

# Travel Procedures

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## Associated Policy

CIT's Travel Procedures have been developed in conjunction with the CIT *Travel Policy*.

## Introduction

This procedure is to provide CIT employees with guidance to ensure that official CIT travel is undertaken in accordance with the principles and requirements of the CIT *Travel Policy*, and the *Public Sector Management Standard 2006 Part 7.1 – Travel – domestic and international*<sup>1</sup>.

Travel must be undertaken in an efficient, safe, and cost-effective manner. Travel is an area of activity requiring a high degree of accountability and transparency. Common sense, sound judgement and ethical behaviour should be exercised at all times to keep travel related expenses to a practical minimum and to ensure that all expenses can be justified as being reasonable.

## Procedures

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<sup>1</sup> This is in accordance with the *Public Sector Management Standards 2016*, Section 113.

## For trips outside the Australian Capital Territory (ACT):

### Identifying the need to travel

After first considering any available alternatives to travel, the traveller must identify that travel is the most cost effective and efficient means of achieving the required outcome.

Once this has been identified the traveller must prepare an itinerary and estimation of costs for approval. Estimated travel costs can be requested from the Financial Services team. This should be completed on the [Travel Approval Form](#).

Travellers **must not** book their own travel and must contact Financial Services Officer with a minimum of 2 weeks prior to the departure to complete booking to avoid the risk of non-availability.

All travel must be booked by CIT Finance through the contracted provider Corporate Travel Management (CTM) for flights, accommodation and car hire, unless:

- it can be demonstrated that a cheaper fare can be obtained with the exact travel requirements. In these circumstances, a quote from CTM should be obtained by the Finance Service Officer that exactly matches the options sought from an alternative travel provider. A copy of both quotes must be submitted before approval can be granted, and a copy retained with the travel application for audit.

### Prepare documentation for approval

Different documentation is required depending on the travel and the traveller type. Refer to the below traveller types for requirements. All documents are available on CIT Intranet.

- **Domestic Travel for CIT staff** – require a [Travel Approval Form](#) with relevant financial delegate approval. Note, this is only required if the travel destination is outside the ACT and immediate surrounding regions (e.g. [Travel Approval Form](#) **not** required for travel to Queanbeyan, but **is** required for travel to the South Coast).
- **Domestic Travel for non CIT Staff** – require a [Travel Approval Form](#) with relevant financial delegate approval **AND** written approval from CIT's Chief Executive Officer (CEO). This is required when travel occurs at a cost to CIT.
- **International Travel** – International travel requires Minister approval prior to booking. This approval requires a Minister brief through the Office of the Chief Executive (consideration of approval flows needs planning considerations), a [Travel Approval Form](#) **AND** an [International Travel Request for Chief Executive Approval Form](#), CEO approval required for both forms. An [ACT Insurance Authority Form](#) will also need to be completed. Additionally, CIT international travellers are required to attach a printout of the Department of Foreign Affairs and Trade (DFAT) website travel advice at <http://smartraveller.gov.au/guide/all-travellers/Pages/default.aspx>, for the destination country/city.

If travel relates to **Professional Development**, an delegate approved [Application to attend a Professional Development Activity Form](#) needs to be provided in addition to the above.

Travellers must prepare their itinerary in accordance with the guidelines below. The estimation of costs should be prepared based on the itinerary and include all known costs including the expected flight costs, Cabcharge, accommodation, conference registration fees and any meals or incidental costs associated with the travel.

**Note:** Travellers should contact their Financial Services Officer or Business Support Manager with any questions regarding the travel process. The Financial Services Officer can also assist with preparing itineraries and estimation of costs.

## Fares

It is the responsibility of the traveller and the financial delegate approving the travel to ensure that the travel is as cost effective as possible. Travellers must plan their travel as far in advance as possible to ensure availability and to take advantage of cheap fares and any available discounts.

## Air Travel

The classes of airline travel available to CIT employees are detailed in the table below. Any deviation from these class types is subject to CEO approval with each case considered individually on their merit. The lowest logical fare is the cheapest available fare that enables the Institute's objectives to be met and ensures the effective use of Travellers time. Travellers cannot accrue frequent flyer points for CIT business related travel.

Airline Travel Classes		
Delegate	Domestic	International
Chief Executive Officer and Executives (Senior Executive Service – Levels 1 and 2)	Lowest Logical Airfare, Economy Class for all trips or parts of trips under 4 hours in the air. Lowest Logical Fare, Business Class for all trips or part of trips exceeding 4 hours in the air.	Lowest Logical Fare, Business Class
Non-Executives	Lowest Logical Fare, Economy Class for all travel	Lowest Logical Fare, Economy Class.

All flights must be booked through CTM by the appropriate Financial Services Officer. Using CTM, the Financial Services Officer can book domestic and international flights.

CTM payment is on account and individual travellers are not responsible for payment of their flights.

## Accommodation

Consideration should be given to proximity to event venue as savings may be made in transport costs where the venue and accommodation are in close proximity. Any deviation from the below standards must be justified as being a reasonable cost and approved by the financial delegate.

Accommodation Standards		
	Domestic	International
Chief Executive Officer	4.5 Star	
Executives (Senior Executive Service – Levels 1 and 2)	4 Star	
All other CIT Staff	3 Star	3.5 Star

All accommodation must be booked by the appropriate Financial Services Officer through CTM. CIT can book accommodation with most providers through CTM, subject to availability both domestically and internationally. Exceptions to booking accommodation through CTM will only apply in circumstances where it is more cost effective to do so, such as when conferences include the cost of accommodation in the registration fee, and only at the approval of the financial delegate. The request for approval must include the reason for procuring outside of the CTM contract.

Circumstances where an exception to the star rating and CTM may be authorised by a travel delegate include:

- The location of hotels, within the star rating, are at an unreasonable distance to the event being attended, which will exacerbate the cost of travel.
- The cost of a hotel, at a star rating greater than the entitlement, is lower than the cost of a hotel at a lower star rating.
- Conference providers offer accommodation packages at a reduced rate for attendees and need to be booked outside of CTM.
- Employees have genuine safety concerns regarding the location and time they must travel.

If an exception is requested, a justification must be stated on the travel form and approved by the delegate.

CTM payment is on account and individual Travellers are not responsible for payment of their accommodation.

The Financial Services Officers will book the cheapest available room at the requested accommodation. The traveller **cannot** request certain room types.

## Vehicles – Institute and Private Vehicles

Travel by car should only be undertaken when it is most cost effective to do so.

Travellers wishing to travel by car should first try to book an **Institute vehicle**. Refer to CIT Intranet for the current list of Institute vehicles titled [“CIT Fleet Vehicles.”](#) Travellers should contact the relevant person according to this list to make booking arrangements.

Where an Institute vehicle is not available travellers may seek to travel by **private vehicle**.

Travellers must complete the *Application for [Approval to Use Private Motor Vehicle for Official Purposes](#) located in the [Use of Motor Vehicles on Institute Business Policy](#)* available on CIT Intranet. Copies of their comprehensive and third-party insurance; drivers’ licence; and vehicle registration must be provided when submitting to the delegate for approval. Prior to travel departure, travellers must complete the

paperwork and receive approval. This approval is not required for Executives who are provided vehicles as agreed in their Executive contract.

It is important for delegates to note that the approval of the *Application for Approval to Use Private Motor Vehicle for Official Purposes* and the submission of the claim for kilometres travelled are two separate processes. Financial delegates should pay close attention to the approval period and conditions that has been entered by the traveller on the [Application for Approval to Use Private Motor Vehicle for Official Purposes Form](#). A possibility exists the traveller may seek reimbursement for additional trips outside of the period of travel.

Where a private vehicle is used, CIT will reimburse the traveller on a 'cents per kilometre' basis **up to** the cost of the cheapest practical alternative travel method. The applicable rates are set out in the current Enterprise Agreement available on CIT Intranet. The claim for reimbursement will need to demonstrate that the travel was necessary, and the use of an Institute vehicle was not a viable option.

The cheapest practical alternative travel method will be the cost of the 'lowest logical fare' of return flights (refer to Air Travel section above). A quote will be provided by the Financial Services Officer which will be attached to the Application for Approval to Use Private Motor Vehicle for Official Purposes before being given to CIT People and Culture Branch for payment. This reimbursement is made by CIT People Culture Branch as a salary allowance and not through the travel acquittal process.

### Car Hire

Hire cars should be used where they are the most efficient and cost-effective method of travel. Where the use of a hire car has been approved by the financial delegate, bookings are to be made by the Financial Services Officer.

### Cabcharge Vouchers only — simplified arrangements:

When a staff member only requires Digital Cabcharge Vouchers for official purpose travel (e.g., Travel within ACT, the following simplified arrangements apply.

Under the simplified arrangements, the staff member is not required to use the [Travel Approval Form](#) however the [Approval for Use of Cabcharge Form](#) is to be completed. All fields of the [Approval for Use of Cabcharge Voucher Form](#) must be completed and the form must be approved by the relevant delegate prior to Vouchers being issued. The original form must be submitted to the Financial Services Officer for issue.

Cabcharge vouchers are issued digitally either by SMS or email. Vouchers can then be added to the phone wallet or put into Silver Service App or 13Cabs App, a smart phone will be needed to access any Cabcharge vouchers. Cabcharge is currently supported by iPhone 6 or later and with iOS 9 and later, and Android with NFC and Lollipop 5.0 and above. If the traveller does not have access to the Cabcharge Vouchers digitally they will need to pay the fares and seek reimbursement on the return from travel.

Refer to **Appendix 3: Cabcharge Vouchers Administration** for further procedural details. In addition to the above, Cabcharge Vouchers may be issued to students or external visitors to CIT. Refer to the Official Travel by Non-Institute Staff Cabcharge Voucher section in **Appendix 3: Cabcharge Voucher Administration** for the required steps. Cabcharge Vouchers may be required by staff, students or external visitors for one of three purposes:

1. Official Purposes:
  - a. Where staff are completing overtime late at night or on weekends and require transport home.
  - b. For an official visitor to CIT as deemed necessary by the relevant delegate.
  - c. Where staff are required to attend another campus for meetings; or
  - d. Other trips associated with travel as per the CIT Travel Policy.
2. For students or external visitors to CIT in managing health and safety issues or concerns.

See Official Travel by Non-Institute Staff – Cabcharge Voucher section for steps to follow.

3. Where a CIT staff member is in a crisis or otherwise unfit state to travel independently.

In cases where a Director or Executive has identified a CIT staff member in a crisis or otherwise unfit state to travel independently, they may approve the issue of a Cabcharge Digital Pass, *once all other options have been exhausted*, i.e., work colleagues, family, friends, spouse or partner. If incident occurs within CIT campus's it is to be reported in Riskman.

Depending on the circumstances the following documentation is required to be completed and approved prior to acquiring Cabcharge Vouchers:

- The [Travel Approval Form](#)
- The [Approval for Use of Cabcharge Form](#) when Taxi use is expected

Cabcharge vouchers should be used to pay for appropriate approved travel related taxi fares. For details on the appropriate use of taxis refer to [Appendix 2: Cabcharge Vouchers Administration](#).

### Meals and Incidental Expenses

[Appendix 1](#) contains a list of reasonable travel expenses that are legitimate work-related expenses (reasonable costs) that may be incurred to conduct business effectively and efficiently while travelling. The estimate of travel costs should include the listed expenses that are expected to arise during the trip. The traveller is to use [Australian Taxation Office reasonable travel allowances](#) as a guideline to assist with following meal expenses and limits. Any reimbursement that is above these limits will be at the traveller's expense.

Reimbursable meal costs include breakfast and/or lunch and/or dinner costs, tax and gratuities/service charges. The cost of alcoholic drinks will not be reimbursed. Snacks between meals are at the Traveller's expense.

Meal expenses **will not** be reimbursed for travel that is **less than** ten hours travel when meals would normally be provided by the traveller in the normal course of the working day.

Travellers will be reimbursed for legitimate work-related expenses as part of the travel acquittal process. Travellers **must obtain tax invoices/receipts** to support all GST applicable purchases and keep the **originals** for submission with the travel acquittal upon return from travel. Refer to the travel acquittal section for further information.

Travellers are to only claim for themselves or other CIT staff. If paying for other CIT staff their names **must** be included on Travel Acquittal form in the Description of Expenditure section.

### Travel Advance

Travellers seeking an advance must indicate this on the [Travel Approval Form](#). The amount of an advance is to be approved by the financial delegate on the [Travel Approval Form](#) and should be an amount matching the estimated cost of meals and incidentals. International travel advances will only be made in Australian dollars (AUD).

Travellers seeking a travel advance must ensure that they notify their Financial Services Officer at least two weeks in advance of the travel date to allow time for it to be processed. Travel Advances are paid through Electronic Funds Transfer (EFT) directly to the Travellers bank account. Travellers should provide their bank account details to the Financial Services Officer to avoid delay in processing the travel advance.

In addition to having the approval of the financial delegate, to receive an advance, the traveller must:

- Have no outstanding advances from previous travel.
- Be travelling to a location where cash is the only practical means of meeting costs.
- Not have access to a corporate credit card; and

- Obtain Executive approval in addition to financial delegate approval when the trips are three business days or less and airfares and accommodations have been arranged by CIT.

Travellers may use their travel advance to pay for legitimate work-related expenses and **must** retain original tax invoices to support all GST applicable purchases. Travel advances are to be acquitted through the travel acquittal process. If advance is not spent in full the traveller will be invoiced by the Financial Services area.

Staff travelling overseas for commercially funded business may be eligible for an Overseas Commercial Allowance (OsCA), which is processed by CIT People and Culture Branch.

Travel advances provided under specific contracts also fall under the scope of the CIT Travel Policy and Procedure, and therefore must comply with all instructions set out in this document.

### Travel Authorisation

The financial delegate must approve the travel proposal itinerary and estimation of costs prior to booking. The Institute may not reimburse costs if prior approval is not obtained.

The following approvals must be obtained **prior** to bookings being made:

**Domestic travel** – authorised by a financial delegate on the [Travel Approval Form](#).

**International travel** – international travel requires approval from the **Minister** through CIT's CEO and the relevant Director prior to booking. The Minister's approval must be obtained through CIT's CEO's office with a completed [Travel Approval Form](#) and an [International Travel Request for Chief Executive Approval form](#). The Director must sign the [International Travel Request for Chief Executive Approval Form](#).

**Travel for non CIT Staff** – requires written approval from CIT's CEO and approval from the financial delegate on the [Travel Approval Form](#).

In general, the Institute will not pay for travel by non-Institute personnel. However, exceptions to this rule are:

- travel by an officer's spouse as applicable under conditions of employment; or
- travel by interviewees, consultants and contractors where it is essential and directly related to the effective accomplishment of official business.

In these limited instances, prior written approval of CIT's CEO must be obtained.

### Recreational Leave while Travelling

If a traveller wishes to take recreational leave while travelling on official business, the traveller must seek prior approval from the delegate (College or Branch Director, relevant Executive Director the CEO).

Travellers should take note that there may be implications for insurance cover, especially in relation to international travel. For further information, refer to the Travel Insurance section above.

While not on duty including recreational leave, the traveller is responsible for their own expenses, including for all meals, incidentals, accommodation, and car hire bookings. If taking extended leave after official business transport will be booked to Canberra, staff members cannot request to travel to other cities after or during recreational leave.



### Booking Travel

Travelers are **not** to book their own travel or undertake any official travel without delegate approval.

Once the travel proposal is approved, the traveler must submit the appropriate paperwork to the Financial Services Officer who will book all travel through the contracted travel provider CTM for flights, accommodation, and car hire.

Exceptions to booking through the contracted provider CTM will only apply in circumstances where it is most cost effective to do so and if approved by the financial delegate. These arrangements will be determined individually, and bookings should still be made by the Financial Services Officer rather than the traveler.

Once booked, confirmation and booking details will be sent to the traveler by the Financial Services Officer.

The Financial Services Officer will include the cost of booked travel on the [Travel Acquittal Form](#). This form is to be completed on travelers return to work. All travel must be acquitted **within 10 working days** of return from travel. Refer to [Travel Acquittal](#) section.

The Financial Services Officer keeps a Travel Register documenting all travel undertaken for the Branch/College as well as forms and all related documents on file.

### Cancellations and Amendments

It is the traveller's responsibility to immediately advise their Financial Services Officer by email if cancellation or amendments to travel arrangements are required. Amendments must be approved by the financial delegate before any changes can be made. Amendments must be arranged by the Financial Services Officer.

Airlines and hotels may impose charges for late cancellation or amendment to travel plans with notification deadlines varying between providers. It is the traveler's responsibility to ensure that where possible these fees are avoided. If the staff member has gone outside of this procedure and booked their own flights and accommodation, CIT may not reimburse a traveller for unnecessary charges incurred unless the traveller provides a legitimate reason for failing to notify their Financial Services Officer in a timely manner.

### Payment of Travel Expenses

Where possible, payment of travel expenses will be made via:

- Invoicing arrangements provided by CTM;
- Travel Vouchers, or
- Corporate credit card

Any payments made using these methods must be handled in accordance with the applicable policy – *CIT Procurement Policy* and the *CIT Corporate Credit Card Policy*.

Travellers issued with a corporate credit card should use the card to settle **approved** meal and incidental expenses incurred and only where these costs are not to be paid under the agreed charging arrangements provided by CMT.

Travellers without corporate credit cards can pay for approved meal and incidental expenses incurred out of an advance or claim reimbursement upon return from travel as part of the acquittal process.

Travellers **must obtain tax invoices/tax receipts** for all travel related purchases.

### Travel Acquittal

All travel must be acquitted **within 10 working days** of return from travel. The Financial Services Officer will have sent a partially completed [Travel Acquittal Form](#) to each traveler. Upon return from travel, the



traveler must complete the remaining portion by listing any meal and incidental expenses claimed and the cost of any taxis paid for, using Cabcharge. If there is insufficient space for all items, travelers should attach a detailed list of all expenditure and add the total as one line to the acquittal form.

Travelers must submit **original tax receipts/tax invoices** (for GST applicable items) for each meal or incidental claim. Where receipts/ tax invoices are lost, a *Statutory Declaration* (available on CIT Intranet) must be completed by the traveler and counter signed by an appropriate officer (refer to the *Statutory Declaration* for details).

The *Statutory Declaration* must include a statement, stating that a receipt was lost as well as the following information:

- Description of purchase;
- Where the item was purchased;
- Amount of purchase;
- Payment method (cash or card\*); and
- Date of purchase.

\*If the item was purchased on card, then, if possible, the traveler should attach a copy of the relevant transaction on the bank statement to support the amount being claimed.

A *Statutory Declaration* will be requested in circumstances such as where the receipt is difficult to read or where only an EFTPOS docket is obtained. This is a precaution to ensure compliance because such receipts do not usually provide an adequate description of the goods purchased or the supplier goods/services were purchased from.

Corporate credit card holders must submit their original tax invoices/tax receipts with their corporate credit card acquittal and attach copies to the travel acquittal.

Once complete, the traveler must submit the [Travel Acquittal Form](#), with all relevant documentation, signature of traveler and financial delegates electronic signature. For international travel, CIT's CEO does **not** need to approve the travel acquittal.

Once approved, the traveler submits the [Travel Acquittal Form](#) to the Financial Services Officer who will check compliance, process any applicable reimbursements by EFT, and file all documents in TRIM. Travelers should also provide their bank account details on [Travel Acquittal Form](#).

Travelers who received a travel advance from CIT (including allowances under specific contracts) must submit [Travel Acquittal Form](#) as above and the Financial Services Officer will provide a compliance check of all claims. Where the traveler spent less than the amount of the advance, the Financial Services Officer will advise the amount to be repaid to CIT and provide details on how to refund to CIT. This will be by direct deposit into the CIT bank account. The traveller must pay the balance **within 5 working days** of receipt of the advice from the Financial Services Officer and provide the deposit receipt, once paid. Where the claim is greater than the advance received, and all expenses are reasonable and approved by the financial delegate the balance will be reimbursed to the traveller by EFT.

### International Travel

**(Refer to Traveller Health and Safety below)**

Travel acquittal reimbursements for international travel are calculated using the AUD conversion amount calculated on the first day of travel.

In the case of international travel, a report detailing outcomes of the trip must be submitted to CIT's CEO **within 28 days of returning** to Australia, this is in addition to the expense acquittal outlined in the travel acquittal section above. The report should contain a table of contents, objectives, recommendations and an actionable contact list. The traveller will be required to report on actions arising from this report.

### Travel Insurance

CIT and the ACT Government (ACTIA), provide cover for work related injuries through Comcare arrangements for workers compensation. The Comcare arrangement covers CIT staff travelling for *official purposes* both in Australia and overseas (but only trips of up to 120 days in length in the case of overseas travel). For clarification of workers compensation arrangements contact CIT People and Culture Branch.

For international travel, the ACT Government also covers sickness, injury or death not covered under workers compensation arrangements and loss of baggage and assets regardless of ownership.

CIT staff travelling overseas should complete the *ACT Insurance Authority (ACTIA) Travel Request Form* available on CIT Intranet and send to their Financial Services Officer. ACTIA must be advised of all international travel **at least two weeks prior to travel**. ACTIA will provide a Travel Insurance Confirmation that provides contact details for the insurer's emergency assistance service. The emergency number can be called from any country in the world by reverse charge call. In the event a call must be made, the traveller should advise the assistance service that they are covered by the ACT Government insurance policy arrangements.

CIT's insurance does not cover periods of recreation leave immediately before, after or during official overseas travel. If recreation leave is to be taken, the traveller should secure private travel insurance from a reliable travel insurance provider.

### Traveller Health and Safety

CIT will take every reasonable and practicable step to ensure the safety of travellers and will seek to ensure that safety is considered in the selection of preferred accommodation.

Issues worth considering when travelling include:

- having all necessary vaccinations and medication as recommended by medical advisers.
- gaining medical approval in instances where existing medical conditions are likely to be aggravated or exacerbated by travel.
- organising private travel insurance and medical insurance when necessary and providing next of kin details to managers.
- advising managers and family of contact numbers and destinations.
- a short phone call to immediate family once a day (reimbursable); and
- the size, shape and weight of luggage and ease of transportation.

### Security Protocols for Staff on Overseas Assignment

CIT International travellers have a responsibility to ensure that they are fully informed of possible risks to their safety on the journey and in the destination city and country.

- Visit DFAT website travel advice [www.dfat.gov.au](http://www.dfat.gov.au)
- Provide travel advice for the destination country/city.
- Attach the travel advice to travel documents to be sent for approval i.e. [Travel Acquittal Form](#) and an International Travel Request for Chief Executive Approval form, before submitting for approval.
- CIT International travellers are required to access the DFAT website travel advice immediately prior to departure to obtain the most up to date travel information. Travellers are also required to take reasonable steps to obtain additional updates while offshore.

- Advice provided in the DFAT travel advice is to be acted upon except in exceptional circumstances with approval from the Chief Executive, CIT.
- There may be instances where, failure to observe DFAT travel advice could result in the negation of insurance coverage.
- CIT assets are not to be taken overseas, e.g., work laptops due to security threats.

## Documentation

Authority Source	<ol style="list-style-type: none"> <li>1. <a href="#"><i>Financial Management Act 1996</i></a></li> <li>2. <a href="#"><i>Public Sector Management Standard 2006 Part 7.1 – Travel – domestic and international.</i></a></li> </ol>
Related Documents	<ol style="list-style-type: none"> <li>1. <a href="#">Chief Executive Financial Instructions - CIT Finance Policy</a></li> <li>2. <a href="#">Travel Policy</a></li> </ol>
Delegations	<ol style="list-style-type: none"> <li>1. <a href="#">Financial Delegations</a></li> </ol>

## Appendix 1: Reasonable Travel Expenses and Overseas Commercial Allowance OsCA

### Reasonable Travel Expenses

CIT will reimburse all reasonable official travel related expenses, including transportation, accommodation, meals and incidental expenses.

The following list is a guide of reasonable travel expenses. What is considered reasonable will vary depending on the destination, duration and nature of the travel. It is the Travellers responsibility to ensure that only those expenses necessary to conduct business efficiently and effectively are incurred.

- Tickets for air, bus, ferry, rail
- Accommodation - room only costs
- Car rental and hire costs - when other means of transportation are unavailable, more costly, or impractical
- Taxis
- Main Meals (where the cost of meals has not already been paid for by the ACT Public Service or other parties e.g., included in conference fees)
- Parking costs (does not include parking or traffic fines)
- Tolls
- Laundry and dry cleaning (if away from home for 3 nights or more)
- Telephone costs - business and a short call home once every day
- Postage, internet, modem and fax costs for work-related purposes.
- Photocopying and business services where these could not be arranged prior to departure or at the offices visited
- Clothing when visiting harsh climates (requires prior approval)
- Local taxes, stamp duties and transaction costs for work-related activities
- Travellers' cheque fees
- Currency conversion costs
- Pre-travel medical costs
- Excess baggage for work - related documentation or equipment
- Passports visas and special documentation requirements for foreign countries visited
- Tips and gratuities (when customary)
- Medical costs in case of sickness when travelling.

Expenses not considered reasonable are those, which are not work-related, excessive, unnecessary, and inappropriate or have been inclusive in other expenses. These may include traffic fines, mini-bar and in-house movies, room service, toiletries, gym fees, in-flight refreshments, recreational expenses, or meal expenses for single day travel less than ten hours.

### Overseas Commercial Allowance OsCA

#### (Excerpt from the 2021-2022 Enterprise Agreement)

M.48.1 The Overseas Commercial Allowance (OsCA) applies to officers who are undertaking commercial work or activities associated with procuring and managing contestable business for CIT on site overseas.

M.48.2 The rate of the allowance is \$85 gross payment, per day and will not be adjusted for the life of the agreement.

M.48.3 The officer will be entitled to receive the allowance for the duration of the overseas project, while performing duties as mentioned in subclause M.48.1.

M.48.4 The maximum approvable duration for the allowance will be three months from the date of its commencement.

M.48.5 Approval of payment for the allowance must be given prior to the staff member travelling overseas.

M.48.6 Once approved, the allowance will be paid for each calendar day, including weekends and travel days, to and from the destination of the commercial activity, except for approved periods of leave, other than Personal Leave as mentioned in subclause M.16.7 below.

M.48.7 The officer will be entitled to receive the allowance during periods of approved Personal Leave, where the leave is due to illness or injury sustained during the period of the overseas project.

M.48.8 The allowance is payable in addition to the current meals and incidentals reimbursement process that applies for CIT officers.

M.48.9 The allowance is classified as 'taxable income' for taxation purposes.

M.48.10 Subject to subclause M48.11, officers performing duties as described in subclause M48.1 will remain officers of CIT for the duration of the overseas project and retain full rights and responsibilities of employment under this agreement.

M.48.11 While the officer is performing work as specified under subclause M.48.1, the officer's conditions of employment may be amended to suit the business needs of the overseas project. Where this is the case, any variation to the employment conditions will be specified in a written agreement between the officer and the Chief Executive.

## **Appendix 2: Cabcharge Vouchers Administration**

### **Official Travel by Non-Institute Staff – Travel Voucher**

In addition to the above, Cabcharge Vouchers may be issued to students or external visitors to CIT in instances where a person is psychologically or otherwise unfit to travel independently, which includes, but is not limited to, severe cases of anxiety, trauma or other mental health conditions.

A determination is required by the Manager of Student Support, the Head of Counselling or from a member of the team of psychologists/counsellors.

College Director, Pathways, Business and Leadership will delegate to the relevant person (Responsible Officer) in CIT Student Support.

Consequently:

- The Responsible Officer can request ten (10) Cabcharge Vouchers to be available for use ONLY in the instance of an Exceptional Mental Health Circumstance.
- The Financial Services Officer will record the issue of the ten (10) Cabcharge Vouchers to the Responsible Officer in the Travel Register.
- The Responsible Officer is required to complete the [Approval for Use of Cabcharge Voucher form](#) and have it approved by the College Director, as well as provide all required information and documentation to the Financial Services Officer.

### **Cabcharge Vouchers - Service Provider Accounts**

Account closures or changes of any kind are to be processed by the Manager Financial Services and require a written request by the College or Branch Director. Once approved by the relevant delegate, the Manager Financial Services will process the request with the Cabcharge Voucher service provider.

The Financial Services area receives all the monthly Cabcharge service provider Statements and will distribute them to the relevant Financial Services Officers for processing.

A Travel Register must be kept current and is to be made available to CIT Finance or bona-fide auditors on request.

Cabcharge transactions must be documented, verified and approved as consistent with Financial Delegations and the Procedures.

### **Cabcharge Vouchers - Reconciliation Review**

- Financial Services Officers are to undertake monthly reconciliations upon receipt of the Cabcharge service provider Statements. The reconciliation is to be performed between the Travel Register and the Cabcharge service provider Statement.

### **Issue and return of Cabcharge Vouchers**

**Upon issue of a Cabcharge Digital Vouchers, the Financial Services Officer must:**

- On receipt of the appropriate documentation from the staff member, check that the form is correctly completed and approved.
- Issue the staff member with the number of Cabcharge Vouchers approved on the form.
- Record the staff members travel on the Travel Register with number of digital vouchers requested.
- Record the details of the trip in the Travel Register.
- Remind the staff member that Digital Passes will expire after their travel finishes and will become invalid/unusable.



- Reconcile of account will happen through the Cabcharge Plus account and be processed when monthly statements are received.

When Cabcharge Vouchers are issued for Exceptional Circumstances or to a CIT staff member in a crisis or otherwise unfit state to travel independently the following additional steps are required:

- *Exceptional Circumstances*
  - Record the Responsible Officer's details in the Travel register
  - Record that the Cabcharge Voucher was issued for Exceptional Circumstance
- *CIT staff member in a crisis or otherwise unfit state to travel independently.*
  - In these circumstances the Nominated officer is required to complete the [Approval for Use of Travel Cabcharge form](#) and have it approved by the authorising Director.
  - Record that the Digital Pass was issued for a staff member in crisis or unfit state to travel independently.
  - Ensure that People and Culture Branch have been informed of the issues relating to a staff member requiring support.

### Misuse of Cabcharge Vouchers or Cards:

Where misuse of Cabcharge Vouchers or Cards has been identified, it must be reported by the Nominated officer immediately to the Senior Finance Director and the Director of the non-compliant College/Branch.

The Senior Finance Director will then follow-up with the reported staff member and may engage disciplinary procedures, which may include being held responsible for payment for the trip involved. The incident will be reported to the Executive Director, Corporate Services.

Cabcharge Vouchers are accountable, cash equivalent documents and therefore their misuse is treated very seriously.

### Cabcharge Cards

The issue of Cabcharge cards is limited to those employees who regularly travel outside the Canberra area. Cabcharge cards will only be issued to employees upon approval of the Executive Director Corporate Services or the Chief Executive.

Once issued with a Cabcharge card the officer must ensure that it is always secure. If the card is lost or stolen, the officer must report the loss to the Cabcharge Company immediately and notify the Manager Financial Services in CIT Corporate Services as well as the College or Branch's Nominated officer as soon as possible.

### Paying the Cabcharge Provider Statement

On a monthly basis, the Financial Services Officer will ensure the Cabcharge account is paid on time.

When the Cabcharge Provider Statement is received the Financial Services Officer must:

- Reconcile each transaction on the Cabcharge Statement to the Travel Register to ensure that each transaction is as per the details in the Travel Register.
- Process the payment through the Automated Accounts Payable System (APIAS) and attach a copy of the Travel Register and Cabcharge Plus account with the transactions that match the monthly Cabcharge Statement in the comments section of APIAS.

## **Cabcharge Voucher Responsibilities**

### **CIT Corporate Services Finance:**

- Has overall oversight of the Cabcharge Vouchers and Cards.

### **Manager, Financial Services:**

- Obtain supplies of Cabcharge vouchers and Cards from the Cabcharge provider.
- Undertake the tasks of opening or closing accounts with Cabcharge.
- Undertakes periodic reviews of the monthly reconciliations between the Travel Register and the Cabcharge Statements, completed by the Financial Services Officer.
- Report any variances/issues and provides the explanations from the College or Branch to the Chief Financial Officer.

### **Financial Services Officer**

- Issue digital Cabcharge vouchers after checking and confirming correct documentation.
- Maintain the travel Register and update issued Cabcharge Digital Passes and cards.
- Report any lost or stolen Cabcharge cards immediately to Cabcharge.
- Reconcile the Travel Register each month to the monthly Cabcharge Statement.
- Ensure monthly Cabcharge statement is paid on time.

### **Responsible Officer:**

- Are appointed by the College Director.
- Ensure Cabcharge vouchers received are ONLY used for Exceptional Circumstances on the recommendation from the manager of Student Support, the Head of Counselling or from a member of the team of psychologists/counsellors.
- Follow up outstanding documentation.