Travel Approval Procedure effective 20 December 21

Purpose
The purpose of this document is to provide guidance for Academic and Professional staff wishing to travel for business or research purposes, including travel to attend a conference.

This Procedure supplements the University’s existing Travel Policy and Procedure by providing additional guidance to staff and members of the University Executive on the procedures that are required to be followed before staff members undertake travel on behalf of the University.

Scope
This Procedure applies to continuing and fixed-term Academic and Professional Staff wishing to travel for periods of up to 6 months. A separate procedure is being developed to address circumstances where the traveler expects to be outside Australia for more than 6 months.

This Procedure does not apply to casual Academic or Professional staff or to members of the Executive Group.

Domestic Travel
Unless the Authorising Officer or Manager / Supervisor expressly withholds approval, pre-travel approval is not required for Domestic and Trans-Tasman travel, however Travelers must:

a. notify their Authorising Officer / Manager / Supervisor of their plans for Business Travel;
b. ensure that the travel expenditure is within the relevant budget;
c. ensure that they are medically fit to travel;
d. ensure that they have checked any COVID-related restrictions or requirements that are in place when travelling interstate.

International Travel

Approval and Procedure – Professional Staff

All international travel for Professional staff, regardless of the source of funding, must be pre-approved by an Authorising Officer. The Authorising Officer for international travel must be a member of the University’s Executive Group.

Where the Traveller’s Authorising Officer is not their Manager / Supervisor, the Manager’s / Supervisor’s endorsement must be obtained. Travel approvals must be in the form specified in Travel Approval Template (email is acceptable) and be retained for record keeping and audit purposes.

Approval – Academic Staff

All international travel for academic staff must be approved in advance by the relevant Faculty Executive Dean. Where required, the Executive Dean may establish a travel advisory committee to provide advice on the merits of applications for travel within the Faculty and to ensure that University funds are applied in support of the Faculty’s strategic objectives. The composition of the travel advisory committee, if any, is at the discretion of the Executive Dean.

Academic staff are eligible to apply for international travel approval:
a. To attend a conference or similar event where:
   i. they are invited to present a paper at the conference; or
   ii. they have contributed significantly to a paper being presented at the conference; or
   iii. their attendance will significantly contribute to the research priorities of the University or to their own professional development.

b. For Research purposes where:
   i. the travel is permitted and funded through a grant or other external funding source; and
   ii. the travel has been deemed essential for University purposes.

c. For any purpose where the travel is approved by the relevant Faculty Executive Dean.

Even where travel is self-funded or partially self-funded, approval from the relevant Faculty Executive Dean is still required.

Refer Appendix 1 for approval pathways that apply to various travel scenarios.

**Procedure – Academic Staff**

Travel funded through external grant arrangements must comply with the terms and conditions of the grant. Where there is an inconsistency between the terms of the external grant and the University's Travel Policy and Procedure, the terms of the external grant, with respect to travel, shall prevail.

If the grant is silent on the travel terms, the University Travel, Policy and Procedure applies.

Fringe Benefit Tax (FBT) liability that arises as a result of the travel must be eliminated by the University traveler through:
   a. the reduction of private travel days to equal to or less than 50% of the overall trip duration; or
   b. payment of 50% of the total airfare cost at the time of booking; or
   c. FBT repayment.

In circumstances where self-funded (fully paid by the traveller) or partially self-funded (partially paid by the traveller and partially paid by the University or a grant) travel is approved the traveller will travel on University time and is not required to utilise annual or long-service leave for the duration of the approved business travel portion of the trip.

If travel is approved as University business travel, even if it is self-funded or partially self-funded and is for a duration of 180 days or less, the University Corporate Travel insurance will apply. If personal travel is combined with business travel, please refer to TravelRight Travel Insurance Page for guidance on when the University Travel Insurance Policy covers personal travel.

If travel is funded by the University, all travel must be booked in accordance with the University Travel Policy and Procedure.

If travel is self-funded or partially self-funded, but the traveller is travelling on approved University business, it is recommended that all travel is booked via the University Travel Management Company noting that they offer a price-match guarantee and Covid Concierge Service.

If travel arrangements are made via alternative means (such as directly with an airline, hotel, etc. or via another travel agency) or for a duration that is longer than 180 days, the traveller must:
   • Consult MQ Travel Advice via travelriskadvice@mq.edu.au about whether a travel risk assessment is required prior to booking travel;
• Register with International SOS via MyTrips – click here;
• Notify your department admin who will confirm the travel booking for insurance purposes.

CTM Concierge Service

CTM Concierge Service cost is $100 per booking. During the quotation process, CTM consultants will provide appropriate quotes based on the Travel Policy, Traveller’s requirements and current COVID restrictions.

The COVID Border restrictions and requirements will contain the following key information.

✓ Current Border Restrictions
✓ Quarantine Requirements
✓ COVID testing arrangements
✓ Health Documentation, Passport and Visa Requirements
✓ Transiting Requirements
✓ PPE Requirements

If there are any changes to a Travellers itinerary, prior to departure, CTM would proactively advise of any applicable COVID restrictions, in line with the itinerary change.

If there are any significant changes to the health advice, border restrictions, scheduled changes, CTM will pro-actively reach out to Traveller prior to departure.

CTM Self Service

There is no cost for use of CTM COVIC-19 self-service. CTM provide a self-service option to access the COVID-19 information via the CTM Journey Brief or COVID-Hub, which can be accessed via the Online Booking Tool (training required before access is granted).
Appendix 1: Travel Scenarios – Academic Staff

1. University Business Travel
   - Is the University requiring the travel?
     - Yes: Direct supervisor endorses and confirms budget. What is the value? Is there a clear agenda and/or measurable outputs?
     - No: STOP

2. Research Travel
   - Is it grant, self or university funded?
     - Yes: Executive Group Member approves travel in consultation with the Faculty Travel Committee if required.
     - No: STOP

3. Conference Travel
   - Is the University supportive?
     - Yes: Self-funded or partially self-funded travel
     - No: STOP

4. Temporary Working Arrangements outside Australia
   - Is the University supportive?
     - Yes: Contact Human Resources for advice; Confirm CHS and insurance arrangements
     - No: STOP

**Preferred method:** Follows the Travel Booking Procedure TravelRight

**Self-booking**
- If travel is booked via alternative means the following must occur:
  - Travel risk assessment;
  - Register with International SOS – MyTrips;
  - Notify Department Admin for Travel Insurance purposes

*To be established*