

## SCHEDULE



# Travel Expenses Schedule

<b>Purpose</b>	To inform staff about which travel expenses are acceptable and which are unacceptable.
<b>Schedule</b>	<p><b>Acceptable Expenses</b> Expenses, which can be paid for using a University Credit Card or reimbursed as actual expenses, include the cost of:</p> <ul style="list-style-type: none"><li>• travel to and from airports for flights</li><li>• approved business-related travel (e.g. car hire or taxi fares for travel from one location to another)</li><li>• business-related telephone calls</li><li>• necessary inoculations, vaccinations and medical requirements (eg Malaria tablets)</li><li>• necessary visas</li><li>• business-related excess baggage and customs</li><li>• compulsory entry/exit fees</li><li>• business documents preparation (photocopying, communication etc)</li><li>• business hospitality and business-related functions</li><li>• hotel accommodation, including any hotel service fee</li><li>• meals (breakfast, lunch and dinner). In the case of the evening meal, the University will allow reasonable beverage costs as part of the meal (as a guideline, these should be no greater than A\$20)</li><li>• laundry, where the trip is of four days duration or longer</li><li>• additional meals not greater than the ATO allowance.</li></ul> <p>Credit card substantiations must be supported with original tax invoices/receipts.</p> <p><b>Unacceptable Travel Expenses</b> The University will not reimburse the following 'private nature' expenses and the University Credit Card must not be used to purchase:</p> <ul style="list-style-type: none"><li>• snack and morning/afternoon teas</li><li>• bar and alcoholic beverage costs (other than as part of evening meal or where specifically approved as official entertainment expenditure)</li><li>• health spas, saunas, massages, haircuts and similar expenditures</li><li>• costs of in-room/external movies</li><li>• costs of laundry where the trip is four days or less</li><li>• passports</li><li>• luggage</li><li>• sunglasses</li><li>• mini-bar</li></ul>

	<ul style="list-style-type: none"> <li>• non-emergency medication (including bandaids and non-prescription medication)</li> <li>• cosmetics</li> <li>• tips – unless it is dictated by national custom. 10% should be used as a guide. Tipping is not permitted in Australia</li> <li>• other expenditure of a private nature.</li> </ul>
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<b>Contact Officer</b>	Deputy Chief Financial Officer-Operations
<b>Date Approved</b>	12 June 2012
<b>Approval Authority</b>	Vice-President, Finance and Resources
<b>Date of Commencement</b>	12 June 2012
<b>Amendment Dates</b>	<p>27 March 2020 – Amendment to position title: ‘Vice-President, Finance and Group Chief Financial Officer’ updated to ‘Vice-President Finance and Resources’, including for Approval Authority, in accordance with University Delegations of Authority.</p> <p>4 October 2019 – Approval Authority updated from ‘Chief Operating Officer and Deputy Vice-Chancellor’ to ‘Vice-President, Finance and Group Chief Financial Officer’ in accordance with responsibilities per Delegations of Authority Register.</p> <p>29 May 2017 - updated Approval Authority from Chief Operating Officer to Chief Operating Officer and Deputy Vice-Chancellor.</p> <p>September 2013 – Incorporate Chief Operating Officer Title</p>
<b>Date for Next Review</b>	June 2015
<b>Keywords</b>	Travel, Expense
<b>Policy Authorisation</b>	Travel <a href="#">Policy</a>