Travel Procedure

1 Purpose

To inform Travellers and Delegates of the University's requirements in relation to travel and associated expenses for approved University Business.

2 Scope

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

This Procedure does not apply to travel undertaken by consultants and professional services providers.

3 Procedure Overview

This Procedure establishes the process through which travel is to be conducted at the University. The University seeks to maximise the benefits that accrue to the University while ensuring that Travellers are able to experience safe and efficient travel in order to conduct University Business.

4 Procedures

4.1 Requirement for travel

Travellers should determine if travel is required before discussing any proposed travel with their immediate Supervisor. The requirement for travel may not exist where other solutions are available such as:

- email;
- telephone;
- electronic conferencing; and/or
- virtual meetings.

Discussions with the Delegate are required to ensure that any proposal for travel can be

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accommodated, taking into account University business operational activities including:

- covering teaching and administrative duties;
- an appropriate and reasonable use of University funds;
- available funds;
- compliance with all applicable legislation;
- being able to withstand public scrutiny;
- the most economical and effective outlay for its purpose; and
- merits of the travel (as related to University Business).

4.2 Applying for travel

The University operates an electronic travel system that is used to apply for, approve, track and manage all travel. The travel system ensures that Travellers have access to the University negotiated rates. All travel must:

- utilise the most direct and logical best fare of the day; and
- be within budget and/or covered by sufficient funding.

Travel that does not comply with the Travel Policy or Travel Procedure may be considered personal travel and may not be covered by the University for Insurance and/or incurred costs. Travel that is funded through external arrangements (grants, contracts or sponsorship arrangements) must comply with the terms of the external body's funding arrangements in addition to the University's Policies and Procedures.

Travellers can either apply for travel themselves or utilise the services of Travel Arrangers where these exist within their work unit. It is recommended that travel requests for international travel be submitted 6-8 weeks prior to departure to allow for approval and Visa processing.

4.2.1 No cost to the University travel

Travellers travelling at no cost to the University must record their travel using the University travel system. Travel will be considered in accordance with the Travel Policy and Travel Procedure to ensure that reporting and compliance obligations and Traveller health, safety and duty of care obligations are met.

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4.3 Ground/surface transportation

Travellers will use the most economical safe and practicable means of ground transport including public transport, pool cars or hire cars. The University encourages the use of scheduled public or University transport services (intercampus shuttle bus). Where such scheduled public transport services are available, but are not utilised, the Traveller may be paid a taxable allowance only to the equivalent cost of such services. In the case of Employees, these payments are subject to PAYG tax instalment deductions and will be reported on an Employee's Payment Summary.

The use of private motor vehicles for University Business is discouraged due to health, safety and Insurance requirements.

Travellers driving motor vehicles must familiarise themselves with the University's Motor Vehicles and Travel Fatigue Procedure.

Travellers may claim reimbursement of approved Expenditure on transportation costs incurred as part of their travel (e.g. taxi fares).

4.3.1 University pool vehicles

University pool vehicles must be booked in accordance with the Motor Vehicle Policy and Procedure.

4.3.2 Hire car

Hire cars must be booked via the University travel system selecting the University's preferred suppliers.

4.3.3 Private motor vehicle usage

Travellers may only seek approval to use a private motor vehicle for travel on University Business in exceptional cases where:

- scheduled University transport is not available, or the Delegate deems scheduled University transport to be unsuitable or inappropriate;
- scheduled public transport is not available, or the Delegate deems scheduled public transport to be unsuitable or inappropriate;
- a University vehicle is not available, or the Delegate deems a University Vehicle to be unsuitable or inappropriate; and
- a hire vehicle or taxi is not available, or the Delegate deems a hire vehicle or taxi to be unsuitable or inappropriate.

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Where private vehicles are utilised, the University Insurance Policy does not cover the vehicle. Owners are liable for any damage that occurs to the vehicle. Owners should check with their Insurance provider to ensure personal policies apply to vehicles utilised for work purposes.

Where a Traveller seeks approval to utilize a privately owned vehicle they must ensure:

- a written statement/request is attached to the trip request;
- relevant comprehensive Insurance exists;
- the vehicle is currently registered, roadworthy, suitable for the travel purpose and
- the driver is licensed and able to drive safely considering the circumstances.

Where the Delegate approves the use of a private vehicle, the Traveller may claim reimbursement that is not to exceed the rates stated in the Domestic Travel Allowance Schedule. However, the amount may be a lesser sum determined by the Delegate. For Employees, these payments are subject to PAYG tax instalment deductions and will be reported on an Employee's Payment Summary. If two or more Travellers travel in the same vehicle only one may claim the allowance.

Travellers other than Employees may claim for reimbursement for travel by private motor vehicles while on University Business up to the rates stated in the Domestic Travel Allowance Schedule. However, their reimbursement will be processed through Finance and Business Solutions.

4.4 Accommodation

The University has access to a wide range of accommodation options through the travel system. Where suitable cost effective accommodation does not exist, the Delegate can approve alternatives that are to be booked through the University travel system (e.g. negotiated conference rates). Delegates must take into account the rates considered reasonable in Domestic Travel Allowance Schedule and International Travel Allowance Schedule and should only approve amounts exceeding those rates in exceptional circumstances.

Travellers who stay with friends or family at no cost are not entitled to any financial assistance towards accommodation expenses.

4.5 Meals and incidentals

Where business expenses are incurred in excess of any meal and/or incidental allowance and/or agreed reimbursement, the Traveller should seek professional financial advice in relation to their personal taxation circumstances.

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4.5.1 Meals

Travellers with a corporate card are not entitled to meal or incidental allowances. However reimbursement can be claimed for actual Expenditure upon presentation of itemised receipts where the usage of corporate cards was not possible.

Employees travelling domestically may be reimbursed for out of pocket meal expenses up to the maximum amount in the Domestic Travel Allowance Schedule. Eligibility requires overnight absence from the person's usual place of residence and is reduced by:

- conference and/or inflight meals (excludes morning or afternoon tea); and/or
- funding guideline restrictions.

Employees travelling internationally are not entitled to meal and/or incidental allowances but are reimbursed for meal and incidental expenses incurred up to the relevant daily limits in the International Travel Allowance Schedule upon the presentation of itemised receipts.

Travellers other than Employees are not eligible for a meal and/or incidental allowance but are reimbursed for expenses incurred up to the relevant daily limits in the relevant travel allowance schedule upon the presentation of itemised receipts.

Reimbursement of meals for amounts of $AUD10.00 (GST inclusive) or less for meals on international travel does not require receipts where the expense is listed and recorded in a travel diary.

These payments are not subject to PAYG tax instalment deductions and will be reported on a Payment Summary.

4.5.2 Incidentals

The University will not reimburse Expenditure on items of a private nature (e.g. movies, haircuts, tobacco, alcohol, medication (unless directed by ISOS) etc). International Travellers can claim reimbursement for approved expenses for amounts not exceeding the rates in the International Travel Allowance Schedule on presentation of itemised receipts including, but not limited to:

- newspapers, magazines;
- snacks (including morning and afternoon tea, coffee and other non-alcoholic drinks);
- private telephone calls/internet usage (up to a maximum of three minutes/day);
- laundry/dry cleaning (for travel of four consecutive nights or longer to a maximum of $AUD10.00/day); and

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- tips in countries where such activity is applicable (up to a maximum of $AUD20.00/day without requiring receipts).

These payments are not subject to PAYG tax instalment deductions and will be reported on a Payment Summary.

4.5.3 Part day expenses

Part day travel is travel that does not include an overnight absence from the Traveller's usual place of residence. Generally, the University will not compensate for the purchase of food and drink during the course of the working day.

The Delegate may approve the reimbursement of an expense not exceeding the reasonable allowance amount stated in the Domestic Travel Allowance Schedule for meals in exceptional circumstances (e.g. business commitments require the purchase of dinner before a return trip home). This payment will be subject to Fringe Benefits Tax and will be payable by the faculty/section in addition to the cost of the meal.

4.5.4 Reimbursement requirements

The Delegate will not accept statutory declarations as substitutes for itemised receipts/Tax Invoices except in exceptional circumstances. Before the Delegate accepts a statutory declaration the Traveller must supply complete details of the expenses for which a reimbursement is being requested and details as to why the original documents are not available.

4.5.5 Entertainment and hospitality

Travellers are expected to exercise due restraint when providing hospitality or entertainment when travelling. Hospitality and/or entertainment must have a clear business purpose and comply with the requirements in Section 21.5 of the Financial Management Practice Manual. Entertainment/Hospitality expenses are to be included in the travel application.

4.5.6 Air travel

Travellers are to utilise the most economical, direct logical economy class air flight(s) of the day for travel purposes.

The Chancellor, Deputy Chancellor and Vice-Chancellor may travel business class at all times.

Category 2 Delegates may travel business class for international travel.

In all other circumstances, international travel upgrades may be approved by the relevant Category 2 Delegate or above so long as the upgrades will be paid from other external sources including frequent flyer points, personal payments or external funding sources where this use of funding is authorised.

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4.5.7 Stopovers

When travelling on official University Business, voluntary stopovers requested by Travellers will not be financially supported. Any costs incurred during a voluntary stopover will be at personal expense. If a stopover is requested for medical reasons, a medical certificate must be provided to the Delegate to substantiate the expense.

4.5.8 Rest days

An Employee will not be expected to attend the University campus on the day of a return flight of longer than 10 hours without stopovers (irrespective of the time of the flight), nor expected to commence University Business on the day of their arrival) except where business class travel has been undertaken in accordance with Section 4.5.6. Such time will be recorded as a normal working day.

For periods of international travel in excess of five days, an Employee should be provided with a rest day during the period overseas. Alternatively, and with the approval of the Delegate, an Employee may request time off duty prior to, or after, travelling overseas in order to shorten the period of time away from Australia.

4.6 Passports and visas

Passports are personal documents and individuals will bear the cost of acquisition and/or renewal. The Delegate may authorise the difference between a standard passport and a frequent Traveller passport for those Travellers who are required to undertake regular travel. The additional expense will incur Fringe Benefits Tax and will be charged to the department in which the cost was incurred.

Countries being visited may have different taxation and visa requirements. While the pre-departure briefing can detail general requirements, it is not possible to cover in detail specifics that may be applicable to localities/provinces within a country. It is the responsibility of the traveller to ensure they comply with the taxation and visa requirements of their destination country. The University will only pay for the cost of visas for countries to be visited for University Business.

4.7 Traveller health, safety and duty of care

The University has a responsibility to protect the safety and wellbeing of all persons travelling on University Business. Knowing the whereabouts of Travellers and having details on how to contact them if situations develop is essential to achieving this. Recording travel details through the University travel system ensures that this can occur.

4.7.1 Country risk ratings and warnings

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The University travel system details the current risk level of undertaking travel to specific countries as specified by the relevant Government Department (Department of Foreign Affairs and Trade). The Delegate must ensure that they are aware of the risk level before approving travel. Further details about specific warning levels are found on the University travel assistance company website. Travellers are under no obligation to undertake any international travel to high-risk countries.

Travel to high-risk countries (ratings of Reconsider Your Need to Travel and Do Not Travel warnings) requires the approval of the Vice-Chancellor. If travel is required to a country where travel is subject to either of these official warnings, a travel risk assessment must be completed and attached to the travel application. The risk assessment will be checked by the University travel office and Insurance provider and forwarded to the Vice-Chancellor for consideration.

The Vice-Chancellor may, where the safety of Travellers is at risk, impose a complete ban to certain countries or regions and may require Travellers already in these regions to return home.

4.7.2 Medical

Travellers must be fit to travel. Where a Traveller indicates that they are aware of a health/medical condition which may impact their travel, a medical clearance will be required prior to approval being granted to undertake the travel.

Appointments to obtain a medical clearance can be arranged through the University's preferred medical travel services provider or the Traveller's own medical practitioner. The cost of the consultation will be met by the faculty or section, subject to relevant processes and approvals.

A new medical clearance will be required every 12 months if the health/medical condition is on-going.

4.7.3 Immunisations

Travellers travelling overseas should seek advice on the required and recommended immunisations.

Appointments can be arranged through the University's preferred medical travel services provider or the Traveller's own medical practitioner. The cost of the consultation and required immunisations will be met by the faculty or section, subject to relevant processes and approvals.

4.7.4 Insurance

The University maintains a corporate travel Insurance Policy for University Business travel. This Insurance is complimentary to, and not a substitute for, Workcover.

Travellers must be fit to travel in order to be covered by University Insurance. Certain pre-existing health/medical conditions may be excluded from Insurance cover.

The Insurance Policy is prevented by law from paying for domestic medical expenses. In every

circumstance that may involve loss of time from work, the possibility of a permanent disability, or the incurring of medical expenses within Australia, Employees must submit a Workcover claim in accordance with the Work Health and Safety Policy and the Workplace Rehabilitation Procedure.

Travellers must seek advice from the Corporate Travel Office regarding Insurance cover where private travel is involved. Commercial travel Insurance may be required under these circumstances.

4.7.4.1 Insurance claims

Travellers should direct enquiries about possible claims to the Corporate Travel Office. Travellers will need to provide relevant proof to verify any claim.

4.7.5 International health and safety service

The University has engaged the services of an International health and safety service that provides various services for international Travellers including, but not limited to:

- security advice;
- emergency medical services;
- emergency extraction services;
- translation services; and
- travel advice.

Contact details and Information for using the contracted international health and safety service provider are available from the Corporate Travel Office. The services available are contingent on the University being able to report travel arrangements to the service provider and this is dependent on utilising the University travel system.

4.8 Travel reporting and taxation

The University is required to maintain a register of persons undertaking domestic and international travel as well as their locations. This Information is utilised for reporting, taxation and duty of care requirements.

4.8.1 Fringe Benefits Tax

In order to avoid incurring a Fringe Benefits Tax (FBT) liability, Travellers must lodge a proposed travel itinerary or diary and Fringe Benefits Tax calculator prior to travel for:

- all international travel;
- domestic travel greater than five consecutive nights duration; and/or
- travel that contains any private components.

Pre-lodgement of a travel itinerary or diary allows for an assessment of any potential FBT liability to occur, provides details for reporting on travel movements for international health and safety service(s).

4.8.2 Travel diaries

Travel diaries must be maintained for all international journeys, domestic journeys of more than five consecutive nights duration and any travel that involves an element of private travel. Travellers and Delegates should note that Fringe Benefits Tax will be payable on travel Expenditure for trips greater than five consecutive nights unless the Traveller provides a travel diary to the University confirming:

- the primary purpose of the trip was to conduct University Business activities; and
- any private travel undertaken was merely incidental to the University Business activities;
- sufficient detail exists in the diary entries to ensure that the relationship between University Business can be determined.

Travel diaries are to be finalised within 10 days of return from travel. An electronic travel diary is available in the trip request and can be accessed by the University travel system.

4.9 Accountable advance

Accountable advances may be paid to an Employee who does not have a University Credit Card prior to travel expenses being incurred to cover anticipated expenses. Accountable advances are not available for domestic travel.

Accountable advances must not be approved for airfares, accommodation, hire cars or other substantial costs that can be prepaid, prearranged, invoiced or charged to the corporate card, or are applied for and booked through the University travel system.

Travel advances can be approved only where:

- the Delegate considers it unreasonable to expect travel related expenses to be met upfront by the Traveller;

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- the advance is for the minimal amount necessary and no more than 90% of the estimated expenses that will be incurred;
- the advance is applied for at least 10 business days prior to travel;
- the recipient agrees to repay the advance if travel is cancelled or not fully completed;
- the recipient agrees to clear the advance within 10 days of completion of travel;
- the recipient signs an authority for recovery from pay if expenses are not acquitted within four pays after the completion of travel;
- any prior advances have been cleared.

The provisions of the Accountable Advances Policy and Procedure are to apply except to the extent that they conflict with this Procedure.

4.9.1 Travel acquittal

Travellers must acquit their travel within 10 days of return from travel including advances and travel diaries.

Travellers are personally responsible for the accuracy of Information provided. There are serious consequences for making claims based on false Information including disciplinary action by the University, referral to the Crime and Corruption Commission and the authorities.

4.10 Private travel

Travel itineraries should not be arranged to accommodate private travel. The University must not incur any additional costs associated with the inclusion of an element of private travel. If an element of private travel results in additional costs to the University, the Traveller must repay the University an amount equal to the private element, inclusive of GST, to ensure that no Fringe Benefits Tax liability arises. This repayment must normally be made prior to the travel being undertaken. Any travel which incorporates an element of private travel must be assessed by Finance and Business Solutions to determine Fringe Benefits Tax liability prior to any bookings being made by completion of the Fringe Benefits Tax calculator and travel diary.

A travel diary will show the proportion of the travel that relates to official University Business and the proportion that is private. The Australian Taxation Office will deem any travel that cannot be supported by sufficient documentation as private-related travel. The University will not pay for private related travel costs for the Traveller. Any personal travel arrangements and associated costs are the responsibility of the Traveller.

The element of private travel must be supported by a completed absence request in accordance with the Leave Procedure.

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4.10.1 Accompanying Relatives

Where a Relative of the Traveller accompanies the person travelling on University Business, all costs incurred by that Relative will be the responsibility of the accompanying Relative or Traveller. This includes the costs of meals and refreshments and any additional accommodation costs incurred by having additional persons staying with the Traveller.

4.11 Student travel

Students must comply with the Travel Policy and Travel Procedure.

Students are not paid a travel allowance when undertaking domestic travel and must keep Tax Invoices for all approved meals and incidental Expenditure for reimbursement purposes. Reimbursement of international meals expenses for amounts of $AUD10.00 (GST inclusive) or less per meal does not require the presentation of receipts.

In exceptional circumstances, Students may be required to purchase their own accommodation or airfare and reimbursement will occur on completion of the travel. Approval from the Student's Delegate and the Corporate Travel Office must be obtained prior to purchase.

4.12 Visitor travel

Visitor travel must comply with the Travel Policy and Travel Procedure. A Travel Arranger will book Visitor travel through the University travel system.

Visitors are not paid a travel allowance when undertaking domestic travel. Visitors may be reimbursed in the following manner:

- presentation of Tax Invoices for actual Expenditure;
- personal or company Tax Invoice noting each type of expense; and/or
- an agreed amount between Visitor and Delegate.

4.13 Contractor/professional services travel

Contractor/professional services travel should be included in a contract and should not be arranged through the Corporate Travel Office. The contractor should invoice the University as part of an agreed payment process.

4.14 One day travel

Travellers who undertake one day travel must record their travel on the University travel system and be approved by a Delegate, with the exception of:

- when a Delegate has approved, external to the travel system, one day travel where there is no, or only small and incidental Expenditure incurred;
- executive Employees using their University supplied motor vehicle.

4.14.1 One day intercampus travel

Unless specified otherwise, the University will provide transport between campuses by the most cost-effective and practicable means available.

For travel between Toowoomba, Springfield and Ipswich locations the first option in this instance is the regularly scheduled University transport service (intercampus shuttle bus).

Travellers should try to schedule activities so that this scheduled service can be used, and/or utilise alternative means of connecting/providing service as outlined in section 4.1.

However, alternative options for transport if the regularly scheduled University transport service is not reasonably practicable, in order of preference, are:

- University pool vehicle, or other University vehicle
- public transport
- hire vehicle
- private vehicle.

The provisions associated with each of these transport options are outlined in section 4.3 of this Procedure. Utilisation of transport options, other than the regularly scheduled University transport service, require approval of the Category 3 Delegate or above.

For all Employees, travel above and beyond normal home/workplace commuting, including travelling between campuses, is considered to be part of an Employee's normal workload and is regarded as working time. Delegates therefore need to have regard to travel times when determining what is an appropriate workload for an individual Employee.

4.15 Memberships

4.15.1 Airport lounge

The University may pay for memberships of the airport lounge of a domestic airline for the Chancellor, Deputy Chancellor, Vice-Chancellor, and contracted senior executive Employees. Where the University has a preferred domestic carrier the membership will be with that airline. The following conditions apply to these memberships:

- membership of the frequent flyer program option must be included; and
- an eligible Traveller may redeem benefits accrued as a result of Expenditure incurred on University Business for University Business purposes only.

A Category 3 Delegate may approve the initial application and/or renewal for an airport lounge membership of another person subject to the above conditions if the Delegate concludes that this will result in a net benefit to the University, and the Employee's travel profile warrants the Expenditure.

4.15.2 Frequent flyer programs

If a person chooses to join a frequent flyer program privately, at no cost to the University, the University has no interest in any benefits that for any reason might accrue to that person. Benefits/points are the personal property of the Traveller. Where such benefits/points are utilised on University Business travel to obtain upgrades, the Traveller must arrange this directly with the airline or travel management company.

4.16 Travel approval

All travel must be pre-approved by a Delegate prior to ticketing.

Travel must not be self-approved except for domestic travel for the Vice-Chancellor and Category 2 Delegates and above.

International travel may only be approved by a Category 3 Delegate or above. Domestic travel is approved by a Category 4 Delegate or above.

4.16.1 Responsibilities of Delegates

The Delegate has an obligation to ensure that:

- travel is being undertaken for University Business purposes;
- travel is an appropriate utilisation of University funds;
- where the allocated funds do not cover the full cost, partial support can be considered with any shortfall being covered through personal and/or external funding sources. These contributions must be reported in the University Annual Report for international travel;
- risks associated with travel are evaluated, taking note of travel warnings or details about the travel in question;
- the Travel Policy and Travel Procedure are complied with;

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- Approval is given in a timely fashion;
- in instances where travel is not approved, a reason is provided detailing why travel has been denied within the University travel system;
- Fringe Benefits Tax implications are taken into consideration including relevant leave forms submitted;
- relevant documentation has been attached to the Travel Request; and
- Travellers with a medical condition are aware of any Insurance implications.

4.17 Variations or exceptional circumstances

It is recognised that in exceptional circumstances a requirement may exist to travel outside of the requirements of the Travel Policy and Procedure. In order to ensure that such flexibility exists, approval may be granted to operate outside of Policy by Category 2 Delegates or above, having regard to:

- duty of care and safety of Travellers;
- cost to the University (including additional administrative duties);
- details of the circumstances; and
- self-approval/exemption is not performed, except by the Vice-Chancellor.

Applications to operate outside of normal Policy Instrument provisions must be submitted in writing and attached to the travel application together with the appropriate authorisation from the Category 2 Delegate or above.

5 Delegated Responsibilities

Approver	Level of Delegation
Vice-Chancellor	Approve travel to high-risk countries Self-approval of domestic travel
Category 2 Delegate or above	Approve upgrade of travel class Approve variations or exceptional circumstances for travel

	Self-approval of domestic travel
Category 3 Delegate or above	Assessment and approval of international travel. Approval of inter campus transport arrangements other than the regularly scheduled University transport service. Approval of airport lounge memberships for persons other than the Chancellor, Deputy Chancellor, Vice-Chancellor and contracted senior executive Employees.
Category 4 Delegate or above	Assessment and approval of domestic travel
Relevant Financial Delegate	Approval of financial arrangements

6 References

Nil.

7 Schedules

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

8 Procedure Information

Accountable Officer	Chief Operating and Financial Officer
Responsible Officer	Chief Operating and Financial Officer
Policy Type	University Procedure
Policy Suite	Travel Policy
Subordinate Schedules	Domestic Travel Allowance Schedule International Travel Allowance Schedule
Approved Date	1/7/2024
Effective Date	1/7/2024
Review Date	3/4/2024
Relevant Legislation	*Crime and Corruption Act 2001*

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	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	Accountable Advances Policy Code of Conduct Policy Delegations Policy Fraud and Corruption Risk Management Policy Motor Vehicle Policy and Procedure Procurement Policy Work Health and Safety Policy
Related Procedures	Leave Procedure Motor Vehicles and Travel Fatigue Procedure Workplace Rehabilitation Procedure
Related forms, publications and websites	Australian Taxation Office Corporate Travel Office Website Department of Foreign Affairs and Trade Financial Delegations Schedule Financial Management Practice Manual Human Resources Delegations Schedule Travel System

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Definitions	Terms defined in the Definitions Dictionary
	Delegate (noun) Delegate (noun) means the officer, Employee or committee of the University to whom, or to which, a delegation of authority has been made under this Policy. 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. Expenditure Decreases in economic benefits during the Reporting Period in the form of outflows or depletions of Assets or incurrences of liabilities that result in decreases in equity. This encompasses losses as well as expenses that arise in the ordinary course of business. Insurance The equitable transfer of the Risk of a loss from one entity to another in exchange for payment. It is a form of Risk Management primarily used to hedge against the Risk of a contingent, uncertain loss. An Insurer, or Insurance carrier, is a company selling the Insurance. The insured, or policyholder, is the person or entity buying the Insurance policy for a premium. The insured receives a contract (called the Insurance policy), which details the conditions and circumstances under which the insured will be financially compensated. Policy 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. Policy Instrument A Policy Instrument refers to an instrument that is governed by the

Policy framework. These include Policies, Procedures and Schedules.

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.

Tax Invoice

As defined by the Australian Taxation Office. Refer to the Taxation Policy.

University

The term 'University' or 'UniSQ' means the University of Southern Queensland.

Definitions that relate to this procedure only

Relative

Relative means the person's spouse, the parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendent or adopted child of that person, or that person's spouse (definition from Income Tax Assessment Act 1997).

Supervisor

Any person responsible for leading the activities of others. In the context of this Procedure, a Supervisor includes Employees at any classification level or title who have responsibilities for leading, managing or supervising work teams and/or individual Employees.

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	Travel Arranger An Employee who has been designated to arrange travel on behalf of others in a particular work unit. **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.
Keywords	Travel, domestic, international, intercampus
Record No	15/588PL

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