

Travel Policy Key Points

Before Booking Travel

Travel Advice – International Countries

Alert level smartraveller.gov.au	Procedure	Who is responsible for compliance?
2 Exercise a high degree of caution	Submit a <i>Request for Approval of Travel</i> form to the Health and Safety Unit	The travel approver
3 Reconsider your need to travel; or 4 Do not travel	Submit a <i>Request for Approval of Travel</i> form and a <i>Risk Assessment</i> form to the Vice Chancellor's Office	The travel approver

Approved travel agents

For airfares and car rental¹

Domestic	Campus Travel
International	Campus Travel; or STA Travel – MQ branch only

Private travel in conjunction with business travel

A weekend or public holiday between business travel days is *not* a private travel day.

Policy	Private travel must <i>not</i> exceed the lesser of: <ul style="list-style-type: none"> ▪ the business travel days; or ▪ seven (7) days.
Travel Insurance	Coverage is provided to staff for private travel in conjunction with business travel for a maximum seven (7) days <i>unless</i> the private portion exceeds the business portion. Coverage is <i>not</i> provided to students for any private travel portion.

Before Departing

Register – International Travel

Procedure	Who?
Register with <i>Customer Care</i> customercare.com.au/chubb	All staff and students
Register with <i>Smart Traveller</i> smartraveller.gov.au	All staff and students who are Australian citizens or residents

Per Diem

A daily allowance paid to *staff* for meals and minor incidentals

Permitted for:	Not permitted for:
Business travel for 30 days or less	<ul style="list-style-type: none"> ▪ OSP travel; and ▪ staff who hold a corporate card.

After Departing

Travel Diary²

Domestic travel for four (4) or less consecutive nights	Traveller does <i>not</i> need to keep a travel diary
Domestic travel of five (5) or more consecutive nights; or International travel.	Traveller must keep a travel diary

¹Use of the approved travel agents for car rental is optional. Note Avis, Budget and Thrifty provide discounted government rates.

²A travel diary may be prepared in advance provided it is endorsed to the effect that it was followed, or any deviations noted.