Travel Policy

1 Purpose

To outline requirements for approved travel undertaken by University Travellers.

2 Scope

This Policy applies to all University Travellers which includes Employees, Students, Council members and Visitors required to travel on approved University Business. This includes all domestic, international and intercampus travel.

This Policy does not apply to travel undertaken by contractors, consultants and professional service providers.

3 Policy Statement

The University will seek to maximise safe, cost effective travel for University Business that is in the best interests of the University, with exceptions as determined by legislation, funding body requirements or medical grounds.

All travel must only be undertaken after due consideration of all other alternatives available to the University.

4 Principles

- Travel is only to be undertaken where the primary purpose is University Business.
- Travel is to be applied for, approved and ticketed through the University's online travel system.
- Approvers can approve the reasonable costs of travel taking into account the nature of travel, contribution from other sources and budget considerations.
- Approvers are required to ensure that University resources are used appropriately to ensure safe effective travel.
- All travel is to comply with Australian taxation requirements in order to ensure that the University does not incur additional costs associated with travel.
- Approvers and approval levels are aligned with the University's Financial and Human

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Resources Delegations.

- Travel in circumstances or locations which present a significant health and safety risk to the Traveller or breach the University's duty of care will not be undertaken or approved.
- Delegates may approve an exemption from the Travel Policy or Travel Procedure requirements in exceptional circumstances where the Policy or Procedure does not result in the most optimal outcome for the University.
- The University promotes and supports the principles of open, accountable and transparent travel, and will comply with all legislative and reporting requirements in this regard.

5 References

Nil.

6 Schedules

This policy must be read in conjunction with its subordinate schedules as provided in the table below.

7 Policy Information

Accountable Officer	Chief Operating and Financial Officer
Responsible Officer	Chief Operating and Financial Officer
Policy Type	Executive Policy
Policy Suite	Domestic Travel Allowance Schedule International Travel Allowance Schedule Travel Procedure
Subordinate Schedules	
Approved Date	7/7/2025
Effective Date	7/7/2025
Review Date	3/4/2024
Relevant Legislation	*Crime and Corruption Act 2001*

	Financial Accountability Act 2009 *Financial and Performance Management Standard 2019* *Fringe Benefits Tax Assessment Act 1986* *Income Tax Assessment Act 1997* *Public Records Act 2023* Queensland Procurement Policy 2021 Enterprise Agreement
Policy Exceptions	Policy Exceptions Register
Related Policies	Code of Conduct Policy Delegations Policy Work Health and Safety Policy
Related Procedures	
Related forms, publications and websites	Corporate Travel Office Website Financial Delegations Schedule Financial Management Practice Manual Human Resources Delegations Schedule Travel System
Definitions	**Terms defined in the Definitions Dictionary**
	Employee A person employed by the University and whose conditions of employment are covered by the Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University. Enterprise Agreement University of Southern Queensland Enterprise Agreement 2023-2026. Policy

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	A high level strategic directive that establishes a principle based approach on a subject. Policy is operationalised through Procedures that give instructions and set out processes to implement a Policy. Procedure An operational instruction that sets out the process to operationalise a Policy. Research Activities Refers to activities that result in the creation of new knowledge and/or the use of existing knowledge in a new and creative way so as to generate new concepts, methodologies and understandings. This could include synthesis and analysis of previous research to the extent that it leads to new and creative outcomes. Student A person who is enrolled in a UniSQ Upskill Course or who is admitted to an Award Program or Non-Award Program offered by the University and is: currently enrolled in one or more Courses or study units; or not currently enrolled but is on an approved Leave of Absence or whose admission has not been cancelled. University The term 'University' or 'UniSQ' means the University of Southern Queensland.
	Definitions that relate to this policy only
	Traveller All Employees, Students, Council members and Visitors travelling on approved University Business. **University Business** University Business means any approved activity related to employment, career development or Research Activities at the University or in connection with the official functions of the University. **Visitor** Includes any approved person, other than contractors, consultants and professional services providers, undertaking travel related to University Business.

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Keywords	Travel, domestic, international, intercampus
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