

INTERNATIONAL TRAVEL (AUSTRALIAN-BASED STAFF) PROCEDURE

SCOPE

All staff based in Australia, herein collectively referred to as 'you' for the purpose of this procedure, engaging in international travel for University business (hereafter, business-related travel) from our Australian campuses.

PROCEDURE STATEMENT

It is important to Monash University ('us', 'our' or 'we') that you are safe and secure when you engage in business-related travel. This procedure outlines the requirements when travelling overseas on University business. In accordance with the [Employment Conditions Policy](#), all domestic travel must be appropriately authorised. Further, you must ensure that your supervisor is aware of your location during the course of your travel.

This procedure facilitates:

- comprehensive planning to utilise the trip most effectively;
- University contact with you in the event of any emergencies or unexpected occurrences;
- comprehensive budgeting for travel on behalf of both you and the funding entity; and,
- our commitment to openness, transparency, and the highest academic and financial standards.

The following is a step-by-step procedure for seeking approval, booking and reconciling expenses for international travel.

1. Approval for Travel

- 1.1 All business-related international travel must be approved whether or not we are paying for any of the travel costs. If you are undertaking travel on behalf of the University, you must discuss your travel plans and obtain written approval for the travel from your supervisor before making any bookings. You must also seek pre-trip approval via the University's Travel Management System before finalising any bookings.
- 1.2 International travel may be approved for any of the following activities:
 - attending a conference, symposium, colloquium or workshop;
 - taking up and returning from an expatriate posting;
 - undertaking an Outside Study Programme ('OSP') that has been fully endorsed by us;
 - conducting commercial business on behalf of us, including consulting;
 - specific approved tours, such as touring orchestra, choir or sports team;
 - travelling scholarship;
 - undertaking research and fieldwork;
 - visiting fellowships at overseas universities/institutions;
 - appointing of overseas Chairs;
 - teaching and training at offshore locations;
 - undertaking marketing and business development activities;
 - visiting offshore campuses and/or centres; and,
 - external secondments approved and funded by us.
- 1.3 International travel may also be authorised for other business-related University activities with pre-approval through the Travel Management System.

- 1.4 A decision to approve international travel must be based on:
- whether the intended travel is a component of your work for us;
 - for high-risk travel, the recommendation of the Security Manager (see Security Risk Assessment below);
 - an understanding of any limitations on the travel insurance provided for the intended destinations (see the [Business Travel Insurance](#) webpage for further information); and,
 - where the travel is funded by a research grant, an understanding of any restrictions and limitations that may be imposed by the grant funding organisation.

Private Travel and Fringe Benefits Tax (FBT)

- 1.5 You must check for any FBT compliance responsibilities before making any booking.
- 1.6 Generally, if your travel comprises less than 70% business days or if you intend to change location to engage in personal travel, you must contact Corporate Finance at finance-fbthelp@monash.edu so that FBT and the proportion of the airfare that you will be expected to pay, can be assessed prior to your departure.
- 1.7 For further information on FBT and travel, refer to the [Fringe Benefits Tax - Travel Procedures](#).

Security Risk Assessment

- 1.8 The Travel Management System will prompt you to read the Department of Foreign Affairs Trade (DFAT) travel advisory for each travel destination entered in your request. The DFAT Travel Advisory is available on the [DFAT website](#).
- 1.9 DFAT uses 4 risk advice levels, as set out below.
- 1.9.1 If you are seeking to travel to a DFAT level 1 "Exercise normal safety precautions" or level 2, "Exercise a high degree of caution" then you can proceed to Authorisation of the travel.
- 1.9.2 Where the DFAT travel advice for a proposed destination is level 3, "Reconsider your need to travel" or level 4, "Do not travel", the Travel Management Company will direct you to prepare for answering the security questions in the [Security Declaration Form](#) before completing your pre-trip approval request.
- 1.10 The Security Safety Plan provides assistance in completing the [Security Declaration Form](#).
- 1.11 The Security Manager will consider each request for travel to a DFAT level 3 or 4 destination on a case-by-case basis using the information available and will make a recommendation to the relevant approver. The recommendation will include:
- an assessment of whether the trip is considered high-risk by us; and,
 - where a trip is assessed as high-risk, proposals for mitigating the risk or a recommendation that you do not engage in the travel.
- 1.12 All travel assessed by the Security Manager as high-risk will be forwarded to the relevant approver for consideration of approval. The Security Manager may also refer some high-risk travel requests to the Chief Operating Officer for consideration of approval.
- 1.13 Where the Security Manager confirms that the travel is high-risk, the relevant approver must verify that they are satisfied that:
- the travel cannot reasonably be deferred;
 - the travel is essential for your work, work unit or research program;
 - you are fully aware of potential risks in the country and cities you are visiting and will engage in suitable risk reduction strategies, including those proposed by the Security Manager; and,
 - you have the necessary local networks, support and language that may be required to substantially reduce or deal with the risks.

Insurance

- 1.14 You are automatically covered when undertaking international business-related travel for up to 365 days under our corporate travel insurance policy. You should review the [product disclosure statement](#) prior to your departure and carry a copy of the travel insurance certificate at all times. Refer to the [Business Travel Insurance](#) website for information and requirements relating to the insurance coverage, including (without limitation):
- the obligation to declare a pre-existing medical condition
 - the limits applicable to travel to high-risk destinations;
 - the requirement that electronic equipment accompanies you as cabin luggage; and/or,
 - the limits on coverage for any private component of the travel.
- 1.15 Travel to high-risk countries will be covered under our [Travel Insurance Policy](#), provided any limitations on the insurance provided for the high-risk destination are acceptable to the approver of the high-risk travel. Travel to sanctioned countries requires a minimum of two weeks for assessment prior to departure by the provider before insurance cover is approved.

Health and Vaccinations

- 1.16 There are potential health risks that are prevalent in some countries, therefore you should take all the appropriate steps prior to travel to ensure your health, safety and wellbeing.
- 1.17 We recommend that you contact a recognised travel health professional to discuss pre-travel health checks and vaccinations at least 4-6 weeks prior to departure.
- 1.18 Further information on pre-health checks and vaccinations is available via the website for the [Australian Government](#). Additionally, please review the [Monash OHS Immunisation Procedure](#).

2. Travel Arrangements

- 2.1 You are responsible for organising all business-related travel details through the Travel Management System, including booking flights, accommodation and car hire, applying for a visa and/or work permit.
- 2.2 Once the travel and accommodation bookings have been confirmed, the final itinerary should be provided to your supervisor to ensure that your supervisor is aware of your movements and location throughout the period of business-related travel.

Flight, Accommodation and Car Hire Bookings

- 2.3 Travel bookings should be made as early as possible with ticketing to be effected 3 to 4 weeks prior to travel.
- 2.4 The University engages a Travel Management Company for all flight, accommodation and car hire bookings. This ensures we:
 - are aware of your location, and as a result, can fulfil our duty of care obligations while you are travelling;
 - can make efficient use of University resources; and,
 - can maintain accurate financial records;can obtain negotiated rates with airlines, accommodation providers and car rental companies.
- 2.5 You must use the University's Travel Management System to book all business-related flights, accommodation and car hire, unless an exception is provided for in this procedure, as set out in s2.6 below.
- 2.6 Justification for making bookings through another means may include:
 - bookings that need to be made by external organisations;
 - conference or event bookings/packages that are not available through the Travel Management System;
 - where the airline requires the credit card used for payment be shown upon check-in;
 - bookings required in emergency circumstances; or,
 - bookings made through accommodation marketplaces (e.g. Airbnb), in accordance with s2.22-s2.25 below and/or ride-sharing providers, in accordance with s2.42 below.
- 2.7 Obtaining a cheaper rate is not considered to be a justified reason for booking through another provider. On occasion, cheaper rates may be available elsewhere, but these individual savings do not outweigh:
 - the other collective savings secured by the University through its contract with the Travel Management Company;
 - the additional costs associated with sourcing and comparing fares, including (but not limited to) the cost of your time; and,
 - the University being unaware of your location and not fulfilling our duty of care obligations while you are travelling.
- 2.8 Where you make an authorised booking with another provider, you are responsible for completing a [Pre-Trip Approval and Externally Funded Travel](#) form (available under Concur Expense and the [Monash Travel Page](#)), with the necessary supporting documentation, and submitting this to the Travel Office (traveloffice@monash.edu) prior to travel.

Travel Class

- 2.9 Our Senior Management Team, Senior Vice-Presidents, Deputy/Pro-Vice-Chancellors, Vice-Provosts, Deans and Executive Directors are eligible to travel premium economy or business class where due consideration has been given to whether the purpose of the travel justifies the cost.
- 2.10 You may seek permission from an authorising officer for payment of a premium economy or business class ticket if it forms part of a contract of employment, or is required for exceptional health reasons and supported by a medical certificate.
- 2.11 Only an authorising officer is permitted to approve premium economy or business class travel. This authority cannot be delegated.
- 2.12 Economy class fares must apply in all other instances.
- 2.13 Where you select a higher cost option, you must select a justification in the pre-trip approval tool in the Travel Management System.

Best Fare of the Day

- 2.14 Best fare of the day applies to all classes of travel – economy, premium economy and business class. The best fare of the day is the lowest fare offered by any airline at the time of booking, provided that the fare satisfies your business requirements.
- 2.15 Legitimate considerations taken into account when calculating the best airfare of the day include:
- the length of the itinerary (total flying time);
 - transit times in non-direct flights;
 - arrival and departure times;
 - connecting services; and,
 - the University's preferred airlines.
- 2.16 Frequent flyer memberships, airline preferences and other alliances are not considered to be legitimate considerations.

Airline Clubs and Frequent Flyers

- 2.17 You are eligible to access the special corporate rate offer to Monash University Australia for memberships to Qantas Club and Virgin Australia's 'The Lounge'. For details on rates, refer to our [Airline Memberships](#) website.
- 2.18 We will not pay airline club or airline lounge or Frequent Flyer memberships unless:
- it is part of a salary packaging arrangement;
 - an academic staff member uses external research funds to pay for the membership, provided the funding grant permits funds being used for these purposes and that the Head of unit approves; or
 - an academic staff member uses consulting funds from approved [Paid Outside Work](#) to pay for the membership and the Head of unit approves.
- 2.19 Where you utilise one of the above options, you must pay for the airline club or Frequent Flyer membership and seek reimbursement from us. Under no circumstances can you use your corporate credit card to pay for an airline club or Frequent Flyer membership.

Accommodation

- 2.20 The choice of accommodation while travelling should enable optimal working conditions and must:
- provide a safe and secure environment;
 - be convenient to the place of work; and,
 - provide value for money appropriate to the country (i.e. in many countries, appropriate accommodation will be at the 3 to 4-star rating level).
- 2.21 When you are funding your own expenses for overseas work, it is recommended that the same principles are applied.
- 2.22 You may book accommodation in online accommodation marketplaces (for example, Airbnb) in cities where they operate legally, provided that you take all appropriate measures to ensure your safety and assist the University in exercising our duty of care.
- 2.23 You are required to agree to the terms of conditions of the non-commercial accommodation provider (for example, Airbnb) when the booking is made. The agreement is between you (not the University) and the non-commercial accommodation provider.
- 2.24 You may book Airbnb accommodation or use other online accommodation marketplaces provided that:
- the accommodation is in a DFAT level 1 or level 2 country;
 - the accommodation is an entire home (i.e. cannot be part of a home or in a shared space); and,
 - you use your University email address to book the accommodation.
- 2.25 All details relating to your accommodation must be recorded for reference.
- 2.26 In order to select appropriate accommodation, you should:
- check the location where your work is to be undertaken;
 - determine the availability of local transport in the areas to be visited; and,
 - review the types of accommodation available in the area.
- 2.27 The cost of accommodation must be reasonable for the location and must not exceed AU\$300 per night (at the time of booking). Where the cost of accommodation exceeds this amount, the justification for selecting such accommodation must be approved by the relevant approver.
- 2.28 You must identify any accommodation or associated costs that are not business-related (for example, mini-bar and newspapers) or are incurred as a direct result of the attendance of an accompanying person or family member. These costs are considered to be of a personal nature and must be paid separately to the business expenses of travel by you using a personal credit card or personal funds. For more information, refer to the [Staff Expense Guidelines](#). There may be circumstances where it is reasonable for you to purchase certain items from a hotel room, for example, toiletry items.

Accompanying Family Members

- 2.29 Costs associated with accompanying family members must not be charged to University funds. If booking accompanying family members through the University's Travel Management System, all associated costs are to be charged to your personal credit card or other personal funds
- 2.30 If you are the recipient of an Advancing Women's Research Success Grant you will be required to pay for any accompanying family member from your personal funds and seek reimbursement up to the agreed amount in accordance with the [Corporate Credit Card and Reimbursement Policy](#) and [Procedure](#).

Expenses Incurred While Travelling

- 2.31 All expenses incurred during business-related travel and paid for by a University corporate credit card or your personal credit card must be acquitted via the [Concur Expense Management System](#).
- 2.32 Authorised business-related travel costs that cannot be paid using a corporate credit card will be reimbursed on presentation of substantiated receipts and a completed Travel Diary, at the completion of the travel (see 3. Reconciliation and Travel Diary).
- 2.33 You may choose to undertake part of the work commitment documented in your travel request (for example, OSP or conference participation) at your personal expense.
- 2.34 Any personal travel expenses, including those identified by Corporate Finance as set out under Private Travel and Fringe Benefits Tax, must be paid separately by you using a personal credit card or personal funds.

Visa/work Permit Requirements

- 2.35 You must meet the entry and visa requirements of all countries you are visiting, transiting through or working in. It is your responsibility to ensure that you have a valid passport which is not due to expire within six months of the last day of planned travel.
- 2.36 We also recommend that prior to travelling, you should have at least 10 blank pages in your passport. Further, if travelling to Africa or the Middle East, there must be at least two blank pages facing each other for each country visited to allow for entry/exit border control stamping.
- 2.37 Please check the expiry date of your passport and the number of blank pages. If in doubt, confirm your passport's validity with the [Australian Passport Information Service](#) on 131 232.

Transport

- 2.38 Where public transport is a safe and economical means of travelling locally, consideration should be given to using it.
- 2.39 Where public transport is not available or is considered unacceptable, you may hire a car. All car hire must be booked through the Travel Management System.
- 2.40 Any private use of a hire car must be paid separately using a personal credit card or personal funds. This may include the payment of some running costs where the hire car is used on a day for business and private purposes or where the hire car is used exclusively for private use on a number of days. If you use a car hire for private purposes only, you must enter into a separate contract with the hire car company for the period of private use.
- 2.41 If hiring a car for any University business, you only need to take out the basic insurance excess offered by the motor vehicle hire company. For more information, refer to the [Business Travel Insurance](#) website.
- 2.42 You are permitted to use taxis and ride-sharing providers in cities where they operate legally (e.g. Uber) for University business. When using Uber, you will need to create a business account in the Uber app where business trips and bookings can be made.

Pre-departure Briefings and Cultural Training

- 2.43 Where cultural training is a mandatory part of the overseas program, this will be provided by us. Your HR Business Partner is the primary point of contact to arrange pre-departure briefings.

Undertaking Travel

- 2.44 During the period of business-related travel, you will:
- only engage in travel and associated activities that were authorised;
 - pay for any authorised expenses using the corporate credit card, where possible;
 - retain receipts of all transactions relating to the business travel; and,
 - carry a copy of the travel insurance certificate at all times.

- 2.45 If you are engaging in high-risk travel as assessed by the Security Manager as set out under Security Risk Assessment, you must also:
- register with your home embassy in that country upon arrival;
 - keep your contact details current at all times with us and the embassy; and,
 - regularly check your email and make contact with your home office to monitor the security status of the areas you are visiting.
- 2.46 If there is an emergency or threatening situation during the period of travel, you must maintain contact with the home embassy and us (via the relevant approver for the travel). The University Security Manager will also be monitoring your locations via the Travel Management Company and will utilise the contact information within your travel profile to reach you in times of emergency.
- 2.47 Before taking any action to evacuate, you should contact the embassy and the Monash Business Travel Insurer (whose details will be provided on the travel insurance certificate).

3. Reconciliation and Travel Diary

- 3.1 As soon as practicable after completion of the travel, upload a copy of your Travel Diary into the University's central repository for [Travel Diaries](#).
- 3.2 On completion of the trip you must acquit your corporate credit card and/or seek reimbursement for any authorised business travel expenses in accordance with the [Corporate Credit Card and Reimbursement Policy](#) and [Procedure](#). Reimbursements for cash purchases up to AU\$20 per day do not require a receipt. Individual credit card expenses up to AU\$75 do not require a receipt. However, you must keep records (specific information on what the expense was for) of both cash and card expenses to claim them in [Concur Expense Management System](#).

4. Breach of Procedure

- 4.1 We treat any breach of our policies or procedures seriously. We encourage reporting of concerns about non-compliance and manage compliance in accordance with the applicable Enterprise Agreement or contract terms.

DEFINITIONS

Authorising Officer	The Vice-Chancellor, Provost, a Deputy Vice-Chancellor, a Pro Vice-Chancellor, Vice President, Dean, Executive Director, or their formal delegate.
Concur Expense Management	The University's expense management system, Concur .
DFAT	The Commonwealth Government's Department of Foreign Affairs and Trade.
Fringe Benefits Tax (FBT)	A tax payable by employers to the Australian Tax Office in respect of fringe benefits provided to staff (or their associates) such as entertainment (restaurant meals, social functions), recreational activities, use of a motor vehicle, travel and expense payment reimbursement.
Outside Study Programme (OSP)	The University's Outside Study Programme, as detailed in the Outside Study Programme Procedure .
Supervisor	The person who is responsible for the supervision of the staff member. In most cases this will be the immediate line manager.
Travel Management Company	The provider that has a contractual engagement with the University to manage travel bookings on behalf of the University and its employees.
Travel Management System	The system used to manage travel bookings.

GOVERNANCE

Parent policy	Employment Conditions
Supporting schedules	N/A
Associated procedures	<ul style="list-style-type: none"> • Corporate Credit Card and Reimbursement Policy • Corporate Credit Card and Reimbursement Procedure • FBT and Travel (Australia) • Reimbursement • Outside Studies Program

Legislation mandating compliance	<ul style="list-style-type: none"> N/A
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