

Travel Policy

1. Purpose and Scope

- 1.1 The Travel Policy supports the safety and wellbeing of all AIAT travellers whilst maintaining the financial integrity, compliance, and sustainability of all travel activities.
- 1.2 This Policy applies to all
 - 1.2.1 non-academic and academic staff of AIAT whether full-time or fractional, continuing, fixed-term, or casual (known as staff in this document);
 - 1.2.2 members of the Board of Directors, Academic Board and respective committees (known as Board Members in this document) and
 - 1.2.3 domestic and international travel.

2. Definitions

Refer to *Glossary of Terms* for commonly used terms. The definitions below are those specific to this policy and procedure.

Traveller – means

- all staff, Board Members, students, who are travelling on approved AIAT business; and
- guests or other persons whose travel is paid for by AIAT.

Accompanying person - spouse, partner or dependant.

3. Policy Statement

- 3.1 AIAT will seek to maximise safe, cost effective travel for AIAT business that is in the best interests of the Institute, with exceptions as determined by legislation, funding body requirements or medical grounds.
- 3.2 All travel must only be undertaken after due consideration of all other alternatives available to AIAT.

4. Policy Principles

General Principles

- 4.1 Travel approval is required for all travel.
- 4.2 Where possible, communications technology should be used to minimise the need for travel.
- 4.3 Subject to the provisions of this policy and the Financial Management Operational Manual travel procedures, travellers must:
 - 4.3.1 obtain best value for money;

- 4.3.2 use the lowest fare available at the time of booking, unless there are other factors determining another option, for example the need to be available for a particular meeting, for economy class travel unless otherwise prescribed in the procedures;
 - 4.3.3 use a safe and reliable carrier;
 - 4.3.4 take the most direct available routes;
 - 4.3.5 plan travel such as to minimise time away from AIAT which impacts on team and operational requirements, and having regard to WHS aspects of rest and recuperation of travellers;
 - 4.3.6 ensure return travel begins no later than the day immediately following completion of business, subject to suitable travel being available;
 - 4.3.7 ensure commencement of travel begins within a reasonable timeframe of the required arrival time; and
 - 4.3.8 arrange travel with an AIAT approved travel supplier.
- 4.4 Accommodation should be booked through an AIAT approved travel supplier, unless there are sound reasons for not doing so (e.g. accommodation is included in a conference package) and should be at a cost within a range approved by AIAT.
- 4.5 AIAT travellers must conduct themselves consistently with all applicable AIAT policies, including but not limited to:
- 4.5.1 Staff Code of Conduct;
 - 4.5.2 Student Code of Conduct;
 - 4.5.3 Acceptable Use of ICT Policy;
 - 4.5.4 Discrimination, Bullying and Harassment Prevention Policy;
 - 4.5.5 Gifts and Benefits Policy;
 - 4.5.6 Health and Safety Policy.
- 4.6 Where appropriate, adjustments to travel arrangements must be made to accommodate the specific requirements of people with disability.
- 4.7 Exceptions to these principles, including additional travel expenses, may be approved in exceptional circumstances as set out in the procedures.
- 4.8 AIAT makes no claims of ownership of frequent flyer points, however points accumulated through AIAT business travel must be used for future AIAT business and not for personal travel.

Travel Safety

- 4.9 Those planning travel must consider:
- 4.9.1 risks associated with:
 - a. destinations;
 - b. modes of transport;
 - c. work or study activities to be undertaken;
 - d. individual characteristics of the travellers; and

4.9.2 any applicable travel advisories.

4.10 The physical and mental health, safety and wellbeing, and any concerns of travellers, must be considered before travel is undertaken, including COVID-19 and other illnesses and/or diseases.

4.11 DFAT travel advisories will impact travel as per the table below.

Travel Advisory	Before applying for travel approval	Advisory changes between approval and commencement of journey	Advisory changes while travelling
Exercise normal safety precautions	Normal travel process	Normal travel process	Normal travel process
Exercise high degree of caution	Normal travel process	Review travel with manager	Traveller must follow any advice issued by AIAT, AIAT's travel risk management service or the relevant authorities
Reconsider your need to travel	Traveller must provide risk assessment with application	Risk assessment must be reviewed and travel re-approved	
Do not travel	Travel will not be approved	Travel approval will be withdrawn	

4.12 Travellers must take all reasonable steps to remain contactable while travelling.

Insurance

4.13 AIAT provides travellers with appropriate travel insurance, including emergency support. Details of cover are provided on AIAT's website.

4.14 Unless legally obligated to do so, AIAT will not provide insurance for:

4.14.1 personal travel;

4.14.2 accompanying persons; or

4.14.3 independent contractors unless they are travelling on specifically AIAT business.

Travel Approval

4.15 Travellers must obtain approval before travelling.

4.16 Travel expenses incurred without prior approval may be classified as a personal expense.

4.17 Travellers must obtain approval from their manager or other relevant delegate.

4.18 A traveller must not, under any circumstances, authorise their own travel or reimbursement of their own travel related expenses.

4.19 Those approving travel must consider:

- 4.19.1 the intended objectives of the travel, and their alignment with overall AIAT objectives;
- 4.19.2 the timing and maximum duration of the travel permitted by their manager to meet the work area's operational requirements, such as coverage for absences.
- 4.19.3 risks associated with undertaking the travel;
- 4.19.4 proposed arrangements for communications between the traveller and AIAT; and
- 4.19.5 the availability of sufficient funding.

Travel Booking

- 4.20 Travel bookings must be made with an AIAT approved travel supplier.
- 4.21 Personal preferences, airline memberships and reward program memberships (such as frequent flyer programs) are not necessarily themselves sufficient to warrant selection of a non-preferred supplier.
- 4.22 Travellers must provide their manager with access to their current itinerary.

Accompanying Persons

- 4.23 AIAT will not pay for costs incurred for an accompanying person.
- 4.24 Travellers must ensure that AIAT activities for which the travel has been approved are not compromised by the presence of an accompanying person.

Travel expenses

- 4.25 AIAT will pay for approved reasonable business costs for travel, conference, meals and incidental expenses.
- 4.26 Travellers must complete expense claims and acquittals in the manner prescribed in the Financial Management Operational Manual travel procedures.

Breaches of this policy

- 4.1 Breaches of this policy should be reported to the CEO.
- 4.2 Travellers are expected to comply with this policy. Non-compliance may lead to misconduct or other disciplinary proceedings against the traveller.

5. Roles and responsibilities

- 5.1 Travellers are responsible for:
 - 5.1.1 planning their travel, including appropriate controls to manage identified risks and in particular WHS related risks;
 - 5.1.2 ensuring that there are sufficient funds in the nominated account/s to cover the cost of their travel;

- 5.1.3 reading relevant travel advisories;
 - 5.1.4 assessing their own fitness to travel and obtaining necessary vaccinations;
 - 5.1.5 possessing a valid passport, appropriate visas and complying with relevant immigration requirements;
 - 5.1.6 providing true and complete information to relevant managers;
 - 5.1.7 obtaining necessary approvals under this and any other applicable policy or procedure;
 - 5.1.8 ensuring that their manager has access to their current itinerary;
 - 5.1.9 establishing appropriate communication arrangements with their manager;
 - 5.1.10 managing costs and expenses responsibly and consistently with this policy and the Financial Management Operational Manual travel procedures;
 - 5.1.11 retaining and providing all necessary documentation to support:
 - a. claims for expenses;
 - b. acquittal of advances;
 - c. grant reporting; and
 - d. audit requirements;
 - 5.1.12 making appropriate arrangements for any allocated teaching or other duties that take place during their absence.
- 5.2 Travel approvers are responsible for satisfying themselves that:
- 5.2.1 the proposed travel is:
 - a. being reasonably incurred;
 - b. necessary to meet its intended objectives;
 - c. risks assessed and the benefits of travel to AIAT outweigh the risks;
 - d. planned appropriately, including appropriate risk control measures; and
 - e. appropriate for AIAT activities;
 - 5.2.2 the traveller:
 - a. is competent to undertake the travel; and
 - b. has established appropriate communications arrangements;
 - 5.2.3 there are sufficient funds in the nominated account/s to cover the cost of the travel;
 - 5.2.4 the cost to AIAT is minimised; and
 - 5.2.5 the duration and timing of the travel is appropriate, given AIAT operational requirements.

6. Policy Details

Institution	Australian Institute of Advanced Technologies (AIAT)
Policy name	Travel Policy
Policy Reference No.	POL – 57
Policy Approval	Board of Directors
Policy Authority	Executive Management Group
Responsible Officer	CEO

Governance Reference Threshold Standards	HESF 2021: 6.2.1e
Related Documents	Financial Management Operations Manual (to be developed) Acceptable Use of ICT Policy Health and Safety Policy Staff Code of Conduct Student Code of Conduct
Related Legislation	Higher Education Standards Framework (Threshold Standards) 2021 (HESF)
References	AIAT has referred and benchmarked with the following institutions and policies during the creation of this policy: Deakin University (<i>unknown</i>) Travel Policy, <i>retrieved 14 March 2022</i> Southern Cross University (<i>unknown</i>) Travel Policy, <i>retrieved 14 March 2022</i> Sydney University (2021) Travel Policy 2018 The University of Adelaide (2020) Travel & Entertainment Policy and Procedures University of Southern Queensland (2019) Travel Policy Western Sydney University (<i>unknown</i>) Travel Policy, <i>retrieved 14 March 2022</i>
Date of approval	31 March 2022
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6. Document Version Control

Document No	POL - 57	Last Modify Date	Summary of Changes
Version No	1.0	NA	Initial version approved by Board of Directors
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