

TRAVEL POLICY

Policy number	4	Approved by Senior Exec on	23 May 2017
Version	5	Approved by Exec	25 May 2017
Drafted by	Ellie Clay	Scheduled review date	25 May 2018

1. INTRODUCTION

- 1.1. With satellite campuses across NSW, and conferences often held interstate, NUPSA recognises the need for its staff and Executive members to occasionally travel as part of their role. NUPSA’s presence at campuses other than Callaghan helps boost the Association’s profile and allows for more personal student engagement. Attendance at relevant conferences is also essential for NUPSA to stay up-to-date with national peak bodies.
- 1.2. This policy ensures NUPSA is in-line with Australian Tax Office regulations, with specific reference to Taxation Determination 2016/13 “Income tax: what are the reasonable travel and overtime meal allowance expense amounts for the 2016-17 income year?”

2. POLICY STATEMENT

- 2.1. This policy outlines the parameters and procedures for NUPSA-related travel and travel expenses. NUPSA-related travel should be safe, efficient and fiscally responsible.

3. POLICY SCOPE

- 3.1. This policy applies to any NUPSA employee, Executive member or volunteer who is travelling for work specifically related to their role with NUPSA.
- 3.2. This policy does not apply to private travel e.g. daily commute from home to the workplace.
- 3.3. This policy does not apply to interviewees, visitors or guests of NUPSA.

4. DEFINITIONS

- 4.1. **NUPSA** refers to the Newcastle University Postgraduate Students’ Association
- 4.2. **NUPSA-related travel** refers to pre-approved travel undertaken for NUPSA business, away from the traveller’s primary place of work.
- 4.3. **NUPSA Senior Executive** refers to the NUPSA President, Vice-President, Secretary and Treasurer, as defined in the NUPSA Constitution and Regulations
- 4.4. **Local area** refers to the area within a 20km radius of the Callaghan campus.

5. POLICY DETAILS AND PROCEDURES

- 5.1. In order to obtain travel pre-approval, the traveller must demonstrate to the NUPSA Senior Executive that the travel is required, safe, efficient and within budget.

5.2. Transport

- 5.2.1. NUPSA will cover the cost of economy transport as required for the business portion of the trip only. This includes transport to and from the destination as well as any incidental travel or necessary transfers e.g. taxis to/from airports, conference venues etc.

- 5.2.2. Flights will only be purchased if considered the most efficient form of transport e.g. for interstate travel.
- 5.2.3. Taxis should only be used when considered the most efficient form of transport, as compared to public transport.
- 5.2.4. Car hire may be used for NUPSA-related travel however, the traveller should first seek to book a fleet car from UON's Infrastructure and Facilities Services, which does not incur a fee.
- 5.2.5. Private vehicles may be used for NUPSA-related travel. It is the traveller's responsibility to ensure the private vehicle has comprehensive insurance and is roadworthy. NUPSA will only reimburse travel expenses for trips outside the local area; travellers can claim car expenses for trips within the local area as a tax deduction. The reimbursement/deduction rate is 0.66 cents per kilometre, as per the ATO guidelines (2016-17 income year, subject to change).
- 5.2.6. Parking fees and road tolls incurred while undertaking NUPSA-related travel can be claimed for reimbursement.
- 5.2.7. Parking fines and/or other personal travel costs cannot be claimed for reimbursement.

5.3. Accommodation

- 5.3.1. NUPSA will cover the cost of reasonably priced accommodation as required for the business portion of the trip only.
- 5.3.2. 'Reasonable amounts' are outlined by place of travel, per night, in the ATO guidelines (TD 2016/13) e.g. Sydney, \$185

5.4. Meal allowances

- 5.4.1. NUPSA will cover the costs of meals purchased while travelling, as per the ATO guidelines (TD 2016/13):
 - Breakfast, up to \$26.45
 - Lunch, up to \$27.05
 - Dinner, up to \$50.70

5.5. Travel insurance

- 5.5.1. NUPSA employees and Executive members are covered by UON's travel insurance when undertaking NUPSA-related travel. Refer to the UON Travel Policy, document D09/1960P in the UON Policy Library, for further details.

5.6. All expenses incurred while travelling must be supported by itemised receipts.

5.7. Refer to NUPSA's [Purchasing Policy](#) for more details on reimbursement procedures.

5.8. Non-compliance with the provisions of this policy is a serious matter. Depending on the severity and implications of the breach, sanctions may include a warning or disciplinary action. Breaches may also result in action being taken by a statutory authority and/or agency, and NUPSA may seek reimbursement for unapproved travel expenses.