. You must book your travel through the UNSW Travel Management Company, Flight Centre Management (FCM) using MyTravel@UNSW or a consultant:
   - Book with FCM for flights, accommodation, car hire and rail or ferry transfers.
   - Contact a consultant for complex bookings and general information and requirements including visa processing.

2.2. Flight and accommodation costs will be automatically paid when you book with the Travel Management Company FCM. Flights must be direct, economical and cannot be influenced by private preference or private travel needs.

2.3. You will be required to pay for some of your flight cost if private travel is 50% or more of the duration of your trip (refer to section 7). You must book leave for any private days that you would usually be working.

2.4. If you need to arrange last minute travel due to conflict or disaster affecting the travel destination you may either:
   a) use a UNSW credit card, or
   b) pay for it independently and seek reimbursement through Concur in line with the Business Expense Policy and Business Expense Procedure.

3. Reimbursement of travel-related expenses

3.1. Meals, taxis or incidentals can be reimbursed if in line with the Business Expense Policy and Procedure.

3.2. Individual pay-as-you-go mobile phone and data roaming is not allowed. If you do not have an Optus or Telstra service, you will need to purchase an in-country SIM card. UNSW Optus or Telstra mobile service customers can arrange international roaming with IT while in Australia.

3.3. Travel Allowances (Per Diems) can be paid to you in advance by completing a claim in Concur.

3.4 You may require a Travel Cash Advance for significant business expenses when credit cards may not be available or accepted. For this, submit a Cash Advance claim in Concur at least 7 days prior to your trip and note:
   - Keep all receipts or invoices for travel expenses as you will be required to reimburse money to UNSW.
   - Complete a reimbursement claim in Concur within 30 days of the date of travel return to reconcile your cash advance.

4. When do I need a Travel Diary?

4.1. Payroll and Fringe Benefits Tax requirements specify that you need a travel diary for any travel 6 nights or longer away from home, and this diary must be retained for 5 years.

4.2. Trips must be booked with the Travel Management Company, FCM, so that you or your lead traveller (if travelling in a group) complete a travel diary:
   - Pre-trip - provide trip information and any conference itinerary, external information or supporting brochure.
• **Post-trip** - submit the Travel Diary to your Delegated Officer within 10 business days or returning from the trip.

5. **Insurance**

5.1. Travel insurance covers staff, students and affiliates who are travelling more than 100km on approved University business against medical emergencies, evacuation and damage, loss or theft of luggage (excluding electronic or digital equipment).

5.2. Full details of what is covered by UNSW travel insurance are on the [Travel Insurance website](#).

6. **Safety**

*Do not travel* when it is not safe to do so. Pre-Trip approval will determine your travel risk.

6.1. You will not be required to travel to a high-risk country on University business. A high-risk country is determined based on the ratings provided by the Department of Foreign Affairs and Trade (DFAT) [Smart Traveller](#). High risk travel must be approved by the Director of Risk prior to any bookings and will not be insured without this approval.

6.2. You should check whether any high-risk activities are covered by the University's [Travel Insurance](#) and if you are doing fieldwork refer to [HS406 Fieldwork Guideline](#), [HS917 Fieldwork Procedure](#), and [HS019 Fieldwork Risk Management Checklist](#).

7. **Private payment of travel costs**

7.1. FBT liability that arises because of your travel (either funded through external grants or internally) must be eliminated by:

   a. Reducing private travel days to less than 50% of the trip duration
   b. Flight cost contribution:

      i) pay the Travel Management Company FCM for the entire trip privately and request reimbursement of the business component (50% of the total airfares), or
      ii) pay the private component of the flights’ cost (50% of the total airfares) directly to the Travel Management Company FCM at the time of booking, or
      iii) if a trip change happens post-departure, repay the private portion of the flights’ cost to the University after completing the trip.

7.2. UNSW does not reimburse travel expenses of an accompanying traveller unless specified in an employment contract or expressly approved by the Vice-Chancellor.

7.3. The total days at the same location (including private days and weekends) must not exceed 21 continuous days, and you cannot stay at the same location for more than 90 days in a calendar year.

7.4. Usage of private vehicles is discouraged. The University does not accept liability for damage, loss or injury arising from the use of a private vehicle on University business.

7.5. Travellers who choose to use a private vehicle must complete the Travel [MV1 form](#) (Approval to Use a Private Vehicle) and claim through Concur. The MV1 form does not apply to travel costs between home and work and is only relevant for travel:

   • between home and somewhere that is not your regular work location
   • between work locations, neither of which is your home.

8. **External grant conditions upon travel**

Travel funded through external grant arrangements must comply with the terms and conditions of the grant. If the terms of the external grant are inconsistent with this policy and the [Business Expense Procedure](#), the terms of the external grant, with respect to travel, will prevail, with the exception of FBT liability (see section 7).
9. Special Studies Program (SSP) Travel Costs

For SSP travel, funding for living expenses (accommodation, meal expenses and/or travel allowances) must only be provided by way of an SSP grant. No separate funding or travel allowances is permitted. Refer to the SSP policy and guidelines for further information.

10. Additional information for students

10.1. This Travel Policy applies to student travel for approved UNSW related activities, domestic and international, such as exchange, fieldwork, practicum, short course, conferences, study tour, volunteer placement and internship undertaken while studying at UNSW. This includes travel for Arc@UNSW activities, specifically those under a Student Community and Development Grant, and activities included in a student’s Australian Higher Education Graduate Statement.

10.2. All students travelling overseas should refer to How to Prepare for Departure before making arrangements to travel.

10.3. Research students can consult the Postgraduate Research Student Support Travel Information at the UNSW Research Gateway.

10.4. Students are not eligible for Travel Allowances (Per Diems), but with agreement of the Head of School may claim reimbursement of actual expenditure upon production of receipts subject to limits outlined in the Business Expense Procedure.

Effective: 11 July 2023  Responsible: Chief Financial Officer  Contact: Travel Service Manager