

Travel Policy and Procedure

1. Purpose

The purpose of this policy and procedure is to provide a framework for travellers required to undertake travel as part of Institute activities, that supports and maximises travellers' safety while minimising risk and cost.

2. Scope

This policy applies to all travel by Institute staff (with the exception of the Executive Management) and students, but excludes business travel in metropolitan Melbourne and Sydney where travellers are using personal or Institute vehicles, public transport and/or taxis/ubers.

3. Definitions

Term	Definition
authorising officer	is the Managing Director, or nominee, for overseas travel and the Group, General Manager or Campus Director for domestic travel (as referred to in the Institute financial delegations).
business costs	includes, but is not limited to: airfares, accommodation, entertainment (if required), car hire and rental charges, meals, miscellaneous travel expenses, parking, taxes and tolls and taxis related to business travel.
business meal	is when the purpose of the meal is a business discussion in furtherance of Institute goals.
business travel	includes, but is not limited to: <ol style="list-style-type: none"> 1. representation of the Institute in an official capacity; 2. undertaking marketing, recruitment and business development activities; 3. visiting fellowships at overseas universities/institutions; 4. attendance at a conference or seminar in a field relevant to the traveller's expertise; 5. consultation or work with colleagues on research, project or teaching development; and 6. Fieldwork, where applicable.
expense report	is a pro-forma available from the finance department.
other travel expenses	are business expenses incurred while undertaking approved travel other than airfares and accommodation.

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personal payment	are expenses incurred while on business travel and paid for personally by the traveller, in cash or by personal credit card.
preferred supplier	includes the travel service provider detailed in clause 5.2, or as nominated by the authorising officer.
staff travel guidelines	are detailed in Annexure 1 to this policy and procedure.
travel or per diem allowance	is a definite, predetermined amount to cover the estimated reasonable travel costs of the recipient.
traveller(s)	means a person authorised to undertake travel to conduct business or activities on behalf of the Institute, regardless of funding source.

4. Policy Statement

- 4.1 Travel must be approved in accordance with the Institute's financial delegation policy.
- 4.2 All travel and travel-related expenditure, incurred by a traveller on behalf of the Institute, must be in relation to official Institute business and undertaken as efficiently and economically as possible.
- 4.3 Travel must be for a purpose that provides benefit to the Institute or to the staff member's professional development or students' studies, in proportion to the cost of the travel.
- 4.4 The Institute will not pay for any unauthorised travel or any travel that is personal or private in nature.
- 4.5 All travellers will be personally accountable for the payment for any upgrades to the class of travel (above economy class).

5. Procedure

- 5.1 Travel Approvals
 - 5.1.1 All Institute travel must be approved by the Institute authorising officer. A Travel Request Form (available on line) must be submitted for approval to the manager of the cost centre responsible for paying for the travel, prior to submitting the form to the authorising officer.
 - 5.1.2 The authorising officer will review the Travel Request Form and is responsible for final approval (or otherwise) of the application, taking into account the following:

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- travel is not to a restricted area;
 - the traveller's absence is convenient to the department/unit;
 - the travel duration limitations are satisfied;
 - there are sufficient funds in the nominated accounts;
 - the travel is for official Institute business or for an approved academic benefit;
 - the cost to the Institute is at an acceptable level, relative to the country of destination;
 - the travel is booked through the preferred suppliers; and
 - all relevant costs associated with the travel are fully captured on in a budget.
- 5.1.3 Staff should observe the Staff Travel guidelines prior to commencing travel.
- 5.2 Travel Bookings
- 5.2.1 All Institute international flights must be booked through the Institute's preferred supplier, sourcing the best fare available and paid for with the Institute's corporate card. The authorised officer will arrange bookings. 5.2.2 Flights should be booked as far in advance as possible, to take advantage of discounted fares.
- 5.2.4 The Institute requires travellers to fly economy class, unless it is a condition of a staff member's employment contract or in exceptional circumstances (such as a medical condition) that requires premium economy or business class travel.
- 5.3 Travel Insurance
- 5.3.1 Authorised Institute travel is covered by the Institute's travel insurance policy.
- 5.3.2 The insurance coverage is subject to the travel insurance policy's conditions and exclusions, including loss or damage to baggage and overseas medical expenses. Weekends that fall between periods of approved business travel will normally be covered by the Institute's insurance. The policy does not provide coverage for high-risk recreational activities or any associated holiday travel undertaken during the journey or any period of recreational leave.
- 5.4 Travel Expenses
- 5.4.1 The Institute will cover all pre-approved reasonable business costs for travel, accommodation, meals and incidental business expenses. The Institute assumes no obligation to reimburse travellers for expenses that are incurred outside the scope of this policy, unless the Managing Director approves the expense.
- 5.4.2 Where an Institute Corporate Card has been issued to the traveller it must be used to pay for all business travel expenses where possible. It must not be used for private expenses. Its use is subject to the terms and conditions of the issuer and must be supported by original tax invoices/receipts.

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- 5.4.3 Expenses that could not be acquired using the Institute Corporate Card should be paid for in cash and included in the travel acquittal as a reimbursement, within 5 working days on return to the office. All travellers must retain original travel documentation in order to support a claim. Cash reimbursement for out-of-pocket expenses must be made through the Institute finance department, using the Payment Request form (for claiming travel or non-travel related reimbursements).
- 5.4.4 The Institute does not pay a travel or per diem allowance. However, a lump sum cash allowance (with the amount dependent on the duration of the trip and the countries visited) may be allocated to cover cash expenses such as meals, incidental expenses, local transportation and other minor expenses where a credit card is not accepted. Such expenses must be fully substantiated by receipts and travel diary entries.
- 5.4.5 A travel diary is to be completed in accordance with the Travel Fringe Benefits Tax requirements.
- 5.5 Hotel Services and Expenses
- 5.5.1 The Institute expects overseas accommodation should provide a safe and secure environment, be convenient to the place of work, and provide value for money in the relevant country. In many countries, this means that accommodation will be at the 3 - 4 star level. However, it is recognized that in some areas 5-star level accommodation will be required and may provide Club floor accommodation where practicable.
- 5.5.2 Travellers attending conferences where accommodation is part of the conference package or where group bookings at events has been sourced and secured by the event organiser are exempt from obtaining other quotations, unless they are directed to do so by the authorising officer.
- 5.5.3 Accommodation bookings must be made at the best corporate discounted rate available. Hotel tax invoices must itemise all charges and be authorised by the traveller's manager before any expenses will be reimbursed.
- 5.5.4 Hotel services that attract a high premium (such as: in-house telephones, mini-bars, restaurants, office services and laundry) should not be used, unless absolutely necessary.
- 5.5.5 The following expenses will not be paid for or reimbursed by the Institute:
- purchases of tobacco products, alcoholic beverages, or other items of a personal nature including toiletries;
 - laundry, dry cleaning and pressing (unless the duration of the trip exceeds four consecutive nights away from home);
 - hire of in-house hotel videos;
 - other personal purchases required for business purposes must be itemised on an Expense Report.

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- 5.5.6 If any of the items listed above in clause 5.5.5 appear on a traveller's itemised hotel tax invoice, the traveller should make personal payment for these items at the time of checking out from the hotel or he/she will be expected to reimburse the Institute in full.
- 5.6 Entertainment expenses
- 5.6.1 In some cases senior management and sales staff are expected to develop sound customer/supplier relationships to effectively represent the Institute. The Institute will therefore reimburse reasonable customer/supplier entertainment expenses incurred in the course of business travel. Staff should tailor their level of expenditure, and the quality/prices of restaurants to the circumstances.
- 5.6.2 All entertainment must be itemised and accounted for on the Expense Report. Entertainment eligible for reimbursement under Fringe Benefit Tax laws is:
- a business meal;
 - entertainment preceding or following a business discussion (pre-authorised by the CEO or Managing Director);
 - entertainment directly related to a business discussion;
 - employee entertainment;
 - meals when traveling.
- 5.7.1 Other travel expenses
- 5.7.1 When staff require land transport when traveling on business, consideration should be given to the most appropriate and economic form of transport e.g. Institute car (if available), public transport, hire car or taxi.
- 5.7.2 Hiring of a taxi on a daily basis is allowed only in overseas marketing or recruitment trips including when traveling from one city to another, where other forms of transport are not available or viable. Good personal judgment on cost effectiveness should be applied when hiring taxis or any other form of transportation.
- 5.7.3 The Institute will not fund airline club memberships. Institute staff may, however, negotiate such memberships as part of their salary packaging arrangements. Frequent flyer membership that is part of an airline membership is seen as an incidental benefit available to those travellers.
- 5.7.4 Laundry and dry cleaning claims are limited to \$25 per week per traveller.
- 5.7.5 The Institute will not be liable for unreasonably expensive meals or the cost of hotel minibar items, other than water.

6. Responsibilities

6.1 The Institute-

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- 6.1 The Institute has a duty of care for the health, safety and well-being of all persons traveling on Institute business and as such the Institute has an obligation to:
- identify potential dangers or risks present in particular geographical areas;
 - advise such travellers on the potential risks they may face; and
 - take reasonable measures to control risks, where possible.
- 6.2 Travel to restricted areas will be governed by the travel advisories of Department of Foreign Affairs and Trade (DFAT) and information provided by the institute’s travel risk management advice supplier.
- 6.3 Where DFAT has issued a Level 5 advisory, “Advised not to Travel”, the Institute will not permit travel to the affected country or countries.

6.2 Travellers-

Travellers:

- are responsible for ensuring that they maintain all documentation with regards to the travel request, travel approval and all supporting documentation for travel expenses. This documentation must be kept securely for 6 years in line with ATO requirements;
- must ensure that they possess a valid passport and appropriate and valid visas, and are compliant with any other relevant immigration requirements, before embarking on official travel. The Institute will meet the cost for a passport and visa where it is required for business purposes. These documents must remain valid at all times as marketing and recruitments staff may be asked to travel overseas at any time;
- must ensure that they have the required inoculations when traveling on official Institute business. The World Health Organization provides information on medical requirements. The Institute will meet the cost for inoculations where they are required for business purposes;
- are responsible for checking travel advisories at the time of submitting the Travel Request Form, also prior to and during their trip. This can be done through the Department of Foreign Affairs and Trade (DFAT) website (<http://www.dfat.gov.au/travel>). In addition travellers must register their trip with at the DFAT website (<http://www.smartraveller.gov.au>)

6.4 Staff-

Staff members, particularly academics, who are requesting travel approval should ensure that arrangements are made to cover their teaching, examining and administrative duties during the approved absence. Where such arrangements cannot be made, travel that interferes with orientation, teaching, examining and administrative duties, including the submission of results will not be approved.

7. Implementation and communication

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This procedure will be implemented and communicated through the Institute via:

- Announcement on the Institute's webpage;
- Internal circulation to staff;
- as part of Staff professional development and meetings.

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Annexure 1

Staff Travel Guidelines

1. The relevant authorising officer must approve the travel itinerary of academic and administrative staff.
2. A copy of the airline itinerary and detailed itinerary with a confirmed appointment schedules/hotel and contact details must be submitted to the Group, General Manager (Melbourne Campus) & Campus Director (Sydney campus) for domestic travel and to the Marketing Manager for International Travel. This allows MIT to keep in touch with the person traveling and provide backup assistance where required.
3. Director Marketing must approve all promotional activities.
4. Advertisements and other promotional expenses incurred by representatives overseas may only be payable by the Institute in bank drafts or EFT, upon receipt of invoices from the ad agencies or representatives.
5. Gifts and souvenirs presented to the representatives must be limited to the value approved by the Managing Director.
6. Overseas travellers may be allocated cash in advance for transportation, food and other incidental expenses. Receipts must substantiate cash expenses. Where receipts are not feasible/available expenses must be recorded in the travel diary. An adjustment to allocation may be made by reimbursement.
7. No travellers will be allowed to make personal calls on Institute accounts unless deemed to be emergency. Where possible all staff traveling on a recruitment trip must use a local phone, WhatsApp or skype where possible. In urgent cases a quick call to the office is allowed, and where appropriate the office will contact the person overseas immediately. Otherwise an overseas traveller should email the office to contact him/her. Institute mobile phones must only be used in emergency situations and incoming calls used during working hours.
8. The Institute corporate card (if provided) must be used for all business expenses, where possible.

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9. The following documents must be submitted to the Finance department within 7 days of the completion of the trip. Please note any accounts will remain unpaid until the following **documents are received**:
- Copies of passport with the current departure and arrival stamp;
 - Trip Marketing report with recommendations and suggestions;
 - Hotel bills and other receipts, airline tickets, boarding passes;
 - Summary of the cash expenses;
 - Travel Itinerary;
 - Invoice from the travel agent;
 - Completed travel diary.
10. Each traveller will be issued with a travel diary numbered and stamped. Communication documents, pre-trip, during trip and post trip must be filed in a separate folder for future reference.
11. Staff on overseas travel may claim for the Australian Public Holidays, however, weekends may not be claimed. Staff on return from overseas may take a day off for the purposes of rest and recuperation, where such return occurs on a weekday. This applies only to staff that attend marketing trips longer than two weeks.

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