WHY HAS THE VCS TRAVEL DIRECTIVE BEEN CHANGED?

International and domestic travel is an integral part of the teaching, research and student experience at UTS. To better manage risks and costs associated with UTS travel the Travel Vice-Chancellor’s (VC) Directive has been updated to emphasise risk assessment and management and the use of preferred travel providers and methods of payment.

An incidentals allowance for international travellers has been introduced to improved convenience for travellers and to reduce administration. For clarity, reasonable amounts for meals have been included for all countries.

POLICY AND PROCEDURES

What is the UTS Travel Policy?

Travel at UTS is governed by the Travel Vice-Chancellor’s (VC) Directive (November 2012). The document can be found at [www.gsu.uts.edu.au/policies/travel.html](http://www.gsu.uts.edu.au/policies/travel.html).

Who does the Travel VCs Directive apply to?

The Travel Directive applies to all staff, contractors, students and others who travel under the University's authority to conduct the activities, or further the interests, of UTS.

There are some exceptions to specific procedures for the following travellers:

- International Studies student travellers use a different travel approval form and should liaise direct with International Student (IS) administration on this step;
- Professional Experience Program (PEP) travellers follow a different application, travel advance and expense acquittal process. PEP participants should refer to the VCs PEP Directive and liaise with their School administration for more information.

What are the travel procedures?

Travel procedures are described in the UTS Travel VCs Directive and Travel Guidelines as well as in the Strategic Procurement Travel webpages.

What approvals do I require?

A Travel Approval Form must be completed by all travellers and their appropriate supervisor for all travel greater than 50km (one way) from UTS.

If you are travelling to a country that has a DFAT warning level 3 or higher, a ‘Risk Management and Approval of Overseas Travel’ form should be completed by your Manager and kept on file. More information on DFAT Travel Advice can be found on the Overseas Travel webpage and the risk management and approval form can be downloaded from Travel Health & Safety webpage.

Why is there so much emphasis on risk management for travelling?

UTS has a duty of care for anyone travelling on approved university business. Ensuring travellers can be located and assisted is an essential aspect of this duty of care. The travel approval process incorporates risk management assessment along with capturing required information to extend emergency support when required.

Booking through a UTS preferred travel management agent includes registration with International SOS (ISOS), the UTS overseas emergency assistance provider. Travellers not booking through a preferred travel agent must register their travel details in the ISOS Personal Travel Locator. You will need the UTS membership number to complete your registration. The membership number can be found on the ISOS UTS Welcome Page.
Where can I locate travel related forms?

Forms for travel are found at Travel Forms.

This page also has checklists for both staff and Managers that cover all necessary steps, approvals and documentation that must be completed when undertaking UTS approved travel.

TRAVEL BOOKINGS AND PAYMENT

How do I book travel?

Obtain some estimated prices for your airfare (allow a small variation to cover any difference at booking) for use in the Travel Approval Form. After having the form authorised airfare bookings must be made with a UTS preferred travel agent. Accommodation and rental vehicles can be booked directly or via a UTS preferred travel agent. See the UTS Buying Guide for domestic preferred suppliers. Travellers without corporate credit cards should organise for travel costs to be paid in advance.

More information on travel booking procedures is described on the Travel web pages and in the Travel Guidelines.

Students don’t have access to some staff only secure web pages, such as the UTS Buying Guide. For details about preferred travel agents, accommodation, car hire and other travel providers, students should liaise with their local administration.

What is the ‘Lowest Logical Fare’ and how do I make sure this is what I book?

The lowest logical fare means the most economically available airfare at the time of booking that suits the requirements of a traveller in enabling business objectives to be met, and ensures effective use of the traveller’s time.

Avoid flexible fares where certainty of travel is known – most discounted tickets are changeable 24 – 48 hours before travel.

If flexibility is required, consider a less flexible fare to the destination and flexible fare on return.

The travel agents will provide support to obtain the lowest practical fare.

Why do I have to submit a Travel Diary?

Payment of travel expenses by UTS means the employee is potentially liable for Fringe Benefits Tax (FBT). By detailing business activities in a travel diary the employee complies with ATO tax rulings and avoids an FBT impost. A travel diary template can be downloaded from the FSU website and submitted prior to travel, but it should be updated and re-submitted if the actual activities whilst travelling differ to those documented prior to departure.

Only employees are required to submit a travel diary. Students, contractors, consultants, guests and others travelling for UTS do not need to complete and submit a travel diary.

What about travel insurance?

Travellers are automatically covered by the UTS corporate travel insurance policy upon authorisation of their Travel Approval Form. UTS also provides options for private travel insurance when required. More information can be found at UTS Private Travel Insurance.

Do I have to use the preferred travel providers?

All air travel must be booked through the UTS preferred travel agents unless another supplier can provide a written quotation for the same fare which is at least 10% cheaper. Invariably, a UTS preferred travel agent will match any publicly available airfare.

The UTS travel agent should always be able to provide more than one quote to demonstrate adherence to lowest logical fare. You can ask what other airlines charge.

By booking through a preferred travel agent you are automatically registered under the corporate travel insurance policy and details of your itinerary are logged with International SOS – the UTS
emergency support provider for overseas travellers and you gain access to UTS negotiated airline discounts.

Reports provided by our travel agents are used to negotiate airline ticket discounts and provide valuable information regarding popular routes and carriers.

The travel agent can receive payment for your booking by monthly invoice through Accounts Payable (AP), so you don’t need to have a corporate credit card to book and pay for air travel. Your signed Travel Approval Form provides all the detail and authorisation AP requires for payment.

When can I use a non-preferred travel agent?
When a reasonable saving of at least 10% can be achieved compared to a quote for a similar fare provided by a UTS travel agent. Cheaper tickets often come with many restrictive conditions such as high change fees and no refunds for cancellations; you should check these conditions prior to booking.

When comparing quotes it is essential that the fare type, ticket conditions, date/time of travel, destinations and time of quotation is “like for like”.

What class of airfare can I book?
Air travel should be economy class, which excludes premium economy, regardless of the funding source. Fare classes higher than economy may be approved on the recommendation of the relevant Dean or Director to the senior executive.

Upgrades using Frequent Flyer (FF) points are permitted if the lowest logical fare requirement is not compromised. Travellers using their own FF points for upgrades won’t be reimbursed for the difference.

Members of the senior executive, Deans, Deputy Deans and Divisional Directors (excludes associate deans, research directors and similar positions) are permitted to travel Business Class for air travel exceeding seven hours based on scheduled flying time. Staff with Business Class travel specified in their contract of employment are also permitted to travel Business Class.

What standard of accommodation can I book?
The standard of hotel accommodation should be comparable to an Australian 3 or 4 star hotel and provide a safe environment located near your place of business. General hotel pricing in the city/region you are visiting should be reasonable, for example a $A100/night hotel in Hanoi might be extravagant but in London a $A100/night hotel is likely to be substandard.

UTS has discount arrangements with hotels near the city campus, as well as access to government hotel discounts offered through university.travel. A full listing of accommodation options is found in the Buying Guide. For conferences, both domestically and internationally travellers may choose from a conference package. Students can access information on preferred accommodation providers through their local administration.

Travellers staying more than a few nights might consider a serviced apartment as good value and a more convenient option.

PAYING FOR TRAVEL / CORPORATE CREDIT CARDS (CCC)
What are the preferred payment methods for staff travel related expenses?
- preferred travel agents — via accounts payable on travel agent monthly invoice or corporate credit card (CCC);
- accommodation — via accounts payable for UTS preferred hotels or if a Purchase Order (PO) can be raised ahead of booking; or CCC;
- meals — CCC or travel advance;
- taxis — Cab-charge, CCC or travel advance
- Incidents — Incidents Allowance, CCC card or travel advance.
For student travel expenses not paid through Accounts Payable via a UTS preferred provider invoice, payment is made via reimbursement on a Payment Request Form after return from travel.

**What travel advances and allowances are available to staff and contractors?**

- A travel advance ($100 per day for Europe, UK and Japan; $80 for rest of the world; and $80 for Australia) is available for travellers without a corporate credit card;

- An Incidental Allowance ($20 per day) is available for international travellers to cover minor daily expenses such as internet cafes, transit ticket, parking etc. The incidental allowance is only available to staff and contractors going overseas and is not available to any other traveller. An incidentals allowance does not require receipts or acquittal providing the traveller does not also purchase incidentals via CCC or reimbursement payment methods.

In both instances any unexpended days should be reimbursed in full to UTS.

**Is a travel per diem available?**

No, UTS provides a travel advance and incidental allowance to staff.

**How do I acquit travel expenditure?**

For all acquittals and reimbursements original receipts and/or tax invoices are returned with the relevant form when submitted.

PEP travellers follow a separate travel expense reconciliation process and should liaise with their school administration for more information.

For all other travellers, acquittal procedures are detailed in the iExpense User Guide. More information can be found in the Travel Guidelines and on the Travel webpage. For students a Payment Request Form must be submitted.

Expenses incurred on a CCC and against travel advances must be acquitted within 14 days of return from travel and supported by original receipts and/or tax invoices. The authorised Travel Approval Form should be attached to the expense report.

The CCC Directive states that cards should not be used for personal expenditure. However if a personal payment on a CCC is unavoidable whilst travelling, a cheque for the required amount should be sent to AP at the time of acquittal.

The incidental allowance does not require acquittal but any unexpended days must be reimbursed in full to UTS either by cheque or EFT. Attach your cheque to the acquittal expense form.

For direct deposit option to repay funds, contact Accounts Payable for EFT details.

**Who is eligible for a corporate credit card (CCC)?**

The extent of CCC use may vary across faculties and divisions so each Dean or Director will provide approval or not based on each individual application. Refer to the VCs CCC Directive for more information.

A CCC is recommended if you travel two or more times a year on UTS business.

Students, contractors and ad hoc travellers are not eligible for a CCC. Contractors and ad hoc travellers should arrange a travel advance when completing the Travel Approval Form.

**What if I don't have a corporate credit card (CCC)?**

Travels arrangements should be paid for in advance through Accounts Payable and a travel advance arranged.

**When can I be reimbursed or use my own credit card?**

Students will always be paid via reimbursement.

For staff and other UTS guests there may be occasions you need to use your own funds or credit card, such as:
A traveller has a CCC but the country, or situation, or transaction type does not accept the use of a card.

An ad hoc traveller without a CCC pays for accommodation where no preferred hotels are available to be paid through AP;

A traveller is attending a dinner with colleagues and the restaurant will not accept multiple cards for individual payments;

In the above situations reimbursement is made to staff using the iExpense ‘Reimbursing Out of Pocket Expenses’ process (http://www.fsu.uts.edu.au/iexpenses/iexpense-procedures.pdf) supported by original invoices, receipts or statements.

**BUSINESS RELATED TRAVEL EXPENSES**

**What are business related travel expenses?**

In addition to air and other transit fares, accommodation, meals and incidentals, business travel expenses may include:

- Visa and related fees, excluding passports;
- Travel taxes such as entry and exit fees;
- Internet access;
- Train, bus, taxis, hire cars;
- Parking fees and road tolls;
- Dry cleaning and laundering (where the traveller is away for more than five nights);
- Business phone calls;
- Health expenses like immunisations and travel specific medications.

**How much can I spend on food and drink whilst travelling?**

For guidance, the recommended daily amounts for food and drink whilst travelling are:

- Europe (incl. UK) and Japan @ $A100 / day
- Rest of the world incl. Australia @ $A80 / day

**Can I use my UTS mobile phone or laptop overseas?**

Yes, however to avoid excessive bills whilst travelling overseas contact UTS ITD to implement international roaming data plans.

**ASSOCIATED PERSONAL TRAVEL AND ACCOMPANYING TRAVELLERS**

**Can I include personal travel with my UTS travel?**

Yes, it is permitted in conjunction with University travel. The private travel component and any additional costs are to be paid separately by the traveller. Personal travel must be properly documented and the appropriate leave form submitted and approved prior to departure.

Private travel undertaken in conjunction with approved business travel where the private travel component is up to 25% of the approved business travel component (for a maximum of 10 days) will be covered under the UTS Corporate Travel Insurance if:

- The personal travel is to countries with a DFAT security risk rating less than 3; and
- Your travel is approved by your supervisor.

- Any additional insurance required for private travel will be the responsibility of the traveller. If in doubt contact the UTS Tax and Insurance Unit. Some private travel insurance options are available at Private Travel Insurance:
Can I take family along with me?
Yes, a partner or family member may accompany a staff member on condition that the business purpose for which the travel is being undertaken is not compromised. Details of the accompanying partner or family member are to be noted in the Travel Approval Form for inclusion under the University's travel insurance cover.

UTS provided travel funds are not to be used for accompanying partners or family.

Can I use my private vehicle on UTS related business travel?
Yes, but is not preferred as the other options include utilising UTS pool vehicles, rental cars, taxis, shuttle services or public transport.
Prior approval for use of a private vehicle is required by the supervisor and the driver will need to provide evidence of current registration, driver's license and comprehensive insurance.

IMPROVEMENTS

When will UTS implement an electronic Travel Management System?
UTS is currently reviewing options to implement an ‘end to end’ travel & expense management system providing the following functionality:

- Pre-trip approval
- Duty of care
- On-line booking tool
- Expense management
- Travel diary/FBT
- Reporting

When will our current preferred travel agents be reviewed?

UTS Strategic Procurement has commenced a tender process to review our preferred travel agents. Travel Agent details will be published in the Buying Guide and announced through Staff Notices once the tender is completed. Staff should continue using our current travel agents in the interim.

Management fees with our current travel agents have been reduced, the latest rates can be found in the Buying Guide.

Future preferred travel agents will be managed according to agreed key performance indicators. One of these indicators will be the performance of the agent to provide the lowest logical airfare.
Appendix 1: Typically allowable and non-allowable travel expenses

<table>
<thead>
<tr>
<th>Incidental Expenses</th>
<th>Allowable</th>
<th>Not allowable</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Business Expenses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Necessary health examinations, inoculations, vaccinations</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Necessary visas and consulate fees</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Passport</td>
<td></td>
<td>√</td>
</tr>
<tr>
<td>Postage, photocopying, printing</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Necessary laundry or dry cleaning (while travelling) ¹</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Business calls and reasonable business internet use²</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Work related gifts</td>
<td></td>
<td>By negotiation with the Dean or Director prior to departure.</td>
</tr>
<tr>
<td><strong>Travel Expenses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Compulsory exit and entry fees</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Transport costs</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Porter fees and airport trolley hire</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Rental car upgrades</td>
<td></td>
<td>√</td>
</tr>
<tr>
<td>Tipping (see Entertainment Vice-Chancellor's Directive for details)</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>“No show” charges for hotel or car hire³</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Parking tickets or traffic violations</td>
<td></td>
<td>√</td>
</tr>
<tr>
<td><strong>Finance Expenses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Currency exchange rate fees/commissions</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Interest charges on personal credit cards</td>
<td></td>
<td>√</td>
</tr>
</tbody>
</table>

¹ Travellers away for more than 5 nights or in difficult climates are expected to need to use laundry or dry cleaning services.
² Check hotel internet usage charges prior to connecting to the University or webmail.
³ May be allowed in extenuating circumstances
Appendix 1: Typically allowable and non-allowable travel expenses

<table>
<thead>
<tr>
<th>Personal Expenses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Necessary medical attention from a local doctor</td>
<td>✓</td>
</tr>
<tr>
<td>Reasonable personal phone calls&lt;sup&gt;4&lt;/sup&gt;</td>
<td>✓</td>
</tr>
<tr>
<td>Clothing or toiletry items</td>
<td>✓</td>
</tr>
<tr>
<td>Expenses related to vacation or personal days&lt;sup&gt;5&lt;/sup&gt;</td>
<td>✓</td>
</tr>
<tr>
<td>Hairdressers</td>
<td>✓</td>
</tr>
<tr>
<td>Magazines, books, newspapers, personal reading materials</td>
<td>✓</td>
</tr>
<tr>
<td>Alcohol incl mini-bar&lt;sup&gt;6&lt;/sup&gt;</td>
<td>✓</td>
</tr>
<tr>
<td>Movies (eg hotel in-house movies)</td>
<td>✓</td>
</tr>
<tr>
<td>Personal accident insurance</td>
<td>✓</td>
</tr>
<tr>
<td>Personal automobile - maintenance or repairs</td>
<td>✓</td>
</tr>
<tr>
<td>Personal entertainment, including sports events</td>
<td>✓</td>
</tr>
<tr>
<td>Personal travel or property insurance</td>
<td>✓</td>
</tr>
<tr>
<td>Personal internet use</td>
<td>✓</td>
</tr>
<tr>
<td>Personal telephone calls in excess of reasonable calls home</td>
<td>✓</td>
</tr>
<tr>
<td>Souvenirs or personal gifts</td>
<td>✓</td>
</tr>
<tr>
<td>Tours</td>
<td>✓</td>
</tr>
</tbody>
</table>

<sup>4</sup> It is considered reasonable for staff to telephone home upon arrival at their destination, or when changing accommodation or location, particularly overseas. Staff should bear in mind the frequency and duration of their calls and the associated costs to their School/Unit. Individuals will be responsible for excessive personal telephone calls.

<sup>5</sup> Taken before, during, or after a business trip.

<sup>6</sup> One glass of wine or beer is permitted with the lunch and evening meal.