



**PARSA**  
ANU postgraduate &  
research students'  
association

**WORONI**

## **TRAVEL**

### **Overview**

This document outlines the processes to be followed where an Association employee travels on official business.

### **Scope**

This Policy applies across all student Associations.

**“Associations”** refers to ANUSA, PARSA & ANUSM.

### **Policy Statement**

The Associations recognise that Association employees may be required to travel as part of their duties.

This policy is designed to ensure that the Associations:

- a. fulfil their duty of care obligations to employees required to travel;
- b. make the most efficient use of their resources in the travel bookings and expense management process;
- c. maintain accurate records for all travel approval and travel related expenditure.

This policy applies to all domestic and international travel arrangements of employees on approved business.

This policy does not cover travel within the Australian Capital Territory.

Employees will use the most economical safe means of ground transport including public transport or hire cars.

The President is required to ensure that Class of Travel and all related travel paid for by the Association are in accordance with this policy and all other related policies and procedures. All accommodation will be booked and paid for by the Association unless alternative arrangements have been approved by the President/Editor in Chief. Accommodation rated up to 3 or 3 ½ stars is considered appropriate and reasonable.

The Association will reimburse employees for all other official travel related expenses i.e. “reasonable” meals and transport on the basis of actual expenditure incurred up to 50% of daily amounts determined as a ‘reasonable daily food & drink allowance’ by the Australian Taxation Office.

Employees will be paid a daily non acquitable Incidentals allowance of \$20 per day while travelling on official business.

An employee may be authorised to use a private vehicle for business, where it is considered that it will result in greater efficiency or involve less expense for the Association. Employees will receive a per kilometre Motor Vehicle Allowance at the rate set by the Australian Taxation Office.

**NOTE:** The provisions of this policy also apply to elected officials of the Associations who are required by the Association to travel on official business.

***Other***

In the case of any inconsistency between this policy and the Enterprise Agreement, the Enterprise Agreement shall prevail.