# Facilities & Services Division

## Travel - Guidelines

<table>
<thead>
<tr>
<th>Purpose</th>
<th>The aim of this guideline is to clarify F&amp;S Travel requirements, and ensure consistency with the University’s travel policy and procedures.</th>
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</thead>
</table>
| Process | **Pre-Travel:**  
- Staff should complete Part A of the ANU Approval to Travel form - see attached link. Advance payment/s requires a minimum of five working days’ notice.  
- Staff should also complete:  
  - HR16 (Travel – Taxed – Domestic Day travel and International Accommodation Allowance); and  
  - HR17 (Travel – Untaxed – Domestic Overnight Travel and International Overnight Travel)  
- Form/s should be authorised by the Delegate, who should ensure:  
  - It is an appropriate and reasonable use of University funds;  
  - Is subject to available funding;  
  - Complies with all applicable legislation;  
  - Is able to withstand public scrutiny;  
  - Is the most economical and effective outlay for its purpose;  
  - Is appropriate for the effective operation of the University;  
  - Is to be incurred in line with approved University policies and procedures.  
- Once approved, Administration staff will make the travel bookings (if applicable).  
- F&S Administration to forward the Travel Form and per diem form to F&S Finance Manager or the HR Department as appropriate if any advance payment is required.  
- F&S Administration to submit a copy of the travel approval form with all receipts/purchase card reports, to assist financial reconciliation.  
- F&S Administration staff to maintain a register of all travel, to assist HR locate staff in a crisis situation (refer travel procedure link). |
Per Diem:

- The amount of the per diem must be pre-approved and should be a fraction of the daily amounts determined as a ‘reasonable daily food & drink and incidentals allowance’ by the Australian Taxation Office.

- The Director has confirmed the total amount payable to F&S staff, effective 1 August 2013 – 30 June 2014 is as follows:
  - Breakfast $25.00
  - Lunch $20.00
  - Dinner $35.00

- A per diem/travel allowance is paid regardless of whether the recipient incurs the expected expense. The recipient has the discretion whether or not to expend the allowance. Receipts are not required.

- Once the per diem has been determined, the Delegate will write the per diem amount in the box on the Travel Approval Form.

- The Travel Approval Form is then submitted to HR for inclusion of the per diem in the employee’s next pay.

Reimbursement:

- A travel reimbursement occurs when the recipient is compensated exactly, either in whole or in part, for an expense already incurred and the per-diem has not been claimed.

- Staff must complete the Reimbursement form (see attached link) on return from travel, attach all receipts for itemised expenses, and submit for Delegate approval.

Advance payments:

- If it is deemed appropriate, the Delegate may authorise “Advance Payment” in accordance with the amounts written in “Summary of Anticipated Expenses” at the bottom of the front page of the Travel Approval Form. At least 5 working days’ notice is required for Advance payment.

- Advance payment is fully accountable and the traveller needs to provide all receipts. Any money left over from the Advance is to be repaid to the University.
• Completed paperwork should then be passed to F&S Finance for processing, who in turn will pass it onto F&BS.

**Corporate Card:**

• This is the ANU’s preferred means of expense accounting for employees who travel more than three times a year on ANU business.

• All receipts need to be kept in order to reconcile your monthly statement.

• Failure to provide satisfactory accounting of the Corporate Card expenses will result in suspension of the card.

**Post-Travel:**

**Travel Diary**

• Travel diaries must be maintained for all international and domestic journeys of more than five days duration, irrespective of whether this timeframe includes some private travel (see attached link). Staff and Delegates should note that Fringe Benefits Tax (FBT) will be payable on travel expenditure for trips greater than five nights unless the staff member provides a travel diary to the University confirming that:

  • The primary purpose of the trip was to conduct business activities; AND

  • Any private travel undertaken was merely incidental to the business activities.

**Completion of Part B of Approval to Travel Form:**

• Upon returning from travel, staff must complete page 3 (Part B) of the Approval to Travel Form. This should be authorised by the Delegate.

• Administrative staff should submit the form to F&S Finance for reconciliation.
RECORD KEEPING
The employee is strongly advised to keep copies of:
• Signed Approval to Travel Form
• All receipts
• Corporate Card & receipts

F&S Administration to retain copies of:
• Authorised Approval to Travel Form
• Scan documents into K Drive to assist HR in quickly ascertaining traveller’s details
• Travel Diary – if applicable
• Corporate card statements & receipts
• Reimbursement forms & receipts
• Travel Advance permissions & receipts
• Travel register
• It would be advisable for HR to keep records of *per diem* payments.

*Electronic copies would be best for ease of access and prevent bulk of filing.*
<table>
<thead>
<tr>
<th><strong>Responsible Officer</strong></th>
<th>General Manager – Corporate Services Facilities and Services Division</th>
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<tbody>
<tr>
<td><strong>Contact area</strong></td>
<td>Office Manager – Administrative Services</td>
</tr>
<tr>
<td><strong>Date Approved</strong></td>
<td>1 May 2013</td>
</tr>
<tr>
<td><strong>Approval Authority</strong></td>
<td>General Manager – Corporate Services Facilities and Services Division</td>
</tr>
<tr>
<td><strong>Date of Commencement</strong></td>
<td>1 May 2013</td>
</tr>
<tr>
<td><strong>Amendment Dates</strong></td>
<td>No previous amendments</td>
</tr>
<tr>
<td><strong>Date for Next Review</strong></td>
<td>1 May 2014</td>
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</tbody>
</table>

**ANU Related Policies, Procedures, Guidelines, Forms**

- Travel Form
  [Approval_to_Travel__form.rtf](http://info.anu.edu.au/fbs/Business_Functions/Business_Travel/Travel_Policy_A) (578.5 KB)
- ANU Travel Policy
- ANU Travel Diary Procedure
- Reimbursement of Expenses form
- Procedure - Travel Allowance – domestic and international
- Procedure – travel to high risk destinations
- Form HR17 – Payroll Instruction – Travel (Domestic overnight and International meals and incidentals)
- Form HR16 – Payroll Instruction – Travel (Domestic Day and International Accommodation)
  [http://policies.anu.edu.au/forms/payroll_instruction_travel_domestic_day_and_interntional_accommodation_hr_16/form](http://policies.anu.edu.au/forms/payroll_instruction_travel_domestic_day_and_interntional_accommodation_hr_16/form)

**Policies/Authority Superseded by this Policy**

Nil

**Keywords**

Travel Procedure

**File number**

N/A