

DOMESTIC 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 domestic travel for University business (hereafter, business-related travel) from our Australian campuses.

This procedure does not apply to travel between our Victorian campuses and locations where such travel is part of your agreed duties.

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 intra-state or inter-state within Australia 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.

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

1. Approval for travel

1.1 You may engage in business-related travel within Australia for any of the following reasons:

- attending a conference, symposium, colloquium or workshop;
- 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 a touring orchestra, choir or sports team;
- undertaking research and fieldwork;
- teaching and training at domestic locations;
- visiting domestic universities or centres; and,
- external secondments approved and funded by us.

1.2 Before making any bookings, you must discuss your travel plans and obtain written approval for the travel from your supervisor.

Private Travel and Fringe Benefits Tax (FBT)

1.3 You must check for any FBT compliance responsibilities before booking travel.

1.4 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.

1.5 For further information on FBT and travel, refer to the [FBT and Travel \(Australia\) Procedure](#).

2. Travel Arrangements

2.1 You are responsible for organising all business-related travel details, including booking flights, accommodation and car hire.

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 The University engages a Travel Management Company for all flights, 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;
 - can maintain accurate financial records; and,
 - can obtain negotiated rates with airlines, accommodation providers and car rental companies
- 2.4 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 s2.5 below.
- 2.5 Justification for making bookings through another means may include:
- bookings that need to be paid by external organisations;
 - conference or event bookings/packages that are not available through the Travel Management System;
 - where the airline requires that 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 s2.23-s2.26 below and/or ride-sharing services, in accordance with s2.36-2.38.
- 2.6 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 contracted rates;
 - 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.
- 2.7 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

- 2.8 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.
- 2.9 Only an authorising officer is permitted to approve premium economy or business class travel. This authority cannot be delegated.
- 2.10 Economy class airfares must apply in all other instances.
- 2.11 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

- 2.12 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.
- 2.13 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.
- 2.14 Frequent flyer memberships, airline preferences and other alliances are not considered to be legitimate considerations.

Airline Lounges and Frequent Flyer Programs

- 2.15 You are eligible to access the corporate rate to Monash University for memberships to the Qantas Club and Virgin Australia's 'The Lounge'. For details on rates, refer to our [Airline Memberships](#) website.
- 2.16 We will not pay for airline lounge or Frequent Flyer programs 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.

- 2.17 Where you utilise one of the above options, you must pay for the airline lounge or Frequent Flyer program and seek reimbursement from us. Under no circumstances can you use your corporate credit card to pay for an airline lounge or Frequent Flyer program.

Expenses Incurred While Travelling

- 2.18 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](#).
- 2.19 Authorised business-related travel costs that cannot be paid using a corporate credit card will be reimbursed on presentation of substantiated receipts.
- 2.20 You may choose to undertake part of the work commitment documented in your travel request (e.g. OSP or conference participation) at your personal expense.
- 2.21 Any personal travel expenses, including those identified by Corporate Finance must be paid separately by you using a personal credit card or personal funds.

Accommodation

- 2.22 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.
- 2.23 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.
- 2.24 You are required to agree to the terms and 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.
- 2.25 You may book online accommodation marketplaces provided that:
- 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.
- 2.26 All details relating to your accommodation must be recorded for reference.
- 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 your supervisor.
- 2.28 You must identify any accommodation or associated costs which are not business-related (for example, recreational or room charges, including alcohol beverages, in-house movies, health spas, saunas, or massages) or are incurred as a direct result of the attendance of an accompanying 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. There may be circumstances where it is reasonable for you to purchase certain items from a hotel room, for example, toiletry items.
- 2.29 For more information, refer to the [Staff Expense Guidelines](#).

Accompanying Family Members

- 2.30 There are no circumstances where costs associated with accompanying family members may be charged to University funds. If family members accompany you on business-related travel, all associated costs are to be charged to your personal credit card or personal funds.
- 2.31 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](#).

Transport

- 2.32 Where public transport is a safe and economical means of travelling locally, consideration should be given to using it.
- 2.33 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.
- 2.34 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.

- 2.35 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.
- 2.36 You are permitted to use taxis and ride-sharing providers in cities where they operate legally (for example, Uber) for University business. When using Uber, you will need to create a business account in the Uber app where business bookings can be made.
- 2.37 You are permitted to use a registered taxi or a ride-sharing provider and University funds can be used to pay for this transportation when:
- you work late and travel home well outside normal work hours, i.e. 7pm outside of daylight savings periods and 8pm during daylight savings periods (or summer, in non-daylight savings states); or,
 - you are travelling to/from the airport; or,
 - you are travelling to/from a business-related corporate function or event); or,
 - any other valid business reasons approved by your supervisor when the travel begins or ends at your place of residence.

Insurance

- 2.38 You are automatically covered when undertaking domestic business-related travel under our corporate travel insurance policy. You should review the [product disclosure statement](#) on the insurance website prior to your departure.

3. Undertaking Travel

- 3.1 During the period of travel, you will:
- only engage in travel and associated activities that were authorised by your supervisor;
 - pay for any authorised expenses using the corporate credit card, where possible; and,
 - retain receipts of all transactions relating to the business travel.

4. Reconciliation and Travel Diary

- 4.1 On completion of the trip you will acquit the corporate credit card and/or seek reimbursement for any authorised business travel expenses in accordance with the [Corporate Credit Card and Reimbursements Policy](#) and [Procedure](#).
- 4.2 If required, you will also complete a Travel Diary in accordance with the requirements of the [FBT and Travel \(Australia\) procedure](#).
- 4.3 Where the travel is for six nights or more, at the conclusion of your trip, please upload a copy of your Travel Diary into the University's central repository for [Travel Diaries](#).
- 4.4 Reimbursements for cash purchases up to AU\$20 per day do not require a receipt. Individual corporate credit card expenses up to AU\$75 (excluding GST, where applicable) 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 the [Concur Expense Management System](#).

5. Breach of Procedure

- 5.1 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 .
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 Studies Programme, as detailed in the Outside Studies 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.
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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
Category	Human Resources
Approval	Chief Human Resources Officer as delegate of the Chief Operating Officer – 9 December 2019
Endorsement	Chief Human Resources Officer – 9 December 2019
Procedure owner	Director, Workplace Relations
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Content enquiries	ask.monash or phone Monash HR on (03) 990 20400