Travel Approval Procedure effective 19 June 2023

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.

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 approval must be in the form specified in the 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 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;
   ii. they have contributed significantly to a paper being presented; 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 the University purposes.

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

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

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

**Procedure – Academic Staff**

Travel funded through external grants 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 apply.

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;
   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 the 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 the 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 Procedures.

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.

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:
   - Complete the International Travel Risk Checklist and register your travel itinerary with International SOS (ISOS) using ISOS MyTrips or via the ISOS mobile application.
   - You must use your MQ email address to register.
   - If you are a new user, click the ‘register here’ link at the bottom of the page.
   - For more information, please refer to the MyTrips user guide video
   - If you encounter any issues, please email ISOS support at onlinehelp@internationalsos.com and travelriskadvice@mq.edu.au