

# Financial Management Practice Manual

## FMPM 741: TRAVEL PROCEDURE

### Intent

The purpose of this Procedure is to enable administration of [FMPM 740 Travel Policy](#) whereby:

The University will pay or reimburse travel expenses incurred by staff and students on approved Official University Business travel for costs associated with:

- maintaining the health and safety of the traveller;
- efficiently fulfilling the Official University Business purpose of the travel;
- providing reasonable transport, sustenance and shelter for the traveller while executing Official University Business;
- compliance with applicable laws, rules and regulations; and
- booking, paying and acquitting travel related activity when complying with requirements to use University Preferred Suppliers.

It is the primary responsibility of the traveller/entertainer to comply with this policy. The University Executive, Direct Supervisors and Financial Delegates **MUST** ensure that employees and students within their respective business units are provided with sufficient training to enable them to comply with this procedure and [FMPM 740: Travel Policy](#).

Staff and students are reminded of their obligations under the relevant Code of Conduct to comply with University Policy and Procedure in undertaking their duties.

- [Staff Code of Conduct](#)
- [Student Code of Conduct](#)

### Scope

This procedure applies to all University domestic and international travel arrangements, regardless of the source of funds, duration of travel or business purpose.

This includes:

- Travel to destinations 50km or more from the staff members' normal place of work or students' primary campus (including travel at no cost to the University); or
- All travel that includes one or more overnight stays; or
- Anyone who incurs costs to entertain staff and / or guests in conjunction with Official University Business; or
- Field trips approved in accordance with WHS-PRO-015 Field Trip Procedure.

This procedure does NOT apply to:

- Trips within 50KM of a staff or student's home campus where departure and return to home or campus is within one calendar day\*.
- Staff using private motor vehicles or fleet vehicles where departure and return to home campus is within one calendar day.

\* **Note:** Claims for approved University business travel expenses for travel that does not require flights, accommodation or car hire are managed under FMPM 421 – Corporate Credit Cards and Expense Reimbursement (e.g. fuel, ferries to Magnetic Island, conference fees).

## Definitions

**Cash Withdrawal** - refers to using the University Corporate Credit Card to withdraw cash from an Automatic Teller Machine (ATM), Financial Institution such as Bank or Credit Union or a Travelex or similar foreign exchange broker.

**Corporate Credit Card** - is a credit card issued for University purposes and its use is limited to the named card holder, approval rules, delegations and account expenditures being in accordance with University policy and procedure. It is distinguishable by the imprinting of the James Cook University insignia on the face of the credit card.

**Domestic Travel** – travel to any destination within Australia and its Territories.

**Expense** - represents the cost of goods and services consumed in the process of fulfilling the University's objectives.

**Field trip** - Any approved work / activity for the purpose of work, study or research that is conducted by JCU staff, postgraduate and undergraduate students and volunteers at various field sites which are off-campus. This includes urban, rural, terrestrial, freshwater marine or remote locations.

**Head of Organisational Unit (Head of ORGU)** – a position represented on the published University Organisation Structure for example Vice Chancellor, Provost, Deputy Vice Chancellor, Pro Vice Chancellor, Dean or Director.

**Incidentals:** additional costs incurred by the traveller to conduct Official University Business limited to: Wi-Fi, telephone, laundry, short term parking, public transport tickets and reasonable tips in other countries for services where it is customary. Tips for services within Australia and any costs of a personal or entertainment nature such as toiletries or magazines are not reimbursable.

**International Travel** – travel to any destination outside of Australia and its Territories.

**Most practical fare of the day** - is the most economic fare available at the time of booking, across all airlines, when considering price, safety, efficiency and effectiveness of fulfilling the Official Business Purpose of the trip. Considerations relating to private components of travel or maximising of loyalty benefits are not to be considered by the traveller or reviewer when determining most practical fare.

**Official Travel** - is defined as a trip of 50km or more from the staff members/students normal place of work or where at least one overnight stay is necessary.

**Official University Business** - means any business performed related to fulfilment of an official role at the University or in connection with the official functions of the University irrespective of the source of funds. Whether an activity constitutes Official University Business is determined by the approver of the travel or entertainment.

**Online Booking Tool (OBT)** – the accommodation, airfare and hire car booking tool embedded within the TEMS.

**Reasonable Travel Expenses** - expenses that a reasonable and informed person would expect to be sufficient to meet the costs of transport, accommodation and sustenance in a business context without being extravagant or unrealistic. Where possible guidance for reasonable costs have been included in this procedure and **SHOULD** be applied.

**Travel & Expense Management System (TEMS)** – the University’s current system supporting the administration of travel activity, expense reimbursements and corporate credit card acquittal.

**Travel Management Company (TMC)** – The University has a preferred supplier engaged to provide travel management services to the University.

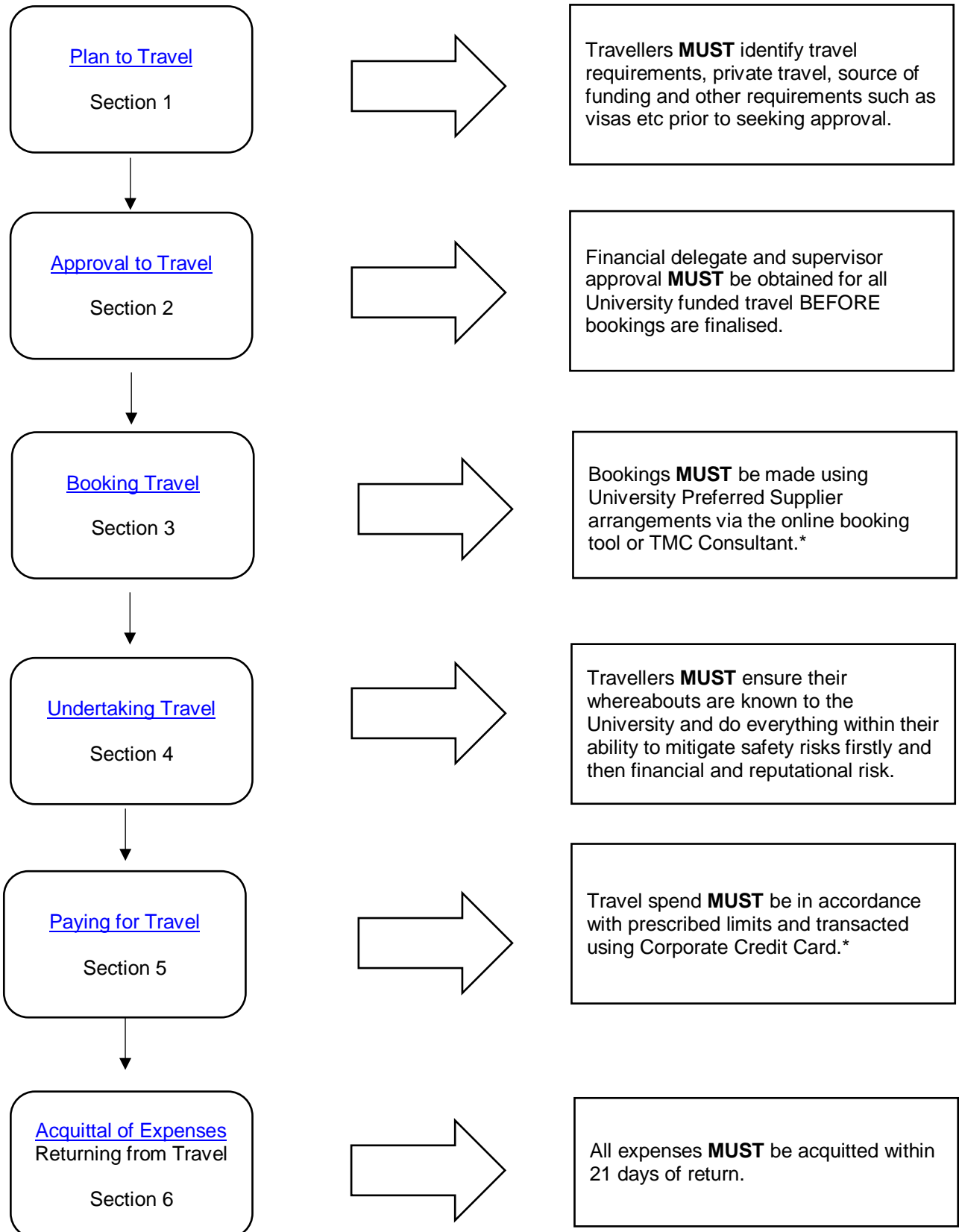
**University** - Refers to James Cook University ABN 46 253 211 955 a body corporate constituted under the *James Cook University Act 1997 (Qld)* and where the context permits, includes persons and companies to whom this procedure applies.

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## Overview

The travel process for all trips requires completion of the following steps with varying degrees of effort depending on the nature, risk and cost associated with the travel.



\*Deviations from these instructions should only occur in exceptional circumstances where there is substantial financial and / or operational benefit. Reasons for exceptions must be documented and provided to the Credit Card and Travel team via email to [corporatecreditcard@jcu.edu.au](mailto:corporatecreditcard@jcu.edu.au).

## 1. PLAN TO TRAVEL

Before approaching your approver/s travellers should determine the following information to facilitate the approval process:

- official business purpose of travel
- the source of funds for the travel and confirmation of sufficient balance to meet costs
- destination and length of travel
- any request for private travel and leave requests
- risks
- visa / inoculation / passport and other requirements
- estimated costs

### 1.2 Private Travel

Any component of Private travel **MUST** be identified by the traveller and approver prior to commencing a travel booking and managed in accordance with the [FBT Guidelines – Travel](#) and [FMPM Procedure 421 – Corporate Credit Cards and Expense Reimbursements](#). Staff are discouraged from undertaking private travel in connection with business related activity due to the additional administration required by both the University and the traveller.

All private travel requests need to be submitted through Service Now prior to commencing a travel booking and will be reviewed by the Financial and Business Services Taxation team to make an assessment on the predominant purpose of travel for the purpose of identifying any Fringe Benefit Tax implications.

Where travel is deemed Dual Purpose and therefore FBT would apply for University paid costs, the traveller will be required to complete a consultant assisted booking with the TMC to enable payment for the private components from their personal funds.

Staff failing to identify private travel at the time of approval that is subsequently identified will be considered in breach of the Code of Conduct and the individual will be required to personally reimburse the University via payroll deduction for any additional FBT liability incurred, including penalties and interest. In short, travellers are liable for any FBT incurred in relation to any private portion of travel identified in conjunction with staff travel.

## 2. APPROVAL TO TRAVEL

Travellers **MUST** obtain approval for intended travel as far in advance as is practical. Failure to obtain approval prior to travel that is subsequently considered unreasonable or unnecessary WILL result in recoupment of some or all costs from the individual depending on the facts and circumstances of the case.

All field trips must be approved in accordance with [HSE-PRO-007](#) prior to any travel bookings being made and the riskware reference number of the approved field trip record **MUST** be entered into the TEMS Request for all fieldtrip travel bookings. Staff applying for travel are responsible for ensuring fieldtrips in riskware are approved.

### 2.1 Traveller Requirements

#### 2.1.1 Domestic traveller requirements

Staff **MUST** obtain the approval of both the financial delegate and supervisor (where they are different people) before making any travel bookings. It is recommended that pre-approval be obtained by the staff member by email to avoid doubt, but verbal approval is sufficient.

Students and Guests **MUST** obtain written approval to travel from the relevant University Financial Delegate/Supervisor before making any travel arrangements through completion of a travel requisition in the TEMS.

All travellers **MUST** submit a travel request through the TEMS. Bookings will not be secured until after the request is approved in the system.

For travel that does not require any bookings via the TEMS (i.e. no airfares, accommodation or vehicle hire), written/email approvals are required from both the supervisor and financial delegate.

### 2.1.2 International traveller requirements

Staff **MUST** obtain the approval of both the financial delegate and supervisor (where they are different people) before making any travel bookings.

Students and Guests **MUST** obtain written approval to travel from the relevant University Financial Delegate/Supervisor before making any travel arrangements.

International travellers **MUST** submit a travel request through the TEMS and bookings **MUST NOT** be made until after the request is approved in the system.

For travel that does not require any bookings via the TEMS (i.e. no airfares, accommodation or vehicle hire), written/email approvals are required from both the supervisor and financial delegate.

Immediately prior to undertaking travel, travellers **MUST** review the [DFAT Travel Advices](#) again and, in consultation with the approver, adjust travel plans in accordance with any increase or decrease in risk.

## 2.2 Approver Requirements

When providing approval for both domestic and low risk (DFAT level 1 & 2) international travel the financial delegate / supervisor **MUST** consider the following points as a minimum:

- Whether the travel is essential to execute Official University Business; is in accordance with any relevant funding conditions; and alternative means of conducting that business are not viable.
- Safety risks relating to the purpose of travel and destination/s and mitigation strategies.
- Whether there are sufficient funds in the nominated account available to pay for the proposed travel and that the costs proposed are 'reasonable'.
- Ensuring that any impact on business as usual ORGU activities are appropriately mitigated.
- That any private travel component is identified as per s1.3 above and relevant leave applications are completed and approved.
- The need for cash advances in international destinations to meet substantial costs relating to official university business refer s5.3 and the safety and financial risks associated with allowing high value withdrawals.

When providing approval for high risk (DFAT level 3 & 4) international travel the relevant University Executive member **MUST** consider the following additional points as a minimum:

- The Executive Member's duty of care and concerns for personal safety.
- Whether the work/research program can be deferred, undertaken in an alternate destination, or conducted via alternative means.

- The expertise and knowledge of the country/location of the traveller and local networks, support and language ability.
- Whether the traveller has the capacity to implement suitable risk reduction and contingency plans.

The degree to which the financial delegate requires copies of documentation retained in other corporate systems for example COGNOS, Risk Ware or HR Online is a matter for the supervisor / financial delegate to determine and advise to the traveller.



## Domestic travel approval workflow

Requestor



Financial Delegate

## International travel approval workflow

Requestor



Financial Delegate



Head of ORGU  
(Low risk destinations)  
(Travel Approver)



VC / Provost / DVC  
(High risk destinations only)

### 2.2.1 Domestic travel approvals

The financial delegate based on the traveller's default ORGU will receive notification of any domestic travel bookings made through the TEMS via email. The financial delegate must approve the request in the TEMS. Not responding to this notification in the required timeframe will result in the booking being cancelled.

### 2.2.2 International travel approvals

The financial delegate based on the traveller's default ORGU will receive a notification to approve the travel request made through the TEMS via email. Once the financial delegate has approved the request, a risk approval will be required from the Head of ORGU for low risk destinations.

Approval for travel to destinations with a Department of Foreign Affairs & Trade travel warning of *'Do not travel'* or *'Reconsider your need to travel'* or otherwise considered to be high risk will be required from the relevant member of the University Executive and approval will only be given in exceptional circumstances.

### 2.2.3 All approvals

The approver is responsible for identifying any private component of travel and ensuring the requirements of FMPM 731 – Procedure Fringe Benefits Tax are met and any leave applications are submitted and approved.

With the exception of staff allowed to approve their own domestic travel through terms in an employment contract or other formal agreement, travellers **MUST NOT** approve their own travel and apply the one up rule as a minimum for approval. Staff are not allowed to authorise reimbursement of their own entertainment expenses. Staff **MUST NOT** be asked to, or take action to, approve travel or entertainment expenses for an individual to whom they report.

### 2.2.4 Changes to Approved Travel

If there is a significant change in the circumstances that existed when the travel was originally approved, including an escalation in the travel warnings or the unexpected unavailability of funds, Approval for travel may be withdrawn, however any costs that cannot be refunded will be charged to the original cost centre.

Where travel is approved and subsequently changed prior to departure, the traveller **MUST** update the travel request within the TEMS to reflect the changes and have it reapproved.

Where changes to travel plans result in unused air tickets, travellers **MUST** contact the University TMC to arrange for the credit or refund. Travellers are responsible for effectively utilising credited tickets for subsequent University travel. Costs for changes for private reasons **MUST** be reimbursed unless agreed with the relevant Head of ORGU due to illness, family responsibilities or other emergency or unavoidable event outside of the traveller's control.

Diagram 1 – Approval Workflow

### 3. BOOKING TRAVEL

Once travel is approved in accordance with Section 2 above staff, students and guests may commence incurring commitments and costs in relation to the approved trip.

#### 3.1 Travel Budget

The traveller is required to provide the travel budget information when completing a travel request within the TEMS. The budget represents an estimate of travel expenses to be incurred whilst undertaking University travel. The travel budget will include as applicable:

- **Bookable costs** obtained from the OBT or TMC Consultant being flights, accommodation, and car hire ref s3.4
- **In travel expenditure** including, meals, ground transport, car parking and incidental costs which may be subject to maximum reasonable limits in this procedure ref s5.4
- **Allowances** for private vehicle use, field, camping and living away from home ref s5.5
- **Advance costs** paid to a third party provider such as conference fees, visas s5.2
- **Cash withdrawals** where pre-approved in overseas locations s5.3

#### 3.2 General Considerations

When making travel bookings the following **MUST** be considered:

- The University has entered into Preferred Supplier Arrangements with a number of travel providers including airlines, accommodation, hire car providers and a nominated TMC which **SHOULD** be used when applicable to all travel unless there are exceptional circumstances.  
  
Financial & Business Services reserves the right to raise an internal charge equivalent to the applicable TMC consultant booking fee against the relevant account for bookings made outside the OBT and TMC to recoup the additional administration costs associated with using other suppliers.
- The most practical fares / charges shown in the OBT **MUST** be selected for all travel. Where a fare / charge is selected that is not the lowest priced per the OBT but is the most practical for other reasons a justification will be recorded in the TEMS and provided within monthly reporting sent to the responsible College Manager or Head of ORGU for review.
- If travel dates or times are flexible, consideration **SHOULD** be given to travelling on the dates or times when cheaper fares are available.
- Personal preference to use a specific travel provider, including membership to Loyalty Programs is **NOT** acceptable justification in determining the most practical fare of the day or whether travel costs are considered 'reasonable' by the approver.

#### 3.3 Group Bookings

Group bookings occur where there is more than one traveller participating in a trip. It is typically more efficient to enter small groups of up to ten people through Concur however where it is not possible or practical to enter event bookings or group travel of 10 or more staff/students into the OBT travellers are required to raise a purchase order through the MyRequisitions system.

No additional quotes are required where the contracted Travel Management Company is used as the supplier for group travel however if other suppliers are used the quotation requirements under [FMPM 711 Procurement Procedure](#) apply.

## 3.4 Bookable Costs

### 3.4.1 Airfare Bookings

All domestic and international airfares **MUST** be booked via the OBT or in consultation with the TMC unless the required route is not available or there are significant savings using an alternative supplier on the same terms i.e. greater than 10% or \$120 whichever is higher. Before booking a fare outside of policy the relevant quote **MUST** be provided by email to the TMC to determine if the cost can be matched using preferred suppliers. Note, travellers are not required or encouraged to search for rates outside the OBT or TMC and administration fees as per section 3.2 may apply where preferred suppliers are not used.

All University travel **MUST** be undertaken in economy class except for the following exceptions where an alternative class is permitted:

- the traveller is a member of the University Executive
- when accompanying any member of the University Executive
- where the nature or frequency of duties warrants an alternative class of travel and is preapproved by a member of the University Executive
- where travel in economy class is considered unsafe for a traveller who has provided appropriate medical documentation to the approver
- by staff members who have negotiated to fly business class as part of their employment contract
- the traveller uses loyalty points to upgrade the class of travel and pays any additional charges personally and directly to the transport provider.

### 3.4.2 Accommodation Bookings

All domestic and international accommodation **SHOULD** be booked through the OBT or TMC consultant. Where significant savings i.e. greater than 10% or \$120 whichever is higher can be obtained external to TEMS or TMC, notification **MUST** be made to the central travel team prior to bookings being made. Note, travellers are not required or encouraged to search for rates outside the OBT or TMC and administration fees may apply where preferred suppliers are not used.

Accommodation websites such as Airbnb, Stayz etc. **SHOULD** only be used when suitable accommodation through the TMC is not available.

Travellers **MUST** select the most practical rate of the day for accommodation noting use of accommodation attached to a conference or work location is part of the consideration of what is most practical. The rates in Table 1 **SHOULD** be used to assess what constitutes 'maximum' reasonable accommodation expense. Where accommodation within the reasonable rates is not available via the OBT, the most cost effective accommodation as close as possible to the maximum limits **SHOULD** be selected.

Table 1 – Reasonable Accommodation Limits (per night)

All Staff (excluding University Executive)	University Executive
\$250	\$400

### 3.4.3 Car Hire Bookings

Where applicable all hire cars **MUST** be booked via the OBT or in consultation with the TMC noting:

- Hiring a car should only be performed when self-driving is more practical than other forms of ground transport including use of University Fleet Vehicles.
- No additional insurance or fees should be paid to the hire car provider as this is covered under the University's Corporate Travel Insurance Policy.

## 4. UNDERTAKING TRAVEL

### 4.1 Traveller Whereabouts

Travellers are personally responsible for ensuring their whereabouts (city and country of location and address of accommodation) are known to the University while undertaking Official University Business travel and do everything within their ability to mitigate safety risks firstly and then financial and reputational risk.

Itineraries booked through the TEMS with the University TMC will have the dates and location of booked travel automatically recorded. For travel booked outside of the TEMS, with another provider, the traveller is required to update itinerary details in Concur. Use of the Concur App [‘Trip It’](#) is how staff must record additional itinerary details for activity not booked through the TEMS. Failure to appropriately update traveller whereabouts before and during travel limits the University’s ability to assist JCU staff in the event of emergency.

All travellers **MUST** provide contact details in their traveller profile within the TEMS. This number will be contacted in the event of an emergency to check the traveller’s safety and wellbeing. An email will also be sent to travellers in such cases. Staff members who do not want to or have not provided contact details will not be permitted to travel due to Health and Safety risks.

Irrespective of Travel Advice Levels, international travellers **SHOULD** register their travel movements and contact details with DFAT (refer to the [Smartraveller](#) website for details). DFAT will forward the details to each overseas embassy so that they know the whereabouts of Australians in their respective countries.

University travellers that are within a region with a higher risk level (Level 2 to 4) **MUST** take all necessary precautions to ensure personal safety, follow the advice of all Travel Advisory notifications and maintain contact with the University’s office of the Chief of Staff and other relevant authorities such as the Australian Embassy overseas and police domestically.

In the case of an emergency, the traveller **MUST** immediately contact the office of the Chief of Staff ([chiefofstaff@jcu.edu.au](mailto:chiefofstaff@jcu.edu.au)), and where undertaking international travel, the Australian Embassy.

The nominated contact person for fieldtrips must follow the notification and tracking requirements in accordance with WHS-PRO-015 Field Trip Procedure.

**Note:** *Staff are encouraged to copy important documents such as their passport, itinerary, hotel contact details, confirmation of airline tickets etc. and to carry them in a different bag from the originals.*

### 4.2 Insurance

The University’s Corporate Travel insurance policy provides cover for authorised University travel for a continuous period of up to nine (9) months to destinations in excess of 50km from the place of residence or business (excluding commuting). Where University travel is for periods greater than nine (9) months, private insurance arrangements need to be made. Contact University Insurance ([insurance@jcu.edu.au](mailto:insurance@jcu.edu.au)) for further information.

Staff members undertaking University travel are covered by the Workers Compensation legislation relevant to their place of employment (Workers Compensation and Rehabilitation Act 2003 (Qld)). WorkCover **MUST** be advised when University staff will be overseas or interstate for greater than six (6) months (excluding SSP). Details of such travel arrangements **MUST** be forwarded by the traveller to Human Resources.

Further information regarding the University's Corporate Travel insurance policy can be found on the [insurance website](#) or by contacting [insurance@jcu.edu.au](mailto:insurance@jcu.edu.au). Other useful travel tips and information can be found on the [Customer Car Medical Assistance](#) website.

### 4.3 Travel Diaries

All travel (domestic and international) undertaken by staff or students of six (6) or more consecutive nights **MUST** have a travel diary completed to substantiate the Fringe Benefits Tax position of the University. Where private travel is undertaken the travel diary will form part of the information provided to the Taxation team in section 1.2 and a diary will also need to be completed as part of the expense acquittal within the TEMS for trips greater than 6 days. For business travel only trips over six days the travel diary is completed within the TEMS after travelling as part of the expense acquittal process.

## 5. PAYING FOR TRAVEL

### 5.1 Payment for Approved Travel Expenses

Airline and hire car costs are paid on the University Central Credit Card when booked through the TMC. The most senior card holding staff member of a travelling group of staff and students may pay costs relating to Official University Business on behalf of other members of the group. All other travel related expenditure is to be made using the traveller's corporate credit card or via personal funds reimbursed retrospectively where a corporate card has not been provided.

Where an expense is incurred for more than one staff member or on behalf of a staff member not holding a corporate credit card e.g. ground transport or meals the most senior staff member present **SHOULD** pay and acquit the expense. This is to avoid actual or perceived conflicts of interest of staff approving expenditure incurred on their behalf. Where staff members and students are present the most senior staff member **SHOULD** pay and acquit costs incurred. Students **MUST NOT** be requested to pay for expenses on behalf of a University staff member.

### 5.2 Advance Costs

#### 5.2.1 Conference, Seminar and Similar

Travellers with approval to attend events organised by third parties may transact directly with the provider in advance of travel using a corporate credit card.

#### 5.2.2 Passport, Visa and Inoculation

Travellers are responsible for the cost of obtaining a passport however where Official University Business requires fast tracking of a passport application, obtaining of visas or specific inoculations the traveller may transact directly with the provider in advance of travel using a corporate credit card.

### 5.3 Cash Withdrawals Using Corporate Credit Card

Cash withdrawals are only permissible for international travel to enable withdrawal of cash in the local currency and **MUST** only be used where Corporate Credit Card facilities are not available. Cash Withdrawals **MUST NOT** be used for domestic travel.

Cash obtained via Cash withdrawals can only be used by the credit card holder. The Credit Card holder can pay for costs relating to Official University Business on behalf of other members of the travelling group but the credit card holder **MUST NOT** distribute cash withdrawals to other travellers.

There are two types of cash withdrawals that may apply to international travel:

1. Low value ad hoc withdrawals to make purchases where the corporate card is not accepted to meet meal, incidental or ground transport costs. The need for this type of cash withdrawal by its nature will be unforeseen. It is expected that cash withdrawals for this purpose would be less than AUD\$100 per transaction.
2. **High value withdrawals** to meet costs of travel in countries or areas within countries where credit cards are not widely accepted and cash may be required to meet transport, accommodation and other expenses relating to the execution of Official University Business. The need for this type of cash withdrawal would be able to be anticipated in advance. If the need for high value cash withdrawals is unknown travellers must perform their own research to determine whether this is required in advance of travel.

International travellers will have the corporate credit card cash withdrawal facility activated once an approved travel request is completed within the TEMS for the duration of the approved travel. Travellers requiring high value cash withdrawals must apply for an increased cash withdrawal limit via Service Now. Once an approved request is received by the corporate credit card team the limit will be adjusted for the duration of the approved travel.

A PIN number is required to access the corporate credit card cash withdrawal facility, which if not already obtained can be requested through Service Now.

Prior to making a cash withdrawal staff and students are advised to ensure they are familiar with the acquittal requirements contained within FMPM 421 – Corporate Credit Cards and Expense Reimbursements.

## 5.4 In Travel Expenditure

Expenses incurred during the course of travel should be paid for using the corporate credit card where possible and receipts obtained.

### 5.4.1 Meals and Incidentals

Travellers are allowed a maximum limit for the purchase of meals and incidentals while traveling. Costs in excess of the limits in Table 2 will be treated as private costs recouped via payroll deduction.

Table 2 – Reasonable meal and incidental limits

Daily Maximum	
Full Day	Part Day
AUD\$100	AUD\$60

Travellers are entitled to claim actual expenses up to the value of the full day rate when they spent the entire day in their travel destination or they meet the following criteria:

- Day Trips - The traveller departed earlier than 9am and returned later than 5pm; or
- Date of Departure – the traveller departed earlier than 9am; or
- Date of Return - the traveller arrived back later than 5pm; or
- No meals are included in the price of a fare, conference or room rate or are not otherwise provided to the traveller.

Travellers are only entitled to actual expenses up to the value of the part day rate when:

- Day Trips – The traveller departed after 9am or returned before 5pm; or
- Date of Departure – The traveller departed after 9am; or
- Date of Return – The traveller arrived back earlier than 5pm; or
- Meals are included in the price of a fare, conference or room rate or are otherwise provided to the traveller

## 5.4.2 Ground Transport

Travellers may incur costs associated with the use of licenced public transport taxi, bus, train etc. in order to facilitate Official University Business.

## 5.5 Allowances

The University provides four types of allowance relating to travel:

- private vehicle s5.5.1
- field trips where the University provides food but not accommodation s.5.5.2
- camping where both food and accommodation are not provided by the University s5.5.2
- living away from home refer [ATO, LAFHA](#)

### 5.5.1 Private Motor Vehicle Allowance

Travellers **SHOULD** consider the following before using a private motor vehicle (including salary packaged vehicles):

- A private vehicle may only be used for University travel in cases where all other means of transportation including use of fleet vehicles are unavailable, or deemed to be unsuitable or inappropriate.
- The traveller **MUST** obtain pre-approval for the use of a private motor vehicle for University travel by completing the Private Motor Vehicle section of the TEMS travel request.
- Any private Motor Vehicle allowance received by an employee will appear on the traveller's Payment summary and will be included in the employee's assessable income.
- Calculation of a kilometre reimbursement entitlement is based on the current Australian Taxation Office cents per kilometre thresholds. Refer to the Australian Taxation Office website (<https://www.ato.gov.au>) for current rates.
- Vehicles **MUST** be registered and comprehensively insured and drivers **MUST** hold a valid driver's licence. Use of private vehicles is at the drivers own risk and the University is not liable for any cost of repairs in the event of accident.
- The maximum Private Motor Vehicle allowance payable to a traveller is limited to the lesser of:
  - Most practical fare of the day of alternative transport where applicable; or
  - Mileage allowance (Km's travelled x the relevant 'Cents per Kilometre' rate).
- Reimbursement of Fuel Costs can be used as an alternative to claiming mileage allowance.

### 5.5.2 Field and Camping Allowances

Where travellers are required to 'camp out' overnight and food and beverages are provided by the University but accommodation is not, they may be entitled to a field allowance. Refer to Table 3

Where travellers are required to 'camp out' overnight and food, beverages and accommodation are not provided by the University, they may be entitled to a camping allowance. Refer to Table 3

Table 3 – Camping or Field Allowance

Camping Allowance (per night)	Field Allowance (per night)
\$41	\$15

## 6. ACQUITTAL OF EXPENSES

All travel expense transactions paid using University corporate credit card, including cash withdrawal transactions, or requiring reimbursement of personal funds will be recorded and acquitted in the TEMS as per procedures in FMPM 421 – Corporate Credit Cards and Expense Reimbursement.

## 7. TRAVEL FOR OTHERS

The University will meet certain costs relating to approved travel by associates of the University that are not staff or students. Approval for incurring these costs can only be given by the relevant financial delegate.

### 7.1 Members of Council and Committee Members

The University will meet the cost of travel, for Members of Council and Committee Members when required to attend Council/Committee Meetings or other official University business, in person at the request of the Chancellor or Vice Chancellor, as follows:

- return airfares, or other travel costs as appropriate, between the town/city of residence and the meeting venue; and
- travel assistance for the period spent on official University business.

Members of Council and other Committee Members who travel to attend a meeting of Council, or who are on other University travel, **MUST** have a travel request raised on their behalf within the TEMS and travel booked using the TMC.

### 7.2 Enrolled Higher Degree and Final Year Honors Students

Higher degree and final year honours students proposing to embark on University travel **MUST** have a travel request raised within the TEMS and travel booked using the TMC.

Higher Degree and Final Year Honours Students are entitled to claim approved 'reasonable' actual travel expenses or travel allowances for the period spent on official University business.

### 7.3 Other Enrolled Students

Individual ORGUs may meet the cost of transport for other enrolled students attending compulsory excursions or camps that are prescribed as an integral part of a course of study. Students who are required to travel away from their home Campus **MUST** have a travel request raised within the TEMS and travel booked using the TMC.

### 7.4 Other Non-Staff Members

Where there is a legitimate requirement for a non-staff member to accompany a University traveller (e.g. a carer) that person may be entitled to the same travel benefits as the traveller. The person accompanying them **MUST** have a travel request raised on their behalf within the TEMS and travel booked using the TMC.

## Related documents and legislation

[Directive No.9/11 Domestic Travelling and Relieving Expenses](#)

[Financial Accountability Act 2009](#)



[Financial and Performance Management Standard 2009](#)

[Fringe Benefits Tax Assessment Act 1986](#)

[Income Tax Assessment Act 1997](#)

[Industrial Relations Act \(Qld\) 1999](#)

[James Cook University Enterprise Agreement](#)

[Payroll Tax Act 1971](#)

[Public Sector Ethics Act \(Qld\) 1994](#)

[Public Service Commission - Policies and Procedures](#)

[Public Service Regulation 2008](#)

[Queensland Procurement Policy](#)

[Work Health and Safety Act \(Qld\) 2011](#)

[Workers' Compensation and Rehabilitation Act 2003](#)

[Workers' Compensation and Rehabilitation Regulation 2003](#)

For enquiries in relation to this FMPM Procedure please contact [Travel@jcu.edu.au](mailto:Travel@jcu.edu.au).

## Administration

### Approval Details

Policy Sponsor	Deputy Vice Chancellor, Services and Resources
Approval Authority	Deputy Vice Chancellor, Services and Resources
Date for next review	09/02/2021

### Revision History

Version	Approval date	Implementation date	Details	Author
20-2	16/10/2020	16/10/2020	Further clarification of new requirements implemented in response to COVID 19	Manager, Financial Systems and Process Improvement
20-1	03/08/2020	04/08/2020	Amendments to travel approval processes made in response to COVID 19	Deputy Director, Financial and Business Services

18-2		30/04/2018	Changes made to reflect headline restructure 30/04/2018.	Quality, Standards and Policy
18-1	09/02/2018	09/02/2018	Amended to improve functionality	Director, Financial and Business Services
17-03	04/12/2017	05/12/2017	Amended to incorporate changes to the University expense management system and travel policy and procedures.	Director, Financial and Business Services
17-02	19-07-17	24-07-17	Links and contacts updated	Head-Legal and Assurance
17-01	10-04-17	11-04-17	Amendments made to align procedure with the Financial Delegations Register	Manager, Strategic Procure to Pay
15-01	22-06-15		Policy sponsor and approval authority amended to reflect approved policy framework	QSP
11-01	15-11-11	15-11-11		
09-01	02-03-09	02-03-09		
08-02	21-11-08	01-12-08		
08-01	01-09-08	01-09-08		
07-01	03-09-07	05-09-07		
05-01	Sep-05	Sep-05		