



Travel policy

The Travel Policy is under review in accordance with the launch of the staff new travel service on 3 April 2024. The Travel Services team (03) 5227 3581 or travel@deakin.edu.au can assist with inquiries.

Section 1 - Preamble

(1) This Policy is effective from 4 July 2023.

Section 2 - Purpose

(2) This Policy supports the safety and wellbeing of all University travellers whilst maintaining the financial integrity, compliance, and sustainability of all travel activities.

Section 3 - Scope

(3) This Policy applies to all Deakin-related travel regardless of duration or source of funds, including student travel connected with University programs and activities.

Section 4 - Policy

(4) The University supports travel to enhance and enable its teaching, learning, research and engagement activities.

(5) In facilitating travel, the University commits to:

- a. maintaining its duty of care
- b. meeting its legal and tax obligations
- c. achieving value for money
- d. reducing its environmental impact.

Travel Principles

(6) When approving, booking and undertaking essential Deakin-related travel, the following principles apply:

- a. travel is for a Deakin-related purpose
- b. the health, wellbeing and safety of travellers is paramount
- c. awareness of cultural and legal requirements
- d. arrangements can withstand rigorous public scrutiny
- e. value for money is achieved.

Travel approval

(7) All travel, regardless of funding source, must be approved in accordance with the [Travel procedure](#).

(8) Any travel funded, in whole or in part by the University must be for Deakin purposes, and must be conducted in accordance with the University's risk appetite and policies. The University will not fund personal travel.

University Travel Management Consultant (TMC)

(9) All Deakin-related travel must be facilitated with the contracted TMC. Exceptions must be approved.

Accommodation

(10) Accommodation must be booked in accordance with the University's [Business Expenses Policy](#).

Risk management

(11) The physical and mental health, safety and wellbeing, and any concerns of travellers, must be considered before travel is undertaken, including COVID-19 and other illnesses and/or diseases.

(12) University travellers will familiarise themselves with any cultural and legal sensitivities of the destination(s) and/or organisation(s) they are travelling to or through.

(13) All international and interstate travel details must be registered by the University Traveller on [International SOS](#) prior to commencement of travel.

(14) Travellers affected by a critical travel incident will comply with the relevant requirements of the [Travel procedure](#) and the [Critical Incident Management policy](#).

Insurance

(15) All Deakin-related international travel will be covered by insurance once approved.

Travel expenses and payments

(16) All travel expenses must comply with the [Business Expenses Policy](#).

(17) The University will reimburse travel expenses that are necessary for a University business/activity purpose, reasonable and actual, and ensure funds are acquitted within stipulated timeframes and approved budget limits.

(18) The University will not incur the cost for fringe benefits (i.e., personal or non-business-related expenses) in relation to travel.

Code of Conduct and Non-compliance

(19) All University travellers must adhere to the University's [Code of Conduct](#) whilst undertaking Deakin-related travel.

(20) Non-compliance with this Policy and the [Travel procedure](#) will be reported in accordance with the [Compliance Management policy](#) which may result in disciplinary action.

Section 5 - Procedure

(21) The [Travel procedure](#) documents how to comply with this Policy.

Section 6 - Definitions

(22) For the purpose of this Policy:

- a. Critical travel incident: is a traumatic event, or the threat of such, and may include any natural disaster, outbreak of war (including civil war), invasion, insurrection, revolution, use of military power, usurpation of government or military power, terrorist activity, transport accident, damage to property, bodily injury, death, pandemic, disease or illness, imprisonment or charged with a criminal offence, theft or other emergency that causes extreme stress, fear or injury such as to affect the travel plans of the University traveller.
- b. Deakin-related travel: travel undertaken for University business and/or activities on the University's behalf, whether within Australia or internationally.
- c. Duty of Care: Deakin's moral or legal obligation to ensure the safety or wellbeing of its travellers.
- d. Essential Deakin-related travel: the travel is considered necessary as part of the achievement of operational objectives and cannot be undertaken in other ways.
- e. International SOS: the University's contracted health and security services provider.
- f. Travel expenses: includes but is not limited to airfares, accommodation, car hire, ground and other transport, meals and other related incidentals.
- g. Travel Management Consultant (TMC): the travel agent/s contracted by the University to facilitate University travel.
- h. University traveller (traveller): a person who travels on behalf of the University including, but not limited to staff, HDR students, a partner, family member or dependent(s) accompanying a staff member engaged in University business/activity, members of Council, consultants and contractors engaged by the University, guests, students and other persons whose travel is associated with and/or paid for by the University.
- i. Value for money: assessing whether the financial and non-financial outlay is necessary for business-related and unavoidable travel.

Status and Details

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Effective Date	4th July 2023
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Expiry Date	To Be Advised
Responsible Executive	Kerrie Parker Deputy Vice-Chancellor, University Services dvc-us@deakin.edu.au
Implementation Officer	Erin Colegate Executive Director, Customer Experience
Enquiries Contact	Travel Services