Travel Guideline

Approval Date **8 December 2025**

Assessment Date **8 December 2028**

Administrator(s) Manager, Global Learning and Sponsored Students

Head of Financial Compliance

Director Health, Safety and Wellbeing

1 Intent

(A) The intent of this Guideline is to provide additional information to individuals booking, approving and conducting Travel.

(B) In this Guideline —

Introduction

(C) The Travel Policy defines Travel as movement to conduct University Activity. This means that all Travel can only be for the purpose of enabling —

(1). studying, researching and/or working for the University;

(2). taking part in recreation or other activities organised by the Guild and/or University; and/or

(3). any services and/or performance of official duties of the University, regardless of location.

(D) If you are taking part in an activity organised by an external organisation which is related to your study, research or work, such as a competition or event, this also qualifies as University Activity.

(E) It is your responsibility to provide honest, factual, and accurate information in relation to your Travel.

2 Travel Restrictions

(A) From time to time, it may be necessary for the University to issue Travel restrictions in response to safety and health advice.

(B) Travel restrictions will supersede any conflicting information in the Travel Policy, Travel Guideline (this Guideline) and the Travel Approval Matrix.

3 Booking Travel

(A) A UWA account is required to access the University's Travel Management System.

(B) You will need to complete your travel profile in full on the Travel Management System.

4.1 Travel Not Funded by the University

Travel not funded by the University may be booked through alternative providers. However, travellers are required to complete a Pre-Trip Approval process in the FCM Travel Platform.

3.2 Guest Travellers

(A) Individuals who do not have a UWA account need to request a Guest Traveller profile.

(B) For the University to book, insure and fund Travel for a Business Visitor, a Guest Traveller profile needs to be created.

(C) To do this, please contact a travel arranger who can create a Guest Traveller profile for you.

3.3 Booking Help

Contact UWA's appointed Travel Management Provider for assistance.

FCM Travel

08 6149 9842

uwa@fcmtravel.com.au

4 Travel Plan

(A) If travellers book their trip through the University's Travel Management Provider their details are automatically recorded in the University's travel emergency system.

(B) If travellers book outside the Travel Management Company, travellers must keep a full

written record of their travel plans, e.g. trains / accommodation details, work activities and locations, etc. They must also upload all travel sections into the University Travel Emergency Service Provider to ensure the University can contact and assist travellers in an emergency.

5.1 Travel Communication Plan

(C) Travellers need a written record about how you and your Manager / Supervisor or delegated UWA-approved contact, and others on your trip will —

(1). communicate with each other while you are conducting Travel; and

(2). communicate with UWA Security and the University's Travel Emergency Service Provider during and after an emergency.

(D) Your Travel communication plan needs to identify —

(1). Your UWA-approved contact(s) and methods of communication;

(2). times and dates when you will make contact;

(3). what the escalation process will be if you don't make contact;

(4). local emergency services and operators contact details; and

(5). contingencies and alternative communications.

(E) Any periods where you won't be able to communicate are to be recorded in the Travel communication plan.

5 Approving Travel

(A) All travellers must seek pre-approval from their Manager/Supervisor prior to commencing a travel booking via the Travel Management System in accordance with the Travel Approval Matrix.

(B) If you are a Level 1 or 2 approver you need to —

(1). be satisfied that the planned University Activity cannot be effectively conducted via alternatives to Travel such as teleconferencing and video conferencing;

(2). be satisfied that University Funds are available and that the expected spend complies with the requirements of funding bodies where applicable; and

(3). make sure that the Travel complies with —

(a). the Child Protection Policy if that Travel involves any Working with Children and/or Child-related Work;

(b). the Research Integrity Policy if that Travel involves any Research;

(c). the Graduate Research Policy if the Travel is being conducted by an HDR Student;

(d). the Consultancy Policy if that Travel includes Consultancy Work;

(e). the Foreign Interference Policy if that Travel involves International Activity;

(f). review and approve the related UWA Travel Destination Risk Assessment if the destination is rated by the Department of Foreign Affairs and Trade (DFAT) as either Level 3 "Reconsider Your Need to Travel" or Level 4"Do Not Travel" and/or UWA has issued a Travel Alert that is rated as a Major or Extreme Risk; and

(g). review and approve any related UWA Fieldwork Risk Assessment if Travel involves Fieldwork;

6 Travel Insurance

(A) The University provides information about its corporate travel insurance policy on the UWA Insurance webpage Travel insurance

https://www.uwa.edu.au/students/support/insurance/travel-insurance

(B) UWA travellers must familiarise themselves with what is and is not covered under the corporate travel insurance policy. If you have any queries, please contact uwainsuranceteam@aon.com

7 Travel Illness and Injury

(A) The Injury Management and Wellbeing Team can be contacted — staffwellbeing@uwa.edu.au

(B) You can report an injury by logging into to the UWA Incident Portal — https://live.cammsrisk.com.au/Cammsincident/Public/Index?Client=uniwa

8 Travel Emergency Assistance

(A) The Travel Emergency Assistance Service Provider, will assist with any travel emergencies while you are conducting Travel, including medical, safety and security issues.

(B) Please read the Emergency medical and travel assistance information provided:

https://www.uwa.edu.au/about/campus-services/safety/off-campus-activities/travel/emergency-medical-and-travel-assistance

(C) The UWA Injury Management and Wellbeing Team can provide you with welfare support and advice if you're affected by events or health and wellbeing concerns (physical and/or psychological injuries) while you're conducting Travel.

https://uniwa.sharepoint.com/sites/sd-Wellbeing/SitePages/Access-Injury-Management-Services.aspx

(D) If you experience an emergency while travelling, contact the Travel Emergency Service Provider —
assist@worldtravelprotection.com
(+61) 2 8907 5686

9 Travel Risk

(A) If you have any questions relating to the Risk associated with your Travel, contact —

(1). UWA Safety and Health — safety@uwa.edu.au
(+61) 8 6488 3938

(2). UWA Injury Management and Wellbeing
staffwellbeing@uwa.edu.au
(+61) 8 6488 0174

(3). UWA Risk
risk@uwa.edu.au
(+61) 8 6488 4759

9.1 Major-risk and Extreme-risk Destinations

(A) Major-risk destinations are —

(1). countries that are rated by the Department of Foreign Affairs and Trade (DFAT) Level 3 - "Reconsider Your Need to Travel"; and/or

(2). countries that are rated as Major-risk by a UWA Travel Alert.

(B) Extreme-risk destinations are —

(1). countries that are rated by the Department of Foreign Affairs and Trade (DFAT) Level 4 - "Do Not Travel"; or

(2). countries that are rated as Extreme risk by a UWA Travel Alert.

9.2 DFAT Travel Risk Ratings

(A) The Department of Foreign Affairs and Trade (DFAT) provides travel advice for all countries through their Smart Traveller website:
https://www.smartraveller.gov.au/destinations

(B) DFAT also provides explanations for their travel advice ratings here:
https://www.smartraveller.gov.au/consular-services/travel-advice-explained

9.3 UWA Travel Alerts

(A) The University reserves the right to elevate the **Risk** rating of any destination, regardless of its DFAT rating. This will be highlighted in the University Travel Management System when you select a destination.

10 Travel Diary Requirements

(A) This section operationalises section 11 of the Travel Policy.

(B) Under section 11 of the Travel Policy, Employees are required to complete a Travel Diary for all overnight Travel. The Travel Diary must cover the full period of Travel (including Private Travel).

(C) The Travel Diary determines whether the Travel is Incidental or Dual-Purpose for fringe benefits tax (FBT) purposes and supports the University's duty of care obligations.

(D) The Travel Diary is evidenced through the Pre-Trip Approval (PTA) system. The PTA Travel Diary is the approved form.

(E) To comply with section 11 of the Travel Policy, Employees should ensure that when completing the Travel Diary:

(1). every activity is recorded, and the Travel Diary is completed in, and submitted through, the Pre-Trip Approval (PTA) system.

(2). the "Location" field is entered as City-Country.

(3). where an activity does not occupy the full day, start and end times are entered in the "Description" field (e.g., 10:00-12:00). If times are not entered, it will be treated as a full-day activity.

(4). each activity "Description" is written in plain English that would be understood by someone outside your discipline (e.g., any auditor) -acronyms or technical shorthand should not be used.

(5). every day is classified as either a Business Day or a Private Day in accordance with this Guideline. Days that cannot be substantiated as Business Days will be treated as Private Days.

10.1 Business Days

(A) A **Business Day** is a day on which the Employee undertakes at least three hours of University Activity. This includes:

(1). attending business meetings, undertaking University-approved teaching or research, or preparing for and/or attending a business-related conference, workshop or forum;

(2). working from an office or hotel with prior approval from the relevant Manager /

Supervisor;

(3). unavoidable delays between business activities (e.g., weekends/public holidays between two Business Days); and

(4). a transit day when travelling to or from a business destination.

(B) Employees should minimise lapse days. "Lapse days" refer to periods between business activities when no University Activity occurs.

(C) Recovery time may be considered as a Business Day where:

(1). before departure, and as part of Travel approval, the Employee and approving Manager consider travel time, distance, time zones, and stopovers and identify whether recovery time is required for the Employee to commence University Activity safely.

(2). recovery time for international long-haul travel (more than eight hours in transit time) must be approved in advance and must immediately follow arrival at the destination.

(3). recovery time will typically be limited to one Business Day.

(4). recovery time will not typically be approved for domestic flights or short-haul international flights (less than eight hours) within Oceania and Asia.

10.2 Private Days

(A) A **Private Day** is a day that is not a Business Day and includes:

(1). University shutdown period.

(2). annual leave, long service leave, recreation leave or other personal leave.

(3). weekends or public holidays not falling between two Business Days.

(4). transit to/from a destination solely for Private Travel purposes.

(5). sabbatical days not spent on formal study/work.

(6). days before or after business, where it was reasonably practicable for the employee to return home.

(7). days of time-in-lieu taken during Travel unless substantive work (> three hours) is performed on that day.

10.3 Post-Trip Confirmation

(A) Upon return from Travel, Employees must ensure that the Travel Diary in their Pre-Trip Approval (PTA) reflects the exact activities undertaken for every Travel Day (including Private Days). To comply with section 11 of the Travel Policy, this must be completed within 14 days of the trip's conclusion.

After your trip an email will be sent to you to confirm your activities. If they have changed from those originally approved, the Travel Diary should be amended in the PTA to correct the record.

(B) Where Travel dates have changed before departure, a new PTA will need to be raised.

(C) The Tax Team may conduct periodic compliance monitoring and spot checks.

11 Private, Incidental, and Dual-Purpose Travel

(A) This section operationalises sections 3.1-3.3 and 10 of the Travel Policy and must be read in conjunction with that Policy.

12.1 Incidental versus Dual-Purpose Travel

(B) Private Travel may be included within a trip where the primary or predominant purpose of the Travel is a legitimate University Activity, and the Private Travel is **Incidental Travel**. The primary purpose must be evidenced in the Travel Diary within the Pre-Trip Approval (PTA).

(C) Private Travel will be Incidental Travel where the Private Days do not exceed 40% of the total Travel period.

Example — A Monday to Sunday trip is 7 days. Under the 40% threshold, up to 2 Private Days may be included without the trip being Dual-Purpose. 3 or more Private Days would exceed the threshold and the trip becomes Dual-Purpose.

(D) Travel will be **Dual-Purpose Travel** if either of the following applies:

(1). Private Travel exceeds 40% of the total Travel period; or

(2). The itinerary includes travel directly to, or returning from, a non-business destination (i.e., a destination solely for Private Travel purposes). The approver may determine that a short visit to a nearby city is reasonably proximate to the business destination and does not alter the predominantly business purpose of the Travel.

(E) Dual-Purpose Travel does not apply to Students.

(F) Employees are responsible for all costs that relate to Private Travel. This excludes unavoidable stand-by days (e.g. weekends or public holidays that fall between two Business Days). Where Private Travel occurs on a normal working day, the Employee must book appropriate leave.

11.2 Dual-Purpose Travel and Fringe Benefits Tax (FBT)

(A) Where Travel is Dual-Purpose, the Employee must contribute to the private portion of costs. The following rules apply to ensure that no fringe benefits tax (FBT) arises to the University:

(1). **Amount:** For Dual-Purpose Travel, the Employee must contribute 50% of the cost of the return airfare to the business destination.

"Return Airfare" means a flight to the business destination and back to the original point of departure.

"Business destination" means the location to which the Employee travels to undertake University Activity.

(2). **Collection before ticketing:** Where the PTA indicates Dual-Purpose Travel, the University Travel Agent will collect the contribution prior to ticket issue.

(3). **Post-trip determination:** If a trip is later determined to be Dual-Purpose and the University paid 100% of the fare, the Employee must reimburse 50% of the return airfare via the University's nominated payment channel within 10 business days of notification.

(4). **Merchant fees:** If a personal credit-card payment incurs an airline merchant fee, the Employee must also pay that fee.

(5). **Third-party funding:** If a third party funds or reimburses the airfare, these requirements still apply; the Employee remains responsible for any contribution necessary to ensure no FBT arises for the University.

11.3 Spouse/Partner and Dependent Travel

(A) To comply with the Travel Policy, Employees must disclose in the Pre-Trip Approval (PTA) if a spouse, partner or dependent will accompany them on Travel, and include relevant details (e.g., dates, segments, and funding source). Please add this information into the Reason for Travel box.

(B) The University will not fund or reimburse any costs related to an accompanying spouse, partner or dependent, unless an Executive Member has approved the funding in advance of travel commencing. Any expenses not expressly pre-approved must be paid personally by the Employee.

(C) Any days or activities connected to an accompanying spouse, partner or dependent that are not University Activities will be treated as Private Days when determining the Private Travel percentage for the trip.

12 University Travel Management Training

(A) You can request training on the University Travel Management System by contacting —

(1). training-finserv@uwa.edu.au

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