

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	<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 Credit Card Policy and procedures.</p> <p>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.</p> <p>For information on how to submit a Credit Card application, refer to the Credit Card Policy and procedures.</p>	For all travel expenses where practicable.
Business Travel Account (BTA)	Travellers / Travel Arrangers	Booking travel via the University Travel Management Company.	Booking travel.
Travel Advance	Travellers without a University Credit Card	Prior to travel, apply for a Travel Advance follow the claims and reimbursement procedure - refer NOPF (Non Order Payment Form) webpage.	For all travel arrangements that are unable to be prepaid, and any other travel expenses.
Per Diem For travel duration of 30 days or less	Travellers without a University Credit Card	<p>Prior to travel, apply for a Per Diem Allowance for each completed night of travel.</p> <p>Refer to Schedule 1 Per Diem Allowance and Country Classification for destination specific Per Diem allowances.</p> <p>To apply for a Per Diem allowance, refer to the NOPF (Non Order Payment Form) webpage.</p>	<p>For travel expenses where the University Credit Card cannot be used and/or if the Travellers are not issued with a University Credit Card.</p> <p>Per Diem Allowance covers:</p> <p>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.</p> <p>If the transport cost is above AUD \$20, receipts must be retained and submitted for the balance.</p>
Personal	Travellers with or without a	The Traveller may use their own funds, retain receipts and submit	If a Traveller is unable to use the preferred payment methods of the University

	University Credit Card	claims via the Concur Expense Management Tool .	Credit Card, Travel Advance, or Per Diem Allowance.
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*Gratuity or Tips

It is recognised that providing a Gratuity or Tipping is customary in some cultures. For guidance on tipping around the world refer [here](#). 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 [NOPF \(Non Order Payment Form\)](#) submitting the form via email to accountspayable@mq.edu.au.