

# Travel Approval Matrix



**Approval Date** 8 December 2025

**Assessment Date** 8 December 2028

**Administrator** Manager, Global Learning and Sponsored Students  
Head of Financial Compliance  
Director Health, Safety and Wellbeing

## 1 Intent

(A). Extra approvals may be required in addition to this matrix due to heightened risk; extra approvals will be indicated in the University Travel Management System (TMS).

Staff/ Guest Matrix

Funding	Destination	DFAT Rating / Risk Assessment	Pre - Approval	Travel Class	Level 1	Level 2	Financial Approval
University Funded	Domestic	DFAT Level 1 and 2 (Low / Moderate)	Manager / Supervisor	Economy	Head of School; Director (passive approval)	N/A	In accordance with the DoFA
				Above Economy	Head of School; Director	Executive Member	
		All classes		Head of School; Director	Executive Member		
	International	DFAT Level 1 and 2 (Low / Moderate)		Economy	Head of School; Director	N/A	
				Above Economy	Head of School; Director;	Executive Member	
		DFAT Level 3 and 4 (Major / Extreme)		All classes	Head of School; Director;	Executive Member	
Self Funded	All Destinations	DFAT Level 1 and 2 (Low / Moderate)	All classes	Head of School; Director (passive approval)	N/A	N/A	
		DFAT Level 3 and 4 (Major / Extreme)		Head of School; Director	Executive Member		

Students

Funding	Destination	DFAT Rating / Risk Assessment	Pre - Approval	Travel Class	Level 1	Level 2	Financial Approval
University Funded	All Destinations	DFAT Level 1 and 2 (Low / Moderate)	Manager / Supervisor	Economy	Head of School; Dean GRS; Director	N/A	In accordance with the DoFA
		DFAT Level 3 and 4 (Major / Extreme)			Head of School; Dean GRS; Director	Executive Member	
Self Funded	All Destinations	DFAT Level 1 and 2 (Low / Moderate)		All classes	Head of School; Dean GRS; Director (passive approval)	N/A	N/A
		DFAT Level 3 and 4 (Major / Extreme)			Head of School; Dean GRS; Director	Executive Member	