

TRAVEL MANUAL

The following are procedures for University and ATO Compliance for overseas and domestic travel on University business. The Travel and Transport policy can be found in the Personnel Policy and Procedures Manual at <http://www.unimelb.edu.au/ppp/docs/14.html>. Prior to travel, approval must be granted by the Head of Department.

Travel Approval

Staff

One of two documents is required:

- An [HR18](#) form (for international travel) or an [HR18D](#) form (for domestic travel) is to be completed by staff before travelling. The Employee is to sign the employee declaration section and submit the form to the Head of Department for approval. The Employee must sign the HR18 or HR18D form a second time within 14 days of returning from travel.

Please note that any departmental credit card authorizations will not be approved without a completed HR18 for international travel, or HR18D for domestic travel, which has been signed by the Head of Department.

Students

Students need to complete an [Application To Study Away](#) and submit it to the [School of Graduate Research](#). Please ensure your application complies with all regulations relating to your degree.

Travel Diaries

A travel diary must be kept for all overseas travel and domestic travel which exceeds 5 nights. The travel diary is included in the HR18 and HR18D forms. These are retained by the Department for 5 years (ATO requirements). Your travel diary must be **signed within 14 days after the trip has ended**.

Incidental “private” travel must not exceed 40% of the trip.

If no authorized travel diary, FBT will be charged back to the department and a reportable FBT amount will appear on your Payment Summary (Group Certificate).

Further information can be found at http://www.unimelb.edu.au/finops/resources/fbt/travel_diaries.html.

Content of travel diary

The travel diary must contain the following information:

- The place where the activity was undertaken, e.g. Harvard University Chemistry School;
- The date and the approximate time when the activity commenced, eg. 3 September 2007 at 9:00am; and the duration of the activity, eg. 3.5 hours;
- The nature of the activity, eg. discussions with Professor Authoritive regarding bacterial defence against house flu;
- If the activity was a meeting, details must include who was met and contact details for that person;
- If the activity was collaboration or research, details must include who the collaboration or research was conducted with, and contact details for that person; and
- If the activity was individual research, please state areas researched and show relationship to business activities on behalf of the University.
- Travel when it is not University business. You need to record the periods of travel which are private time.
- Each day must be on a separate line, even if the activity is repeated.

Flight details and Conference program

You will also need to provide a copy of your flight details and a copy of conference program or other information as appropriate. This is to be attached to your HR18/HR18D form. This information is required prior to your travel.

Travel Insurance

Staff

There is automatic [Travel insurance](#) cover for University of Melbourne Staff on authorised 'University Business Travel' if there is a fully authorised HR18/HR18D.

Students

[Travel insurance](#) for students falls under two categories.

- *Category A:* FULL Cover for all Post Graduates on Registered & Approved 100% "University Paid" travel. OR
- *Category B:* LIMITED Cover (Principally Capital Benefits, Legal Liability and Medical cover Only) for All Other Students (including Under-Graduates).

Students need to lodge risk assessment declaration form. The 2D risk assessment form is available for download [here](#) and the 3D risk assessment form is available [here](#).

Employee Expense Report

If you need to submit an [Employee Expense Report](#) (to be signed by yourself and/or supervisor) it is to be submitted to Melissa, along with receipts and HR18/HR18D form (to be collected from Jessica). No reimbursements will be authorised without an HR18/HR18D form.

Purchasing Travel Services

The preferred suppliers of travel services for the University are:

- Campus Travel
 - email: melbourne@campustravel.com.au
 - phone: 1300 882 021, fax: 9606 0100
 - Campus Travel [website](#)
- American Express Travel
 - email: universitytravel@aexp.com
 - phone: 9633 6342 Toll Free 1300 363 423
 - fax: 9633 6461
 - American Express [website](#)

Staff may purchase travel from other suppliers but must obtain comparative quotes.

Payment can be made either via Purchase Order or Credit Card.

Environment Health & Safety

Overseas Travel Policy and Advice

View the [Overseas Travel policy 7.3.03](#) to see whether you should be permitted to travel to your destination. This is based on advice from the Department of Foreign Affairs and Trade (DFAT). Recent DFAT advice can be viewed at <http://www.smarttraveller.gov.au/zw-cgi/view/Advice/>.