



Travel policy

Section 1 - Preamble

(1) This Policy is effective from 5 July 2024.

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 strategic, 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 planning, approving, booking and undertaking 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 or personal expenses while travelling.

University Travel Management Consultant (TMC)

(9) All Deakin-related travel must be facilitated with the contracted TMC, and staff bookings are to be made through the Locomote booking tool. Any exemptions must be approved in accordance with the [Travel procedure](#). International Branch Campus (IBC) staff whose home campus is outside of Australia are exempt from booking through the Locomote tool and Australian contracted TMC.

Accommodation

(10) Accommodation must be booked in accordance with the University's [Travel procedure](#) to ensure staff safety, provide value for money and to make the most effective use of time whilst travelling.

Risk management

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

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

(13) All international and interstate travel details are registered in [International SOS](#) when booked through the TMC. Approved exemptions will need to be manually registered by the traveller via [International SOS](#) prior to commencement of travel.

(14) Travel is not permitted to a high-risk destination or region that is classified by Smart Traveller as "Level 4 - Do Not Travel".

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

Insurance

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

Travel expenses and payments

(17) All travel expenses must comply with the [Travel Procedure](#), [Business Expenses Policy](#) and [Credit Card Policy](#).

(18) The University will reimburse travel expenses that are necessary for a University business/activity purpose, reasonable and actual. Funds must be acquitted within 6 months of incurring the expense and be within approved budget limits.

(19) The University will not incur the cost for fringe benefits tax (FBT) (i.e., personal or non-business-related expenses) in relation to travel. All University travellers must complete all relevant FBT assessments and travel diaries where required.

Code of Conduct and Compliance

(20) All University travellers must adhere to the University's [Code of Conduct](#) and other policies and legislation of the jurisdiction in which travelling whilst undertaking Deakin-related travel.

(21) Members of the University Executive, Senior leaders and budget owners will regularly monitor compliance and cost management by staff with this Policy.

(22) Non-compliance with this Policy and the [Travel procedure](#) may result in disciplinary action in accordance with the [Compliance Management policy](#) including but not limited to paying back expenditure to the University.

Section 5 - Procedure

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

Section 6 - Definitions

(24) 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. International SOS: the University's contracted health and security services provider.
- e. Locomote: the travel booking and approval tool used by the University.
- 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 staff, students, members of Council, 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 and reasonable for business-related and unavoidable travel.

Status and Details

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Expiry Date	To Be Advised
Responsible Executive	Kerrie Parker Deputy Vice-Chancellor, University Services dvc-us@deakin.edu.au
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