

# International Travel Allowance Schedule

## 1 Purpose

To provide the rates that apply for international Travellers required to travel on approved University Business.

## 2 Scope

This schedule must be read in conjunction with the Travel Procedure and is subordinate to it.

## 3 Schedule

These rates are subject to change from time to time with approval from the University.

Table 1 International Rates - Reasonable amounts			
Country Cost Group	Meals (daily rate)	Incidentals	Total
1	\$60	\$25	\$85
2	\$85	\$30	\$115
3	\$120	\$35	\$155
4	\$155	\$35	\$190
5	\$185	\$40	\$225
6	\$215	\$45	\$260

Table 2 Country Cost Group			
Country	Cost Group	Country	Cost Group
Albania	2	Kenya	4
Algeria	3	Latvia	4
Angola	4	Lebanon	3
Antigua and Barbuda	6	Lithuania	3

Argentina	2	Luxembourg	5
Armenia	3	Macau	5
Austria	5	Malawi	2
Azerbaijan	3	Malaysia	3
Bahamas	6	Mali	3
Bahrain	5	Malta	4
Bangladesh	4	Mauritius	4
Barbados	6	Mexico	3
Belarus	2	Monaco	6
Belgium	5	Morocco	4
Bermuda	6	Mozambique	3
Bolivia	3	Myanmar	3
Bosnia	2	Namibia	2
Brazil	3	Nepal	3
Brunei	3	Netherlands	5
Bulgaria	3	New Caledonia	5
Burkina Faso	3	New Zealand	4
Cambodia	2	Nicaragua	3
Cameroon	4	Nigeria	4
Canada	5	North Macedonia	2
Chile	3	Norway	6
China	5	Oman	6
Colombia	3	Pakistan	2
Congo Democratic Republic	5	Panama	4
Cook Islands	4	Papua New Guinea	4
Costa Rica	3	Paraguay	2
Cote D'Ivoire	4	Peru	4
Croatia	3	Philippines	4

Cyprus	4	Poland	3
Czech Republic	3	Portugal	4
Denmark	6	Puerto Rico	6
Dominican Republic	4	Qatar	6
East Timor	4	Romania	3
Ecuador	4	Russia	4
Egypt	3	Rwanda	3
El Salvador	3	Saint Lucia	5
Eritrea	4	Saint Vincent	4
Estonia	4	Samoa	4
Ethiopia	2	Saudi Arabia	4
Fiji	3	Senegal	4
Finland	6	Serbia	3
France	5	Sierra Leone	2
French Polynesia	6	Singapore	6
Gabon	6	Slovakia	4
Gambia	2	Slovenia	3
Georgia	2	Solomon Islands	4
Germany	5	South Africa	2
Gibraltar	4	Spain	5
Greece	4	Sri Lanka	3
Guatemala	4	Sweden	5
Guyana	4	Switzerland	6
Hong Kong	6	Taiwan	5
Hungary	3	Tanzania	3
Iceland	6	Thailand	4
India	3	Tonga	3
Indonesia	3	Trinidad and Tobago	6
Iran	1	Tunisia	2

Iraq	4	Türkiye (Turkey)	3
Ireland	5	Uganda	3
Israel	6	Ukraine	3
Italy	5	United Arab Emirates	6
Jamaica	4	United Kingdom	5
Japan	5	United States of America	5
Jordan	6	Uruguay	3
Kazakhstan	2		

## 4 References

Nil.

## 5 Schedule Information

<b>Accountable Officer</b>	Chief Operating Officer and Chief Financial Officer
<b>Responsible Officer</b>	Chief Operating Officer and Chief Financial Officer
<b>Policy Type</b>	University Procedure
<b>Policy Suite</b>	<a href="#">Travel Policy</a>
<b>Approved Date</b>	13/12/2023
<b>Effective Date</b>	13/12/2023
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<b>Relevant Legislation</b>	
<b>Policy Exceptions</b>	<a href="#">Policy Exceptions Register</a>
<b>Related Policies</b>	
<b>Related Procedures</b>	<a href="#">Travel Procedure</a>
<b>Related forms, publications and websites</b>	<a href="#">Domestic Travel Allowance Schedule</a> <a href="#">Travel System</a>
<b>Definitions</b>	<b>Terms defined in the Definitions Dictionary</b>

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	<p><a href="#">Employee</a></p> <p>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.</p> <p><a href="#">Procedure</a></p> <p>An operational instruction that sets out the process to operationalise a Policy.</p> <p><a href="#">Student</a></p> <p>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.</p> <p><a href="#">University</a></p> <p>The term 'University' or 'UniSQ' means the University of Southern Queensland.</p>
	<b>Definitions that relate to this schedule only</b>
	<p><b>Traveller</b></p> <p>All Employees, Students, Council members and Visitors travelling on approved University Business.</p> <p><b>University Business</b></p> <p>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.</p>
	<p><b>Keywords</b></p> <p>Travel, domestic, international, rate</p>
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