

# Policy and Procedure

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<b>Title:</b>	GM2.4.01 Travel and Accommodation Policy
<b>Custodian:</b>	CEO
<b>Reviewer:</b>	Senior Manager Corporate Services
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<b>Audience:</b>	All UQ College Staff
<b>Associated Policies:</b>	<a href="#">UQC Travel Procedure</a> <a href="#">UQC Dual Purpose Travel Procedure</a>
<b>Version:</b>	2.0

## Policy Statement

Travel management at UQC is a function that comprises all modes of domestic and international travel, and directly associated activities such as accommodation and meals.

UQC travel is an approved journey that includes either a flight or overnight accommodation away from a UQC employee's normal place of work.

This policy outlines the principles and key requirements for UQC travel, which is defined as:

- authorised travel approved by UQC, for the purpose of UQC business.

This policy reflects the UQC's collective responsibility to conduct business in a fiscally responsible manner.

UQ College Ltd management recognises that, in some isolated cases, business related expenses might need to be reviewed on a case-by-case basis, however this primarily applies if the expense in question is not covered by this policy.

## Purpose and Scope

The purpose of this policy is to:

- Establish guidelines for the travel and other business-related expenses of UQ College Ltd employees.
- Ensure that employees are aware of what is considered an acceptable expense that will be eligible for reimbursement, and
- Ensure that there is fair and equitable treatment of employees by defining procedures for authorised business travel and guidelines for expense reimbursement.

This policy applies to any UQ College Ltd employee who:

- Is travelling for business reasons, or
- Is responsible for making travel arrangements.

This policy should be used by employees who review, approve, process or record travel documentation.

This policy does not apply to:

- Staff undertaking travel because of personal reasons (e.g. family related, health related, returning to their home country of their own will);
- Job interviewees who are invited to UQC;
- Volunteers;
- External guests who are invited to UQC, but are not travelling as a representative of UQC;
- Staff travelling to or from a home base to begin employment at UQC, or at the conclusion of a term or contract; or
- Contractors undertaking work for or, on behalf of UQC.

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## 1. Principles and Key Controls

### 1.1 Legitimate purpose of travel

UQC travel will be undertaken for legitimate UQC purposes only and be demonstrably aligned to UQC objectives and strategic priorities.

### 1.2 Conduct while travelling

UQC employees travelling for approved business purposes will act with respect, integrity and professionalism at all times and ensure that their behaviour during the travel is:

- Appropriate to the approved business purpose of the travel;
- Consistent with the UQ Code of Conduct Policy and UQC values;
- Compliant with applicable laws and regulations; and
- Respectful of local beliefs and customs.

UQ staff are at work while on UQ travel, including between periods of UQ travel when it is impractical to return to their normal place of work. This does not include private travel days when a staff member is on approved leave (refer to the [Dual Purpose Travel Procedure](#) (below) for private travel day definition).

### 1.3 Sustainability

While UQ travel is integral to UQ achieving its strategic goals, travel is also a large contributor to UQ's carbon emissions. The environmental impact of travel must be considered and minimised where possible, although not at the expense of a UQ traveller's health and safety.

UQC employees and travel approvers must:

- Avoid travel if the business/academic objective can be achieved without it; and
- If travel is necessary, make sustainable travel choices where possible.

The COVID-19 Pandemic has demonstrated many UQC business activities can be undertaken online effectively such as meetings, conferences, and events. UQC will actively look to minimise the overall number of journeys undertaken by UQC employees moving forward.

### 1.4 Reasonable use of UQC Resources

All reasonable steps will be taken to minimise the cost of travel and its impact on operations, provided:

- The primary purpose of the travel is not compromised;
- There is no unacceptable increase in the safety or health risk to the UQC employee and/or to UQC; and
- There is no adverse impact on UQC's ability to meet its duty of care obligations to the employee.

### 1.5 Class of travel

Domestic air travel must be booked at Economy Class.

International air travel must be booked at Economy Class except if the air travel is more than 7 continuous hours, the travel approver may use their discretion to approve a UQC traveller to travel at a higher class of travel (Premium Economy or Business Class) in certain circumstances including:

1. To accommodate the specific health and safety needs of a staff member such as:

- a. a medically certified disability or medical condition; or
  - b. the travel is required to be undertaken within a very short timeframe (e.g., less than 48 hours total time in the business location).
2. Budget is available and:
- a. the air travel is paid for by an external organisation with funds not administered by UQC, or where a higher class of travel above Economy Class is explicitly included and stated in the approved budget of an externally funded project/contract.

UQC travellers may upgrade travel to a higher class with their own personal funds or loyalty schemes. This can be facilitated by UQ's travel services provider, [FCM Travel Solutions](#).

## 1.6 Justifications and approvals

1. All decisions and approvals for UQC travel will be transparent, verifiable, documented and demonstrate responsible stewardship of UQC's resources, reputation, and values.
2. All UQC travel will be fully justified, budgeted, and approved prior to booking travel in accordance with this policy, the [Dual Purpose Travel Procedure](#) and the 'six steps to travel' outlined on the [UQ travel website](#).
3. UQC will not normally cover any unapproved and unreasonable costs. Where costs are incurred by UQC for any unauthorised travel, expenses will be recovered from the traveller and disciplinary actions will be taken.
4. UQC staff can not approve their own UQC travel or travel-related expenses including any reimbursement claims.
5. UQC staff will not approve UQC travel or travel-related expenses for their supervisor.
6. Expenses associated with loyalty programs and lounge memberships are to be paid for personally by UQC staff. However UQC staff can accrue points for loyalty programs resulting from UQC travel. The UQC CEO can also approve such expenses on a case by case basis.

## 1.7 Travel insurance and fitness for travel

Automatic travel insurance applies to UQC staff undertaking UQC travel more than 50km from their normal place of residence or business, excluding everyday commuting. Travel insurance cover is subject to full policy terms, conditions, exclusions, and limitations.

UQC staff must ensure they are fit for UQ travel, given the nature, purpose, destination and duration of the travel.

UQC staff must familiarise themselves with what is and is not covered under UQ travel insurance while on UQC travel. Please refer to the [UQ Insurance Services website](#) (UQ Travel Insurance brochures for Staff). UQC staff must advise their supervisor and the relevant travel approver prior to requesting UQC travel approval if there is a possible foreseen risk of costs being incurred in connection with the UQC travel which may not be covered by UQ Travel Insurance (e.g. you have a pre-existing medical condition<sup>1</sup> and a doctor has not been prepared to certify fitness for international travel or it's foreseeable that your travel may be cancelled or disrupted).

If a UQC staff member is planning to undertake international UQC travel and has a **pre-existing condition**, they must obtain medical clearance to travel from a doctor within 30 days prior to the UQC travel using the Fit for Travel form available on the [UQ Insurance Services website](#)

The Fit for Travel form must be completed by UQC travellers prior to booking their international UQC travel if, at the time, they are showing symptoms of any defect, condition, illness, or disease.

Any uninsured costs or losses resulting from UQC travel, and where UQC is responsible, will be funded by UQC.

<sup>1</sup> A pre-existing condition is a physical defect, condition, illness or disease for which treatment, medication or advice (including advice for treatment) has been received or prescribed by a doctor in the 12 months prior to the UQ travel. This also includes pregnancy and any mental illness.

## 1.8 Private travel

**Dual Purpose Travel** (defined as a combination of part UQC travel and part private travel) may be permitted in some circumstances provided:

1. The private travel component is not the primary purpose of the trip;
2. The private travel component will not adversely affect the objectives of the UQC travel;
3. The private travel component will not result in any additional cost to UQC;
4. The private travel component would not have occurred if not for the UQC travel;
5. The most logical and economical flight-path to and from the UQC travel destination/s has been selected;
6. Leave for private travel is approved in accordance with UQC's leave approval process;
7. UQC will not incur any Fringe Benefit Tax liability;
8. The travel approver agrees the request is reasonable and approves the dual purpose travel in accordance with this policy and the [Dual Purpose Travel Procedure](#);
9. The UQC staff member abides by the requirements of dual purpose travel in accordance with this policy and the [Dual Purpose Travel Procedure](#); and
10. The UQC staff member agrees to disclose and maintain details of their dual purpose travel to enable UQC to assess compliance with this policy.

UQC will not cover any direct costs attributable to private travel e.g., accommodation, meals. Any costs incurred by UQC that can be directly attributable to or associated with private travel will be charged to and recovered from the UQC staff member.

UQC will not approve any private travel to a High-Risk Destination (see Section 1.9.1).

UQC will not be responsible or liable for managing any issues including risks and customer complaints relating to or arising from private travel or the private portion of dual purpose travel.

Refer to the [Dual Purpose Travel Procedure](#).

## 1.9 Risk management

Travel will not be authorised if the risk to the traveller and/or UQC is assessed as unacceptable by either the relevant travel approver or the High-Risk Travel Approver.

While travelling and where necessary, UQC travellers will be provided with medical and security assistance via **UQ's emergency assistance provider**, [International SOS](#) (ISOS).

[ISOS](#) does not replace the UQC travel approval process. Once UQC travel is approved, UQC travellers must:

- register their itineraries through [ISOS](#) and [DFAT Smartraveller](#) prior to departure and update their itineraries should travel plans change;
- check their emergency contact details are accurate in [ADP](#) and [ISOS](#) in the event of an emergency so they can be promptly contacted and located;
- carry the [ISOS](#) Travel Assistance 24/7 contact number whilst travelling and contact [ISOS](#) in the event of any medical or security issue whilst travelling; and
- stay in regular contact, as agreed, with their supervisor and inform them of any changes to travel plans prior to departure or during travel.

UQC travel will be undertaken using safe and reliable carriers only. Air travel is only permitted on airline carriers rated safe as recommended by [Airlines Ratings](#) Australia. Airline carriers on the banned list published by the [European Union \(EU\) Air Safety List](#) are not permitted to be used.

Based on the activities undertaken, UQC travellers and supervisors should consider, and agree on, actions to ensure fatigue management is addressed.

UQC travellers must ensure the secure, safe and legal transportation, storage, and distribution of all UQC assets (physical and digital) while travelling.

UQC travellers must ensure that there are no international safeguards (e.g. sanction laws and regulations) under Australian law that may prohibit, or restrict, certain travel.

## 1.9.1 High risk destinations

To ensure the health, safety and wellness of UQC travellers and to ensure UQC meets its duty of care obligations, UQ travel is **not permitted** to countries/regions rated by [DFAT Smartraveller](#) as:

- Level 3 (reconsider your need to travel);
- Level 4 (do not travel);
- where no advice has been issued by [DFAT Smartraveller](#); or
- any other country/region as determined by UQC.

## 1.10 Travel management

Travel bookings must be made through UQ's preferred travel services provider, [FCM Travel Solutions](#), in accordance with the booking travel process outlined on the [UQC Travel Procedure](#).

## 2. Roles, Responsibilities and Accountabilities

### 2.1 UQC Travellers

UQC travellers are responsible for complying with applicable sections of this policy, the [Dual Purpose Travel Procedure](#) and the [UQ travel website](#) including:

1. Exploring all viable options to achieve the business objective (e.g. virtual attendance at meetings, conferences, workshops etc.);
2. Ensuring UQC travel is properly budgeted for and funds are available to pay for the travel and all associated costs;
3. Discussing their travel plans with their supervisor prior to submitting a travel request;
4. Planning their travel and obtaining necessary approvals, within a timely manner prior to UQC travel;
5. Ensuring UQC travel is planned and undertaken in the most cost effective and efficient manner;
6. Ensuring their work responsibilities are suitably covered during the UQC travel;
7. Assessing the risks and ensuring appropriate precautions are taken and risk management actions taken to protect themselves from medical, safety, security and related risks including:
  - a. assessing and ensuring their own fitness to travel and obtain medical clearance for international travel from a doctor if required; (UQC will reimburse UQC travellers for the cost of an appointment with a doctor to assess fitness for travel if the UQC traveller has a pre-existing condition or is over 75 years of age);
  - b. obtaining necessary vaccinations/medications; (UQC will reimburse UQC travellers for the cost of vaccinations/medications required for their specific UQC travel destinations, other than for vaccinations listed in the Immunise Australia Program);
  - c. seeking appropriate medical and security advice from [ISOS](#) prior to travel;
  - d. completing risk assessment documentation where required;
  - e. providing true and complete travel-related information to UQC;
  - f. ensuring their contact details and travel itinerary is kept up-to-date with [ISOS](#);

- g. promptly responding to UQC or [ISOS](#) when contacted; and
  - h. establishing appropriate communication arrangements with their supervisor and advising their supervisor of any changes to their itinerary or the risk profile of their travel.
8. Holding a valid passport, appropriate visas and complying with relevant immigration requirements for the entire duration of UQC travel;
  9. Checking the accuracy of their travel documentation prior to travel and understanding the terms and conditions of their UQC travel bookings;
  10. Managing travel-related costs and expenses responsibly and consistently in accordance with UQC policies and procedures;
  11. Identifying any private travel costs during the UQC travel and pay their personal contribution at the time of booking;
  12. Disclosing to UQC any relevant details regarding private travel or UQC travel with accompanying non-UQC travellers or an approved non-UQC person to facilitate any audit and reviews undertaken by UQC or a party engaged by UQC;
  13. Maintaining and, where appropriate, providing copies of necessary travel-related records. All travel-related records must be finalised within 30 days of return from UQC travel;
  14. Ensuring all UQC assets are reasonably protected during UQC travel; and
  15. Ensuring that there are no international safeguards (e.g. sanction laws and regulations) under Australian law that may prohibit or restrict certain travel.

A prospective UQC traveller may decline to undertake UQC travel due to compelling and evidenced medical, safety and/or security reasons.

UQC travellers who act outside of this policy and any associated procedures will be personally responsible for costs incurred by UQC. Repayment must be made by the UQC traveller from personal, post-tax funds. UQC will expect repayment of this cost within 30 days of identification. Failure to do so will result in debt recovery action being taken by UQC.

## 2.2 Travel Approver

In most cases, the relevant travel approver will be the UQC Chief Executive Officer (CEO) or their approved delegate.

The travel approver is responsible for assessing and ensuring the following, where relevant, and in a timely manner:

1. The UQC travel is necessary;
2. The travel plan is reasonable (timing, duration, and total cost etc.) and demonstrates prudent use of UQC resources (i.e. the most logical and economical route is selected and, if required, Premium Economy or Business Class is justified); and
3. All proposed business location/s are for legitimate UQC business purposes.

## 2.3 Supervisors

The UQC traveller's supervisor should confirm the following with the UQC traveller prior to departure:

1. Appropriate controls have been or will be implemented to effectively manage the risks associated with undertaking UQC travel;
2. The traveller is fit to undertake UQC travel having regard to the nature, purpose, destination, and duration of the travel (it's the responsibility of the traveller to get a medical clearance for international travel if they have a pre-existing condition); and
3. Appropriate communication arrangements have been put in place to remain in contact with the traveller.



### 3. Monitoring, Review and Assurance

Supervisors, travel approvers and budget holders will monitor all travel (and travel related expenses) within their areas of responsibility to ensure compliance with this policy, any associated procedures and the [UQ travel website](#).

The CEO or their approved delegate will:

- Assess compliance with this policy at least annually and ensure any material deficiencies are rectified or escalated to senior managers for remediation; and
- Provide annual assurance on the effectiveness of this policy and make recommendation/s, as appropriate, to improve this policy.

### 4. Recording and Reporting

The UQC CEO will produce the annual Overseas Travel Report for submission to the UQC Board.

## Document History

Version	Summary of changes	Author	Action date
1.0	New Policy at transfer of business to UQC CRICOS Code	Senior Manager Corporate Services	15 April 2023