

## Schedule 2 Forms of Payment and their Applicability

**Table 1: Forms of Payment and their Applicability**

| Payment Type   | Who can access?                             | How to access?  | When to use?  |
|--|---|---|---|
| <b>University Credit Card</b><br>(preferred method)                                  | University staff members                    | <p>If undertaking regular travel, staff members should apply for a Credit Card prior to travel. For information on how to apply for a University Credit Card, refer to the <a href="#">Credit Card Policy</a> and procedures.</p> <p>Prior to each international departure, staff members must email <a href="mailto:purchasing@mq.edu.au">purchasing@mq.edu.au</a>, and provide the destination/s and dates for the international travel to ensure that the Credit Card will not be declined for any international spend.</p> <p>For information on how to submit a Credit Card application, refer to the <a href="#">Credit Card Policy</a> and procedures.</p> | For all accommodation costs and travel-related Incidental Expenses where practicable.   |
| <b>Business Travel Account (BTA)</b>   | Travellers / Travel Arrangers               | Booking airfares and some accommodation via the University Travel Management Company.   | For all airfares costs and some accommodation costs booked via the University Travel Management Company.  |
| <b>Travel Advance</b>  | Travellers without a University Credit Card | Prior to travel, apply for a Travel Advance follow the claims and reimbursement procedure - refer <a href="#">NOPF (Non Order Payment Form)</a> webpage.  | For all travel arrangements that are unable to be prepaid, and any other travel expenses.   |
| <b>Travel Bursary Allowance</b><br><br><b>For travel duration of 21 days or less</b> | Student Travellers (only)                   | <p>Prior to travel, apply for a Travel Bursary Allowance for each completed night of travel.</p> <p>Refer to Schedule 1 Travel Bursary Allowance and Country Classification for destination specific Travel Bursary allowances.</p> <p>To apply for a Travel Bursary allowance, refer to the <a href="#">Service Connect Catalogue</a> webpage.</p> <p>The Travel Bursary Allowance Guidance:</p>   | <p>Travel Bursary Allowance covers:</p> <p>meals,<br/>car parking,<br/>gratuities and tipping*,<br/>laundry and dry cleaning,<br/>magazines and newspapers,<br/>telephone calls,<br/>public transport,<br/>taxis and other transport,<br/>local travel arrangements up to AU \$20 or equivalent.</p> <p>If the transport cost is above AUD \$20, receipts must be retained and submitted for the balance.</p> |

|                 |   |   |   |
|-----------------|---|---|---|
|                 |   | <ul style="list-style-type: none"> <li>• No more than 21 calendar days at a time continuously;</li> <li>• No more than 90 calendar days, in total, in an FBT year;</li> <li>• Per location, per FBT year</li> </ul> |   |
| <b>Personal</b> | Travellers with or without a University Credit Card | The Traveller may use their own funds, retain receipts and submit claims via the <a href="#">Concur Expense Management Tool</a> .   | If a Traveller is unable to use the preferred payment methods of the University Credit Card, Travel Advance, or Travel Bursary Allowance. |

**\*Gratuity or Tips**

It is recognised that providing a Gratuity or Tipping is customary in some cultures. For guidance on tipping, please refer to the [Expense Policy](#) and [Guideline](#). Where possible tips should be added to the bill and paid for with a Credit Card. Where a Gratuity or Tip is paid for in cash, the Traveller can seek reimbursement and approval by the Authorising Officer by completing the reimbursement via Concur.