

# Department of Paediatrics Travel Policy

## **Department of Paediatrics Travel Funding Policy**

In the normal course of events it is expected that travel to conferences or similar will be funded by research grants or individual consultancy accounts. In exceptional cases, staff requesting departmental contributions to travel costs must enter into negotiations with the Head of Department as early as possible.

Research Higher Degree students should consult their supervisors for Research Higher Degree Committee travel support.

Staff and students should remain aware of travel grant and scholarship opportunities regularly advertised in the Faculty of Medicine, Dentistry and Health Sciences Research Grant bulletin.

IN ALL CASES, APPROVAL TO TRAVEL AND EXPEND FUNDS HELD IN UNIVERSITY ACCOUNTS MUST BE RECEIVED PRIOR TO MAKING TRAVEL ARRANGEMENTS.

## **General Conditions**

University travel policy is located at <http://www.unimelb.edu.au/ppp/docs/14.html#14.1>.

Staff who travel on official business and incur travel expenses are responsible for complying with this policy.

All staff should consult the Environment Health and Safety Manual Off Campus Work and Travel Policy to ensure work and travel by University staff at off campus locations is undertaken in a safe manner <http://www.unimelb.edu.au/ehsm/7.html#7.1>.

Staff members traveling overseas should consult the Considerations for Staff Traveling Overseas Checklist [http://www.unimelb.edu.au/ehsm/Staff\\_Travel.pdf](http://www.unimelb.edu.au/ehsm/Staff_Travel.pdf) and review the current Department of Foreign Affairs and Trade (DFAT) travel risk advice summary <http://www.unimelb.edu.au/rmo/travel/risk.htm>.

## **Department situations and paperwork required**

Usually two documents are required for every trip, a HR18 and a travel diary. Completing an HR18 form ensures the staff member is covered by University travel insurance. Details of the University of Melbourne travel insurance policy are available at the Risk Management Office website at the following address [http://www.unimelb.edu.au/rmo/Insurance/Travel\\_Staff.html](http://www.unimelb.edu.au/rmo/Insurance/Travel_Staff.html).

Unless exceptional circumstances apply, all travel must be approved by the Head of Department before departure. Every trip must have a completed HR18 form authorized BEFORE travel is taken. HR18 forms can be downloaded from: <http://www.hr.unimelb.edu.au/forms/hr18.pdf>

Students are not covered by the University's travel insurance for staff.

	HR 18	Travel Diary
Staff member using University funds	Yes	Yes
Non staff member using University funds	Yes	Yes
Staff member - funded from external sources (either before or after trip)	Yes	Yes
Students – University funded	Yes	No
Students – non University funds	Yes	No
Less than 5 nights domestic	Yes	No

## **Funding**

Travel expenses can be paid by:

- using the employer corporate card;
- payment of a Travel Allowance; or
- reimbursement

NB. The University will only pay for business related travel. If any leg of the journal is for personal reasons FBT may apply and should be paid for by the individual. To check whether FBT is applicable please contact Stuart Smith, Taxation on 8344 2967.

### **1. Corporate Card**

Wherever possible the corporate card should be used to charge all approved University travel expenses. This includes:

- airfares/accommodation;
- conference registration;
- meals;
- incidentals; and
- taxi/car rental.

For travel within Australia, the University and the funding Department is able to obtain the benefit of GST input credits. All travel handled through the corporate card does not attract Victorian Payroll tax.

The Head of Department and Executive Manager hold Corporate cards that are available for use by staff members when booking travel. Please contact Meryem Aziz on ext 5161.

Guidelines for the use of the corporate card are found at <http://www.unimelb.edu.au/FinPPM/9.html#9.6>.

## 2. Travel Allowances

In situations where it is not appropriate or practical for expenses to be paid by corporate card the University may pay a travel allowance.

An allowance is a payment of a pre-determined amount to a staff member to cover an estimated expense regardless of whether the staff member incurs the expected expense. To apply staff member needs to complete form:

[http://www.unimelb.edu.au/finops/resources/forms/pdf/Expense\\_advance.pdf](http://www.unimelb.edu.au/finops/resources/forms/pdf/Expense_advance.pdf)

Travel allowances incur Payroll tax which is charged as a travel on-cost.

Travel Allowance may be paid as:

- a calculated amount to cover meals and incidentals up to and not exceeding the Australian Public Service (APS) rates. In this case the allowance will not appear on the employee's group certificate.
- an agreed amount to partially cover travel expenses that will be incurred. In this case the amount will appear on the employee's group certificate and they will be responsible for subsequent substantiation to the Australian Taxation Office.

Appendix A contains the APS rates: <http://www.unimelb.edu.au/ppp/docs/A.html>

## Claiming a Travel Allowance

Staff wishing to claim travel allowances must complete an HR18 form and follow the appropriate steps. These include:

- an itinerary must be completed by the staff member, see <http://www.unimelb.edu.au/finops/xls/itinerary.xls>;
- a quote giving details of the APS rates for each destination calculated by downloading the University of Melbourne Travel Calculator located at <http://www.unimelb.edu.au/finops/xls/calcul.xls>;
- the documentation supporting the original approval.

## 3. Reimbursement

A reimbursement is a payment to compensate a business related expense already incurred. Reimbursements are subject to Fringe Benefits Tax unless the amount is substantiated and meets the reasonableness test of the Australian Taxation Office.

Any claims for reimbursement must be supported by receipts/documentation and accompanied by a declaration that the expense is directly business related and it has not been covered by a travel allowance or claimed as a corporate card expense.

The following items are considered as additional to 'meals and incidentals' and subject to separate reimbursement for which claims must be substantiated:

- official entertainment costs;
- charges for official phone and facsimile calls;
- costs of taxis;
- airport taxes;
- visas, etc.

Staff who travel for less than a full day (eg. fly out at 8.00 am. and return to Melbourne at 6.00 pm. on the same day) will normally be reimbursed for out of pocket expenses only, not meals. There is no allowance paid.

### **Claiming a Reimbursement**

Receipts and HR18 form should be attached to an Employee Expense Report form and submitted to Finance Manager for processing. Employee expense reports are available from:

[http://www.unimelb.edu.au/finops/resources/forms/pdf/Emp\\_Exp\\_Report\\_V3\\_290903.pdf](http://www.unimelb.edu.au/finops/resources/forms/pdf/Emp_Exp_Report_V3_290903.pdf)

### **Travel Diary**

University information on travel diaries can be found at:

[http://www.unimelb.edu.au/finops/resources/fbt/travel\\_diaries.html](http://www.unimelb.edu.au/finops/resources/fbt/travel_diaries.html)

Travel diaries are mandatory for all travel periods greater than five nights within Australia and for all overseas travel.. The diary may be any document providing it includes the following details for each business activity:

- the date the entry was made;
- the place where the activity was undertaken;
- date and approximate time when the activity commenced;
- the duration of the activity; nature of activity;
- costs associated with activity.

For frequent travelers, diaries are available from the Stationery Store. The travel calculator includes a pro forma spreadsheet of a travel diary. Refer to tab marked 'Trvl diary' <http://www.unimelb.edu.au/finops/xls/calcul.xls>. A copy of an electronic diary, schedule or conference itinerary is also sufficient, provided it includes all of the details listed above.

The record may be prepared in advance. A detailed travel itinerary that includes the above details (except, of course, the costs) prepared before the trip is an acceptable travel diary, provided that the staff member endorses that it was followed or records any variations that occurred.

Departments must retrieve travel diaries and receipts from staff and retain them for five years. They must be readily available upon request.

Where receipts or other documentation for minor expenses are not available, a note in the travel diary will normally be accepted as evidence of expenditure.

**For queries or further information regarding this policy please call Karen Stephenson, Finance Manager extension 5429 or Loretta Gibson, Executive Manager extension 5013**