

# 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/host to comply with this procedure. The University Executive and financial delegates must ensure that employees and students within their respective Organisational 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.

### 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 host staff and/or guests (non-staff) in relation to travel taken 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 (such as fuel, ferries to Magnetic Island, conference fees) are managed under FMPM 421 – Corporate Credit Cards and Expense Reimbursement.

## 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 for use overseas.

**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 greater than 50km from a person's home campus 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 Work Unit** – a position represented on the published University Organisational Structure for example Vice Chancellor, Deputy Vice Chancellor, Chief Financial Officer, Chief of Staff, Chief Digital Officer, Dean or Director.

**Host** – a JCU staff member who invites and hosts non-staff guests during a trip, meal or event.

**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. Not reimbursable are tips for services within Australia and any costs of a personal or entertainment nature such as toiletries.

**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 travel expense management system.

**Reasonable Travel Expenses** - expenses that a 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** – the University's current system (Concur) supporting the administration of travel activity, expense reimbursements and corporate credit card acquittal.

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

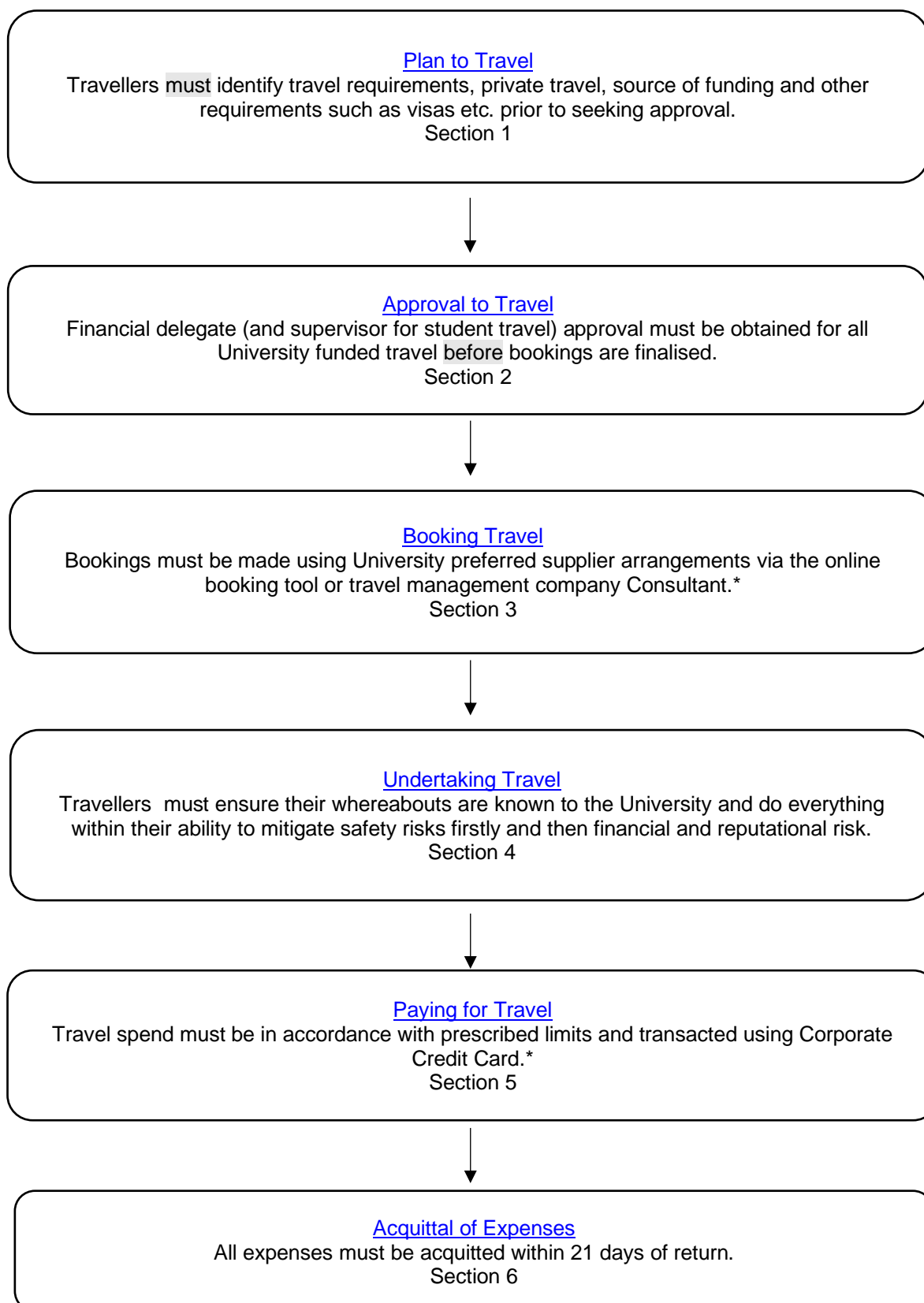
**University** - Refers to James Cook University ABN 46 253 211 955 a body corporate constituted under the *James Cook University Act 1997 (Qld)* and where the context permits, includes persons and companies to whom this procedure applies.

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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

James Cook University (JCU) travellers are to provide the following information to assist the approval process when planning to travel:

- official business purpose of travel
- an account containing sufficient funds for the travel
- 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](#).

To avoid additional administrative burden, staff are discouraged from undertaking private travel in connection with business related activity. If there is a private element to proposed travel, the request needs to be submitted through Service Now [Assess Private Travel request](#) 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 will be considered in breach of the Staff Code of Conduct. The staff member will be required to personally reimburse the University for any additional FBT liability incurred, including penalties and interest. 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

All travellers are to obtain approval for intended JCU official university business travel as far in advance as is practical. If the traveller has not obtained approval prior to travelling, that is subsequently considered unreasonable or unnecessary, will result in recoupment of costs depending on the facts and circumstances of the case.

**All staff have a responsibility to ensure that they do not arrange travel without first identifying a need with their line manager/supervisor.**

All field trips must be approved in accordance with [WHS-PRO-015 Field Trip Procedure](#) prior to any travel bookings being made and the RiskWare reference number of the approved field trip record is to be entered into the travel expense management system request for all fieldtrip travel bookings. Staff applying for travel are responsible for ensuring fieldtrips in RiskWare are approved.

NOTE - Workflow approvals in the travel expense management system were removed in August 2022. As a result, all travel approvals are to be obtained prior to making any bookings in the travel expense management system.

## 2.1 Traveller Requirements

### 2.1.1 Domestic traveller requirements

Staff are to obtain pre-approval of the financial delegate before making any travel bookings. It is recommended that pre-approval be obtained by the staff member by email to avoid doubt, however verbal approval is sufficient.

For student and guest (non-staff) travel, written approval must be obtained from the relevant financial delegate and supervisor (for students) before making any travel arrangements. An email approval is sufficient.

All travellers must submit a travel request through the travel expense management system. Any written approvals must be attached to the travel request.

**All domestic bookings must be made using the online booking tool in the travel expense management system.**

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

### 2.1.2 International traveller requirements

Staff must obtain written approval of the financial delegate and the Head of Work Unit before making any travel bookings in the travel expense management system.

For student and guest (non-staff) travel, written approval must be obtained from the relevant financial delegate, supervisor (for students) and Head of Work Unit before making any travel arrangements. An email approval is sufficient.

International travellers must submit a travel request through the travel expense management system. Any written approvals must be attached to the travel request.

**International bookings can be made by either using the online booking tool in the travel expense management system or by submitting a request for assistance from the travel management company via the travel expense management system.**

For travel that does not require any bookings via the travel expense management system (i.e. no airfares, accommodation or vehicle hire), written/email approvals are required from the financial delegate and Head of Work Unit.

Immediately prior to undertaking travel, travellers must review the [DFAT Travel Advice](#)s 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 approvers must consider the following 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 the costs proposed are 'reasonable' and whether the Organisational Work Unit's budget or external funding arrangements can cover the cost.
- Ensuring that any impact on business as usual organisational activities are appropriately mitigated.

- That any private travel component is identified as per section 1.3 above and relevant leave applications are completed and approved.
- The need for cash withdrawals in international destinations to meet substantial costs relating to official university business refer section 5.3 and the safety and financial risks associated with allowing high value withdrawals.

In addition, when providing approval for high risk (DFAT level 3 & 4) international travel the relevant Head of Work Unit must consider the following additional points as a minimum:

- The University'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.

## **2.2.1 Domestic travel approval process**

### **Staff**

1. Staff traveller to obtain approval to book (verbal is permitted, written is recommended) from the financial delegate by following the relevant Work Unit's process. The following information should be provided:
  - official business purpose of travel
  - an account containing sufficient funds for the travel
  - destination and length of travel
  - any request for private travel and leave requests
  - risks
  - visa / inoculation / passport and other requirements
  - estimated costs
2. Staff traveller books travel in the travel expense management system, ensuring to attach any approval documentation.

### **Students**

1. Student traveller to obtain written approval to travel from their supervisor.
2. Student traveller to obtain written approval to book from the financial delegate by following the relevant Work Unit's process. The following information should be provided:
  - official business purpose of travel
  - an account containing sufficient funds for the travel
  - destination and length of travel
  - any request for private travel and leave requests
  - risks
  - visa / inoculation / passport and other requirements
  - estimated costs
3. Student traveller books travel in the travel expense management system, ensuring to attach any approval documentation.

### **Guests (non-staff)**

1. Travel arranger to obtain written approval to book from the financial delegate by following the relevant Work Unit's process. The following information should be provided:



- a. official business purpose of travel
  - b. an account containing sufficient funds for the travel
  - c. destination and length of travel
  - d. any request for private travel and leave requests
  - e. risks
  - f. visa / inoculation / passport and other requirements
  - g. estimated costs
2. Financial delegate approves the proposed travel.
3. Travel arranger books travel in the travel expense management system, ensuring to attach any approval documentation.

## 2.2.2 International travel approval process

In addition to the domestic approval requirements, all international travel must also be approved by the Head of Work Unit before booking in the travel expense management system. This should be obtained by following the relevant Work Unit's existing approval process.

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 only be given in exceptional circumstances.

Financial delegates should consider whether it is appropriate to pre-approve a maximum dollar amount for flights, car hire and accommodation, and if that amount is breached when the booking is made, whether the traveller should seek reapproval of the higher amount.

## 2.2.3 All approvals

The financial delegate is responsible for ensuring that the traveller has properly considered any private travel in line with the requirements of [FMPM 731 – Procedure Fringe Benefits Tax](#), 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 must apply the one up rule (i.e. approved by their direct manager/supervisor) as a minimum for approval. Staff are not allowed to authorise reimbursement of their own entertainment expenses.

## 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 significantly changes prior to departure, the traveller must obtain re-approval.

Where changes to travel plans result in unused air tickets, travellers must contact the University travel management company 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 Work Unit due to illness, family responsibilities or other emergency or unavoidable events outside of the traveller's control.

## 3. BOOKING TRAVEL

Once travel is approved in accordance with Section 2 above, staff, students and guests (non-staff) may commence booking travel, 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 travel expense management system. The budget represents an estimate of travel costs to be incurred whilst undertaking University travel. The travel budget will include as applicable:

- **Bookable costs** obtained from the online booking tool or travel management company consultant being flights, accommodation, and car hire refer section 3.4
- **In-travel expenditure** including, meals, ground transport, car parking and incidental costs which may be subject to maximum reasonable limits in this procedure refer section 5.4
- **Allowances** for private vehicle use, field, camping and living away from home refer section 5.5
- **Advance costs** paid to a third-party provider such as conference fees, visas refer section 5.2
- **Cash withdrawals** where pre-approved in overseas locations refer section 5.3

### 3.2 General Considerations

When making travel bookings the following must be considered:

- The University has preferred supplier arrangements with travel providers including airlines, accommodation, hire car providers and a nominated travel management company 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 travel management company consultant booking fee against the relevant account for bookings made outside the online booking tool and travel management company to recoup the additional administration costs associated with using other suppliers.
- The most practical airfares / charges shown in the online booking tool must be selected for all travel. Where an airfare / charge is selected that is not the lowest priced per the online booking tool but is the most practical for other reasons, a justification will be recorded in the travel expense management system.
- 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 the travel expense management system, however where it is not possible or practical to enter event bookings or group travel of 10 or more staff/students into the online booking tool travellers are required to raise a purchase order through the [FinanceOne Ci Anywhere](#) 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 are to be booked via the online booking tool or in consultation with the travel management company 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 [travel@jcu.edu.au](mailto:travel@jcu.edu.au) to obtain approval to book offline.

**Note:** travellers are not required or encouraged to search for rates outside the *online booking tool* or *travel management company* 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 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 online booking tool or travel management company consultant. Where significant savings i.e. greater than 10% or \$120 whichever is higher can be obtained external to travel expense management system or travel management company, an emailed notification must be made to [travel@jcu.edu.au](mailto:travel@jcu.edu.au).

**Note:** travellers are not required or encouraged to search for rates outside the *Online booking tool* or *travel management company* 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 travel management company 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 Online booking tool, 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 online booking tool or in consultation with the travel management company 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.

If a specific vehicle is required which is not offered through the online booking tool, an emailed notification must be made to [travel@jcu.edu.au](mailto:travel@jcu.edu.au).

## 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 travel expense management system with the University travel management company will have the dates and location of booked travel automatically recorded.

For travel arranged outside of the travel expense management system which requires a risk approval (e.g. field trips) refer to [WHS-PRO-015 Field Trip Procedure](#).

For travel booked outside of the travel expense management system with another provider (e.g. where a US university covers the costs for an academic staff member to travel to the US to present a paper), the traveller must ensure that their Head of Work Unit is fully aware and has approved their travel arrangements.

All travellers must provide contact details in their traveller profile within the travel expense management system. 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 Department of Foreign Affairs and Trade (refer to the [Smartraveller](#) website for details). Department of Foreign Affairs and Trade 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.

Any traveller with an Australian Government Security Vetting Agency (AGSVA) Security Clearance intending to travel overseas must contact the Chief Security Officer ([chiefofstaff@jcu.edu.au](mailto:chiefofstaff@jcu.edu.au)) regardless of the purpose for travel (ie. official University business or private), or destination, to arrange a travel briefing and debriefing.

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 field trips 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 twelve (12) months to destinations in excess of 50km from the place of residence or business (excluding commuting). Where University travel is for periods greater than twelve (12) 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 will only cover a staff member overseas for up to 6 months. For business travel greater than 6 months the travel insurance will continue to cover staff for up to 12 months.

University Insurance ([insurance@jcu.edu.au](mailto:insurance@jcu.edu.au)) are to be advised when staff will be overseas or interstate for greater than six (6) months (excluding SSP).

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).

## 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. The travel diary is completed in the travel expense management system after travelling as part of the expense acquittal process.

Where private travel is undertaken the travel diary will form part of the private travel approval provided to the Taxation team in section 1.2 as well as in the expense acquittal in the travel expense management system.

# 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 travel management company. For travelling groups, the most senior card holding staff member of the 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 cardholding staff member present should pay and acquit the expenses. 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 card holding staff member should pay and acquit the 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 JCU 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 JCU 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 are not to 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.

Travellers requiring high value cash withdrawals must apply for an increased cash withdrawal limit via ServiceNow. 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 ServiceNow.

Prior to making a cash withdrawal staff and students are advised to ensure they are familiar with the accittal requirements contained within [FMPM 421 – Corporate Credit Cards](#).

## **5.4 In-Travel Expenditure**

Expenses incurred during the course of travel should be paid for using the JCU corporate credit card where possible and receipts/tax invoices 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 and 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. to facilitate Official University Business.

## 5.5 Allowances

The University provides four types of allowance relating to travel:

- private vehicle section 5.5.1
  - field trips where the University provides food but not accommodation section.5.5.2
  - camping where both food and accommodation are not provided by the University section 5.5.2
- living away from home refer [ATO, Living Away From Home Allowance](#)

### 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 from their Head of Work Unit for the use of a private motor vehicle for University travel. Any private Motor Vehicle allowance received by an employee will appear on the traveller's annual Income Statement (previously known as 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 travel expense management system as per procedures in FMPM 421 – Corporate Credit Cards.

## 7. TRAVEL COSTS FOR NON-STAFF

The University will meet certain costs relating to approved travel by associates of the University that are not staff.. 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 travel expense management system and travel booked using the travel management company.



## 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 travel expense management system and travel booked using the travel management company.

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 Work Units 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 are required to have a travel request and bookings raised within the travel expense management system

## 7.4 Other Guests (Non-Staff)

Where there is a legitimate requirement for a guest (non-staff) 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 the traveller is required to have a travel request and bookings raised on their behalf within the travel expense management system.

## 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](#)

[Staff Code of Conduct](#)

[Student Code of Conduct](#)

[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

NOTE: Printed copies of this procedure are uncontrolled, and currency can only be assured at the time of printing.

### Approval Details

|                      |   |
|----------------------|---|
| Policy Domain        | Financial Management  |
| Policy Sponsor       | <del>Deputy Vice Chancellor, Services and Resources</del> <a href="#">Vice Chancellor</a>   |
| Approval Authority   | <del>Deputy Vice Chancellor, Services and Resources</del> <a href="#">Finance Committee</a> |
| Date for next review | 09/02/2023  |

### Revision History

| Version | Approval date | Implementation date | Details   | Author   |
|---------|---------------|---------------------|---|--|
| 22-2    | 15/08/2022    | 17/08/2022          | Changes to approval process, removing approvals within Concur and replacing with pre-approvals outside of Concur, approved by University Executive; formatting changes made throughout. | Deputy Director, Financial and Business Services   |
| 22-1    | 15/07/2022    | 19/07/2022          | Item 4.1 updated to include instruction for travellers with AGSVA Security Clearance.   | Chief of Staff                                     |
| 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     |  |   |

|                |  |
|----------------|--|
| Keywords       | Travel, domestic, international, corporate credit card, cash, withdrawals, entertainment, entertaining, host, hosting, Concur, allowance |
| Contact person | Deputy Director, Financial and Business Services   |