

Faculty of Science and Engineering Guideline

Private Travel (in conjunction with travel on official University business)

This guideline becomes effective Monday 1 June 2015.

This guideline does NOT apply to private travel in conjunction with Outside Studies Program (OSP) travel. An OSP grant-in-aid amount is NOT reduced no matter the number of private travel days.

- 1** The University Travel Policy (the Policy) permits travellers seven (7) days private travel in conjunction with travel on official University business provided:
 - The number of private travel days do not exceed the number of business travel days; and
 - All costs associated with the private travel are paid from non-University funds.
- 2** In accordance with the Policy, private travel legs are to be paid from non-University funds.
- 3** Days in transit, weekends or public holidays between business travel days are *not* private travel days.
- 4** University travel insurance cover is provided to staff for a maximum seven (7) days private travel. Students are *not* covered by University travel insurance for any private travel.
- 5** Private travel in excess of seven (7) days, or private travel days in excess of the business travel days, are deemed to be more than incidental to the travel on official University business. Staff and students are required to contribute to the cost of airfares where the private component of travel is more than incidental.
- 6** The contribution payable by staff and students is shown in table 1 – page 2 and 3.

Table 1

Number of private travel days	The private travel days exceed the business travel days	Staff contribution	Student contribution	University travel insurance
Equal to or less than seven (7) days	No	The private travel component is incidental. No contribution		Cover for private travel component (staff only)
	Yes	<p>The private travel component is non-incidentali.</p> <p>Contribution equal to: $[B/(A+B)] * \text{cost of airfares}$</p> <p>where: A = number of business travel days; and B = number of private travel days</p> <p>Therefore, (A+B) = total number of travel days</p>	<p>The private travel component is non-incidentali.</p> <p>Contribution equal to the greater of \$0 or: Q2 <i>minus</i> Q1</p> <p>where: Q2 = cost of airfares for business and private travel (Quote 2); and Q1 = cost of airfares with no private travel component (Quote 1)</p>	No cover for the private travel component

Table 1 (continued)

Number of private travel days	The private travel days exceed the business travel days	Staff contribution	Student contribution	University travel insurance
In excess of seven (7) days	No	<p>The private travel component is non-incidentalⁱⁱ.</p> <p>Contribution equal to the greater of \$0 or:</p> <p style="text-align: center;">$Q2 \text{ minus } Q1$</p> <p style="text-align: center;">where:</p> <p>Q2 = cost of airfares for business and private travel (Quote 2);</p> <p style="text-align: center;">and</p> <p>Q1 = cost of airfares with no private travel component (Quote 1)</p>		No cover for the private travel component
	Yes	<p>The private travel component is non-incidentalⁱⁱⁱ.</p> <p>Contribution equal to:</p> <p style="text-align: center;">$[B/(A+B)] * \text{cost of airfares}$</p> <p style="text-align: center;">where:</p> <p>A = number of business travel days;</p> <p style="text-align: center;">and</p> <p>B = number of private travel days</p> <p>Therefore, (A+B) = total number of travel days</p>	<p>The private travel component is non-incidental.</p> <p>Contribution equal to the greater of \$0 or:</p> <p style="text-align: center;">$Q2 \text{ minus } Q1$</p> <p style="text-align: center;">where:</p> <p>Q2 = cost of airfares for business and private travel (Quote 2);</p> <p style="text-align: center;">and</p> <p>Q1 = cost of airfares with no private travel component (Quote 1)</p>	No cover for the private travel component

ⁱ ≤ 7 days: A fringe benefit is provided to staff when private travel days exceed business travel days. In order for the University to avoid all Fringe Benefits Tax (FBT), the staff member must contribute an amount equal to result of the formula in the table.

ⁱⁱ > 7 days: While the private travel component exceeds seven (7) days, a fringe benefit is not provided to staff because the private travel days do not exceed the business travel days. However, the staff member or student must contribute an amount equal to the greater of \$0 or the difference between the costs of airfares for the business and private travel (quote 2) and the cost of airfares with no private travel component (quote 1).

ⁱⁱⁱ > 7 days: A fringe benefit is provided to staff when private travel days exceed business travel days. In order for the University to avoid all Fringe Benefits Tax (FBT), the staff member must contribute an amount equal to result of the formula in the table.