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?
University Credit Card (preferred method)	University staff members	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 Credit Card Policy and procedures. Prior to each international departure, staff members must email purchasing@mq.edu.au, 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. For information on how to submit a Credit Card application, refer to the Credit Card Policy and procedures.	For all accommodation costs and travel-related Incidental Expenses where practicable.
Business Travel Account (BTA)	Travellers / Travel Arrangers	Booking airfares and some accommodation via the University Travel Management Company.	For all airfare costs and some accommodation costs booked via the University Travel Management Company.
Travel Advance	Travellers without a University Credit Card	Prior to travel, apply for a Travel Advance follow the claims and reimbursement procedure - refer to Travel Advance page.	For all travel arrangements that are unable to be prepaid, and any other travel expenses.
Travel Bursary Allowance **For travel duration of 21 days or less**	Student Travellers (only)	Prior to travel, apply for a Travel Bursary Allowance for each completed night of travel. Refer to Schedule 1 Travel Bursary Allowance and Country Classification for destination specific Travel Bursary allowances. To apply for a Travel Bursary allowance, refer to the Travel Bursary page. The Travel Bursary Allowance Guidance: • No more than 21 calendar days at a time continuously;	Travel Bursary Allowance covers: meals, car parking, gratuities and tipping*, laundry and dry cleaning, magazines and newspapers, telephone calls, public transport, taxis and other transport, local travel arrangements up to AU $20 or equivalent. If the transport cost is above AUD $20, receipts must be retained and submitted for the balance.

		• No more than 90 calendar days, in total, in an FBT year; • Per location, per FBT year	
Personal	Travellers with or without a University Credit Card	The Traveller may use their own funds, retain receipts and submit Out-of-Pocket Expense claims.	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.

Additional Resources: Travel Services in Service Catalogue and TravelRight.