Canberra Institute of Technology
cit.edu.au

Travel Procedures

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*[1].

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

Table of Contents:

[1] 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 / affordable and efficient means of achieving the required outcome.

Once identified, the traveller must prepare an itinerary and estimation of costs for approval (CIT Finance can assist with estimating travel costs) which should be included on the Travel Approval Form.

CIT Finance will select the appropriate travel with the event details provided and in accordance with the PSM standards unless specific details are provided. Travellers may book their own travel via the contracted corporate travel providers, CTM. Complete the CTM account request form to obtain access to the CTM portal. If travellers would like CIT Finance to book travel, requests should be submitted at least two weeks prior to planned travel date.

Note: Travel bookings will not be accepted if completed and approved travel forms have not been received by the Financial Services Team within 10 business days of the intended travel date it is therefore necessary to plan and seek approval early to avoid disappointment.

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 where travel arrangement will incur a cost to CIT.
- **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.

Travellers should provide the completed travel form to delegate for their approval, which should include expected flights, Cabcharge requirements, any private vehicle use, accommodation details, conference / training location, registration fees and any meals or incidental costs associated with the travel, along with a best estimate of the cost of the planned travel activities. The delegate's approval is also endorsement of a contingency for changes in fares / fees that may occur between the time of travel approval and the actual booking.

Air Travel

The classes of airline travel available to CIT employees are detailed in the table below consistent with the *Public Sector Management Standard 2006 Part 7.1 – Travel – domestic and international*[2]. Any deviation from these class types is subject to a demonstrated cost-effective solution. The lowest logical fare is the cheapest available fare that enables the Institute's objectives to be met and ensures effective use of Travellers time. Travellers cannot accrue frequent flyer points for CIT business related travel.

[2] This is in accordance with the *Public Sector Management Standards 2016*, Section 113.

Airline Travel Classes		
Delegate	**Domestic**	**International**
Executive-Level	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 the CTM portal for both domestic and international flights. Payment for flights are system-managed in CTM upon booking approval. Airfares will be charged back to the individual's business unit for which the delegate is responsible.

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. Accommodation standards are consistent with the *Public Sector Management Standard 2006 Part 7.1 – Travel – domestic and international*[3]*,* any deviation from the below standards must be justified as being a more cost-effective alternative and approved by the financial delegate.

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

All accommodation must be booked through CTM. Most accommodation providers are available in CTM, subject to availability both domestically and internationally. Exceptions to booking accommodation through CTM will only apply only in circumstances where it is demonstrated to me more cost effective and affordable 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 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, justification must be stated on the travel form <u>and</u> approved by delegate.

[3] This is in accordance with the *Public Sector Management Standards 2016*, Section 113.

Payment for accommodation is system-managed in CTM upon booking approval. Flight costs will be charged back to the individual's business unit for which the delegate is responsible. Where CIT Finance book accommodation on behalf of the traveller, the most cost-effective available room at the closest hotel to the venue will be booked.

Vehicles

Travel by car should only be considered where no other modes of transport are available or viable and where doing is cost effective. Where travel by car is approved by the delegate a hire car should be used instead of a CIT fleet vehicle or privately owned vehicle. This requirement does not apply to Executives who are provided vehicles as agreed in their Executive contract.

Where approval for the use of a private vehicle is given, CIT will reimburse the traveller on a 'cents per kilometre' basis **up to** the cost of the cheapest practical alternative travel method. Note that a separate approval is required to claim the reimbursement. The applicable rates are set out in the current Enterprise Agreement. The claim for reimbursement will need to demonstrate that the travel was necessary, prior approval, 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 reimbursement 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 via CTM.

Cabcharge

Cabcharge vouchers are requested via the Travel Approval Form and 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. 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. Cabcharge Vouchers may be issued to students or external visitors to CIT.

Meals and Incidental Expenses

CIT will reimburse staff for **reasonable** official travel related expenses incurred. Any requested reimbursements must be approved by the delegate as reasonable. 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.

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.

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 expense that is above these limits will not be reimbursed to the traveller. Travellers will be reimbursed for legitimate work-related expenses as part of the travel reimbursement process. Travellers **must obtain tax invoices/receipts** to support all purchases and keep the **originals** for submission upon return from travel. All reimbursement requests must have delegate approval prior to being incurred. All reimbursement requests are to be submitted with a completed Accounts Payable Cover Sheet. Refer to the travel reimbursement section below for further information.

Travellers are to only claim for themselves or other CIT staff.

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 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.

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 travel reimbursement process. If advance is not spent in full, the traveller will be invoiced for repayment.

Travel Authorisation

The financial delegate must approve the travel proposal itinerary and estimation of costs (plus contingency) 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. Travel booking forms will not be accepted unless a complete and approved document is received with a minimum 10 business days prior to the date of travel:

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 Executive 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.

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 interviewees, external board members, consultants and contractors where it is essential and directly related to the effective accomplishment of official CIT business. In these limited instances, prior written approval of CIT's CEO must be obtained.

Recreational Leave while Travelling

No personal travel is permitted to accompany travel arranged and paid for by government appropriation.

Overseas Commercial Allowance OsCA

Section M9 of the CIT Educators Enterprise Agreement 2023-26 provides for the Overseas Commercial Allowance which applies to officers who are undertaking commercial work or activities associated with procuring and managing contestable business for CIT on site overseas. The rate of the allowance is $85 gross payment, per day and will not be adjusted for the life of the agreement. The employee will be entitled to receive the allowance for the duration of the overseas project. If approved, the allowance is payable in addition to the current meals and incidentals reimbursement process. The application is processed by CIT People and Culture Branch.

Cancellations and Amendments

It is the traveller's responsibility to immediately advise the person responsible for booking their travel if cancellation or amendments to travel arrangements are required. Amendments must be approved by the financial delegate before any changes can be made.

Airlines and hotels may impose charges for late cancellation or amendment to travel plans with notification deadlines varying between providers. It is the traveller'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 will not reimburse a traveller for cancellation or amendment charges incurred and may not reimburse the related travel.

Travel Reimbursements

Traveller's complete the Accounts Payable coversheet and provide to their line management financial delegate. The GL Account Codes for Travel and PD Reimbursements provides financial coding guidance. **Original tax receipts/tax invoices** should exist for each item for which a reimbursement is being sought. 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).

Once approved by the delegate, the delegate should email the complete form to APSupport@act.gov.au who will process the reimbursement request.

Finance Service Officers are available to assist if there are any queries on how to complete the form.

Travel Insurance

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.

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.

It is the Travellers responsibility to ensure fitness for travel prior to commencing booked travel

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
- Provide travel advice for the destination country/city.
- Attach the travel advice to travel documents to be sent for approval 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	1. *Financial Management Act 1996* 2. *Public Sector Management Standard 2006 Part 7.1 – Travel – domestic and international.*
Related Documents	1. Chief Executive Financial Instructions - CIT Finance Policy 2. Travel Policy
Delegations	1. Financial Delegations