

**MONASH UNIVERSITY
STAFF INTERNATIONAL TRAVEL POLICY
AND
PROCEDURES FOR AUSTRALIAN-BASED STAFF**

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Policy Authorisation: Divisional Director Human Resources

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Associated policies and other documents:

- Monash University Enterprise Agreement (Academic and General) 2000 or its successor
- Staff Handbook
- Global Equal Opportunity Policy
- Monash Australia International Assignment Policy
- Monash University Guidelines for Health and Safety during International Activities
- Monash University Outside Studies Program (OSP) Academic Staff
- Monash University Leave To Attend Conferences and Undertake Field Work

1. PURPOSE AND SCOPE OF THE POLICY

Monash Directions 2025 lists *international focus* as one of the University's values. This focus is developed in three of our aims –

- *A university “in the world”*
- *A distinctive university - .known for the way that we successfully combine internationalism with research-led teaching*
- *An international university – demonstrating a deep commitment to internationalism and cross-cultural communication, through our campuses in Australia, Malaysia and South Africa, our centres in Europe and our networks in other countries.*

Staff may be required to travel from their home campuses and countries as part of teaching, research and development. They may be required to participate in international conferences and symposia as well as undertaking collegiate consultations and other university-sponsored activities. The University aims to derive maximum benefit for the organisation from this international travel by staff.

The University makes a commitment to excellence in management, stating that Monash will:

- ensure that management processes are efficient, accountable and transparent, and
- have a rigorous program of planning, risk management, implementation and evaluation of plans and reporting for all divisions whether academic, commercial or administrative.

The Monash University Staff International Travel Policy is designed to fulfil these commitments in relation to the international travel of all Monash University staff.

The Monash University Staff International Travel Policy applies to all full-time and part-time staff. For the purposes of this Policy, postgraduate research students are included in the general category of staff while traveling overseas for University activities.

The policy does not aim to address responsibility for payment for particular activities and travel, but rather, addresses the University responsibilities when staff are undertaking international work.

2. POLICY

Monash University regards all international teaching, research and development undertaken by staff who are currently paid by Monash University, as part of their university work when that travel and work is endorsed by the Dean, Divisional Director, Deputy Vice-Chancellor or Vice-Chancellor. Accordingly, Monash University will:

- **authorise, support and facilitate staff to travel internationally to undertake teaching, research and development;**
- **fulfil the University's duty of care responsibilities as an employer towards its employees while they are engaged in travel for work on behalf of the University;**
- **implement an open and accountable system for provision of equitable travel and accommodation;**
- **provide adequate /quality/ conditions for staff to undertake their duties when traveling away from their home base;**
- **recognise and manage the risk of travel in the world's current political climate;**
- **provide a system for all travellers to be accountable for the work undertaken and the expenses incurred in the course of travel and living away from home for that work, and**
- **encourage all staff to provide a report on the outcomes of their travel and the implications of the international work for their individual area and Monash University as a whole.**

Specifically :

- Staff will not be unreasonably required to undertake international travel.
- All staff who travel internationally to fulfil their Monash University work commitments must receive formal authorisation prior to departure from their home campus. Authorisation comprises approval of a detailed Travel Plan.
- The safety and welfare of the staff member is paramount in deciding whether to approve or not approve international travel. Prior to authorising travel where there is a Department of Foreign Affairs and Trade (DFAT) warning of level 5 or above or an equivalent warning for staff from other home campuses, careful consideration will be given to whether the travel is essential/important at that time or could be deferred, and the traveller's personal networks, support, language ability and capacity to implement a risk reduction strategy.
- Any staff member undertaking travel on behalf of Monash University must lodge an authorised Monash University Travel Plan with the person nominated with responsibility for collection of staff travel information in their Faculty, Department or Division. A comprehensive Travel Plan will provide all information required for the Monash University Travel Diary.
- The choice of travel class for individual staff members will be balanced against the factors enabling staff members to make the most effective use of their time overseas.
- All Australian staff travel bookings must be made through the Monash University preferred Travel Management Company/ies (TMC) which is/are charged with the responsibility of securing the "Best Fare Available".

- The choice of accommodation while travelling should be based on safety and security while enabling optimal working conditions.
- All Monash University staff undertaking international travel for University purposes must be covered by the University's Travel Insurance Policy from their home campus. Accompanying family members may also be covered by the University's Insurance Policy by arrangement.
- All expenses and travel costs incurred as part of the staff member's work which are detailed in the Travel Plan and agreed to be paid by the University, will be covered by the University either by payment of the staff member's Corporate Card or on presentation of documented receipts. Staff members may choose to undertake part of their Monash work commitment documented in their Travel Plan (eg. OSP or conference participation) at their personal expense.
- All staff members will be required to provide a completed Monash University Travel Diary to the nominated Faculty /Directorate International Travel Officer after each travel occasion. A comprehensive Travel Plan prepared prior to the travel will usually provide the material for this Diary.

Procedures designed to implement this Policy for Australian-based staff are set out in section 4 of this document.

Similar procedures to implement the Monash University Staff International Travel Policy will be developed for Malaysian-based and South African-based staff.

3. DEFINITIONS

Accompanying family members - are as defined in the insurance policy schedule issued by the Personal Accident/Travel insurer.

Authorised University Travel - is overseas travel on behalf of Monash University that has been approved by the Vice-Chancellor, Deputy Vice-Chancellor, Dean, Divisional Director or their formal nominee.

DFAT - Australian Department of Foreign Affairs and Trade.

FlightLock - The University subscribes to a traveller monitor system called *FlightLock* that monitors all travel bookings made through its preferred travel agents. This system enables early warning of travellers booking to risky locations.

Home Campus - the Monash University campus at which the staff member usually works in any part of the world.

Insured Person - All directors, officers, Council and committee members, voluntary/honorary lecturers, voluntary workers, consultants, contractors and postgraduate students of Monash University whilst on authorised university travel and associated private travel involving an overseas destination.

International Assignment - Refers to a Monash University Australia staff member who is seconded overseas to a Monash University campus or centre for a period of more than ninety days and relocation is required.

Insurance Services - Refers to the office that is responsible for all insurance related matters including travel insurance. For insurance purposes, Insurance Services maintains a record of all staff registering for travel insurance, and is located within Financial Resources Management Division 710 Blackburn Road, Clayton, Australia, 3168. Contact number is 613 9905 6368.

Travel Management Company (TMC) - A primary supplier of travel, accommodation and related travel services retained by Monash University. The endorsed TMC/s is/are selected periodically subject to a tender process.

Travel Advisory Office (TAO) - Refers to the office that is responsible for managing travel related contractors to Monash University such as the preferred TMC/s and car rental agencies. The TAO is located in the Procurement Services section, Financial Resource Management Division, 710 Blackburn Road, Clayton, Australia, 3168. The office can be contacted on 61 3 9905 6075

WHO - World Health Organisation

4. PROCEDURES FOR AUSTRALIAN-BASED STAFF

The Procedures designed to implement the Monash University Staff International Travel Policy for all staff employed by Australian-based campuses, faculties and divisions are set out in the following Sections. The procedures also apply to Postgraduate Research Students while undertaking travel for their research or University work.

4.1 Authorisation / Approval for International Travel

Rationale

The international travel policy and procedures relate to all international travel undertaken as part of a staff member's formal work on behalf of Monash University. Authorisation of a Travel Plan which includes a clear purpose of the travel and detailed program of work being undertaken, enables those senior people responsible:

- to fulfil their management responsibilities towards the University as an employing organization;
- to fulfil their management responsibilities towards staff who are traveling;
- to be alert to overall travel costs for individuals and as part of the overall travel budget, and
- to co-ordinate travel of staff within the area of responsibility.

Procedure

- Travel may be authorised for the following activities :
 - attending a conference, symposium or workshop;
 - taking up and returning from an expatriate posting;
 - undertaking an Outside Studies Program (OSP) which has been fully endorsed by the university;
 - conducting commercial business on behalf of the university, including consulting;
 - specific approved tours, such as touring orchestra, choir or sports team;
 - undertaking research field work;
 - visiting fellowships at overseas universities/institutions;
 - appointing of overseas Chairs;
 - teaching at offshore locations;
 - undertaking marketing and business development activities;
 - visiting offshore campuses and or centres;
 - external secondments approved and funded by the University, and
 - (other) travel specifically approved by the Deputy Vice-Chancellor, Dean or Divisional Director.
- Authorisation / approval can be provided for international work whether or not the University is funding all or part of the travel component, provided that :
 - any obligations of the University under the Monash University Enterprise Agreement (Academic and General Staff) 2000 or its successor are met; and
 - the first 6 sections of the Travel Plan are completed and provided to the relevant officer.
- Approval / authorisation can only be provided by the Vice-Chancellor, a Deputy Vice-Chancellor, Dean or Divisional Director or their formal delegate. In the case of exemptions where travel warnings exist and/or appropriate insurance is not available, final approval/authorisation for travel can only be obtained on application from the Authorising Officer to the Deputy Vice-Chancellor (International).

- A decision to authorize / approve international travel must be based on :
 - whether the intended international travel is a component of a staff member's work for the university
 - current DFAT advice (see section 4.3)
 - the University Insurance Program applies in respect to the intended destinations.

Note – **If a DFAT travel warning of levels 5, 6 or 7 exists**, then the Authorizing Officer will need to check with the

University Security Manager

Russell.Gammie@adm.monash.edu.au

Contact: (03) 9905 1316

Mobile & A/H 0400 871 958

who will advise on a case-by-case basis. If an exemption is sought, then application will need to be made to the Deputy Vice-Chancellor (International).

Note - **If Insurance warnings exist**, then the Authorizing Officer will need to check with the **University Insurance Manager**

John.Freeman@adm.monash.edu.au

Contact: (03) 9905 6365

whether insurance can be obtained for the proposed destination. These issues will be treated on a case-by-case basis. If an exemption is sought, then application will need to be made to the Deputy Vice-Chancellor (International).

- In order to gain formal authorisation, the traveller must complete a Travel Plan as in section 4.2 and submit for approval to the appropriate signatory.

4.2 Monash University Travel Plan

Rationale

A completed Travel Plan provides the University with the relevant information and contact details and supports:

- comprehensive planning to utilise the trip most effectively;
- contact with the traveller in the event of any emergencies or unexpected occurrences;
- comprehensive budgeting for travel on behalf of both the traveller and the funding entity, &
- the University's commitment that all its dealings are characterised by openness and transparency and conform to best academic and financial standards.

Procedure

- Each faculty and division should develop and maintain an electronic or paper-based system for recording, reporting and authorising/approving individual Travel Plans. The purpose of the Travel Plan is to provide collated documentation of a staff member's planned travel. If the required information listed below is collected for OSP or other purposes, then that documentation will be provided as the staff member's Travel Plan.
- A position within the Faculty, Department or Division must be nominated with responsibility for retaining copies of Travel Plans and itineraries for that area and for providing the contact point in the case of any emergencies.
- For Postgraduate Research students, a copy of the Travel Plan completed for the Faculty, should also be forwarded to the Graduate Research School.
- Staff within the Faculty, Department or Division will be informed of the Travel Plan documentation requirements and the appropriate person for authorisation and lodgement within their area.
- Staff will be advised by the Faculty, Department or Division of their responsibility to advise Corporate Finance Division of any private travel which may be included in international travel of a business nature so that Fringe Benefits Tax (FBT) can be assessed where applicable.
- The Travel Plans must include the following information as a minimum requirement :
 1. Name of Traveller
 2. Faculty/Department
 3. Passport No. and Country of Issue
 4. Emergency contact details:- name and telephone no. (not a co-traveller)
 5. **Outline of proposed work activities, including dates and anticipated number of hours/days of meetings /conference and the outcomes anticipated for the University
 6. DFAT warning status (current) of intended destinations
 7. Listing of visas required
 8. Confirmation of a check with on-line Insurance website re availability of insurance within intended countries/regions
<http://www.firm.monash.edu.au/insurance/restrictedaccess/countries>
 9. Confirmation that FBT advice has been sought, when private travel is included with business travel, from fbthelp-l@adm.monash.edu.au
 10. Trip details including airline and flight number or other travel mode (e.g. train), departure and arrival location dates and times (Route details are not required, departure and arrival destination only)
 11. Details of Travel Management Company through which travel will be booked
 12. Costs including airfare, accommodation, other
 13. Leave form (if applicable)
 14. Authorisation/approval
 15. Staff member signature
- ** In order for a staff member or postgraduate research student undertaking Monash University work/research during private travel to have the work deemed as work time, the staff

member will need to complete the asterisked section of the Travel Plan detailing the Outline of proposed work activities, including dates and anticipated number of hours/days of meetings /conference and the outcomes anticipated for the University'. This should be completed and authorised / approved by the Vice-Chancellor, Deputy Vice-Chancellor, Dean, Divisional Director or their formal delegate prior to undertaking the work.

- A Travel Plan which addresses the areas listed above will provide most of the details required for the Monash University Travel Diary which must be provided to the Faculty / Directorate International Travel Officer on completion of the trip.

(A sample proforma for recording Staff Travel Plans is currently being developed.)

4.3 Security and Risk Management

Rationale

The Department of Foreign Affairs and Trade (DFAT) produces and issues travel advisories for Australian travellers or residents. The advisories are issued to ensure that Australians travelling are well informed and well prepared for overseas travel and to assist in avoiding dangers and difficulties. The content of the advisories is important and the objective is for people to be able to make well-informed decisions about travel. The Vice Chancellor or Deputy Vice Chancellor (International) or formal delegate may, if it is considered appropriate, impose a complete travel ban to certain countries / areas and may require staff already located therein, to return to their home campus.

The warnings posted by DFAT and World Health Organisation (WHO) are critical for staff safety, security and for University insurance cover. Evacuation expenses are not paid when a staff member travels against a known DFAT warning to defer travel or to not travel at all.

The University subscribes to a traveller monitor system called *FlightLock* that monitors all travel bookings made through its preferred travel agents. *FlightLock* provides warning of risky locations at the time a person is making a booking. Notification of Monash University staff booking to risky locations is automatically emailed to the Security and Insurance managers.

The *FlightLock* system facilitates the automatic contact by email to persons who might be in, or about to leave for, an affected region.

Procedure

Staff must read the DFAT Travel advisories and attach the latest advisory to their Travel Plan when submitting their plan for approval.

These advisories can be accessed via www.dfat.gov.au/travel
Further information can be sourced from www.embassyworld.com/

The World Health Organisation (WHO) publishes travel recommendations which are utilised by DFAT in their travel warning system. Direct access to WHO travel warnings can be sourced from <http://www.who.int/csr/sars/travel/2003>

DFAT travel advisories fall into seven broad categories and indicate DFAT's overall assessment of the security situation in a particular country.

1. To exercise good personal security awareness.
2. To be alert to your own security.
3. To exercise caution and be aware of developments that might affect your safety.
4. To exercise a high degree of (or "extreme") caution. If the Australian Government judges that the overall threat environment in a country is high, they will – at a minimum – advise Australians to exercise a high degree of caution.
5. To defer non-essential travel (in some cases, they may only encourage Australians to "consider" deferring non-essential travel.) They may also advise Australians in the country to consider leaving unless they have compelling reasons to stay.
6. To defer (or avoid) all travel. They may also advise Australians in the country to depart as soon as possible using available commercial means.
7. Not to travel and, for Australians in the country, to depart immediately by whatever means available. In some situations, such as ongoing or imminent conflict, they may alternatively tell Australians in the country to remain indoors in as safe a place as is possible.

A DFAT travel warning of levels 5, 6 and 7 will normally result in the staff member not being permitted to travel or remain in the country to which the warning refers. Any exemptions will be dealt with on a case by case basis with initial advice from the University's Security Manager and then, by application of the Authorising Officer – the Dean or Divisional Director or their formal delegate, to the Deputy Vice Chancellor (International).

Exemptions to travel where a warning exists

Staff are able to seek an exemption to travel where a DFAT travel ban or warning of level 5, 6 or 7 is current. However, there must be compelling reasons to travel to destinations where there is such a DFAT warning. Only travel that is considered essential will be approved. Whether travel is essential will be a matter for final judgment by the Deputy Vice Chancellor (International) and may be based on factors such as:

- the needs of the work unit or research program;
- concern for personal safety, and
- personal knowledge of the country or area.

Where an exemption is sought, the Deputy Vice Chancellor (International) shall take into account :

- the person's expertise;
- local networks, support and language ability, and
- whether the staff member has the capacity to implement a suitable risk reduction strategy.

These issues must be noted in the Travel Plan along with the current DFAT warning status and the advice provided by the University's Security Manager.

If an exemption is granted and a staff member travels to a location for which a DFAT warning to exercise caution or exercise extreme caution – i.e. levels 5 and above, then the staff member must :

- register with the Australian embassy in that country;
- keep their contact details current at all times, and
- maintain their email and check in regularly to the home office whilst travelling to ensure they are aware of any changes to the security status of the countries they are visiting.

Emergency Evacuation

Staff should monitor threatening situations and maintain contact with the Australian Embassy in the host country.

Staff must contact the Australian Embassy and the Monash Travel insurer prior to taking any action to evacuate. An emergency assistance contact numbers for the University's Insurance Company are issued on receipt of insurance registration.

In case of an emergency overseas, the first point of contact with Monash University should be the Authorising Officer – the Dean, Divisional Director or their formal delegate.

4.4 Travel Class

Rationale

The choice of travel class for Monash University staff is based on balancing cost with a need for staff to be fit and able to work effectively at their destinations. Time available for 'recovery' from travel, especially across a number of time zones is a key factor in choice of travel class.

Under **no** circumstance is a staff member permitted to use university funds to travel first class.

Procedure

- Business class airfares are available to the Monash University Senior Management Committee as listed on the Secretariat webpage.
- Business Class airfares may be purchased when the airfare is fully funded at that level by an external organisation.
- Economy class airfares are to be used by all other University employees, except under the following conditions when Business Class airfares **may** be purchased depending on availability of funds. The following exceptional conditions must all apply :
 - The staff member is travelling on one sector in excess of six hours;
 - A reasonable rest period prior to commencing work duties is unavailable;
 - No periods of annual leave are taken at either end of the trip, and
 - The upgrade is approved by the Dean in the case of faculty-based staff or the Divisional Director in the case of divisional general staff.

4.5 Travel Bookings

Monash University uses a preferred Travel Management Company (TMC) for the reasons outlined below. As the University checks the market regularly through a tender process, the preferred provider is always competitive. Consequently, it is expected that all staff and postgraduate research students use the TMC. However, if a staff member is paying for at least 80% of their travel costs personally from their own after-tax income, or from funds which are in no way recoverable from the University, they may choose not to use the preferred Travel Management Company.

Rationale for use of preferred TMC

- A specifically chosen Travel Management Company (TMC) develops a knowledge of travel activities peculiar to University staff and students and is briefed to provide specialist assistance in matters concerning visas and travel permits.
- A University's preferred TMC is able to effect travel bookings in accord with the University's travel policy. This includes sourcing the "best fare of the day" and the use of preferred carriers (airlines) in order to consolidate travel expenditure which helps to maintain competitive discount pricing structures across the whole university sector in Australia. This particularly applies to the agreement with Qantas under the National University Agreement.
- A preferred TMC can capture up-to-date travel information / itinerary from Airline Global Distribution Systems to aid in location and tracking of passengers in time of emergency. From February 2005, the University is using the *FlightLock* system which is accessible by a maximum of six nominated University staff. This system will enable the Vice Chancellor to know immediately of staff who may be in countries where a particular danger is publicised.
- Use of a preferred travel provider facilitates the capture of essential management information that aggregates total expenditure with airline carriers, provides information on fare structures, savings generated, policy compliance and a means of monitoring travel expenditure.
- Use of the University's preferred TMC enables capture of all travel bookings in *FlightLock*. *FlightLock* will automatically remind travellers to register for University Travel Insurance.
- A University's preferred TMC is a large organisation that can provide immediate support to travellers whilst overseas. These services are available 24 hours per day.
- As a preferred TMC can be used for booking leisure related travel when part of, or an extension of business related travel, there is an added convenience for travellers. Use of these services also extends to accompanying family members or associates who are not directly employed by the University.

Procedure

- Travel bookings should be made as early as possible.
- Individual staff members planning to travel should contact a University-preferred TMC listed on the University Travel website to facilitate their bookings.
- If a staff member has a written quotation from a non-preferred travel agent, then the staff member may use that agent only under the following conditions:
 - The quotation must be for a bookable seat – i.e. confirmed availability
 - A written quotation has been forwarded to the TMC via the Travel Advisory Office, to provide the TMC with an opportunity to match the booking
 - The TMC is unable to match the booking
- As *FlightLock* which is activated through the TMC, is the system which enables the University to locate all staff when they are travelling to enable provision of proper support especially in a time of crisis, any staff member who uses a non-preferred travel provider must inform the Travel Advisory Office to enable a manual listing.
- The conditions for selection of travel class are outlined in Section 4.4 above.

4.6 Accommodation and local transport while travelling

Rationale

Accommodation -

In order for staff to feel safe and to make most effective use of their time overseas, the University has developed the following three principles which should be applied to the selection of accommodation whenever the University is funding the travel and accommodation. When individuals are funding their own expenses for overseas work, it is recommended, but not mandatory, that the following principles are applied.

- The accommodation should provide a safe and secure environment.
- The accommodation is convenient to the place of work.
- The accommodation provides value for money spent in the relevant country. In many countries, this means that accommodation will be at the 3 – 4 star level. However, it is recognised that in some areas 5-star level accommodation will be required.

Procedure

- Check the location of work being undertaken overseas.
- Review the types of accommodation available in the area/s.
- Apply the above criteria / principles to this accommodation.
- Detail planned accommodation and anticipated costs in the Travel Plan.
- Hotels can be booked through the University's preferred TMC. The National Universities Travel Consortium (NUTC) provides a means of self-booking hotel rooms online at competitive rates. The NUTC provides an online booking facility which can be accessed via the TAO website www.firm.monash.edu.au/travel.
- Payment for accommodation can be made with the University's Corporate Card.

Local Transport -

Where public transport is a safe and economical means of traveling locally, consideration should be given to using it.

However, when this is not available car rental bookings in overseas countries should be made directly with the University's preferred Travel Management Company (TMC). This particular requirement may not apply for those with OSP funding which is paid directly into a staff member's personal account.

If hiring a car for any Monash University business, staff members must take all insurance recommended by the TMC. The Monash University Corporate Card can be used to pay for this.

4.7 Insurance

Rationale

Insurance is designed to protect the traveller and the University against financial loss arising from travel.

Procedure

Use of the University's preferred TMC enables capture of all travel bookings in *FlightLock*. *FlightLock* will automatically remind travellers to register for University Insurance through the Insurance Services website. As the countries covered by insurance vary from time to time, it is critical to register travel details.

Staff can register on the Insurance Services website located at:

<http://www.firm.monash.edu.au/insurance/restrictedaccess/universitypersonalaccident/request.html>

Successful completion of the online travel insurance form provides the staff member with :

- A confirmation of cover certificate and
- Emergency telephone number if required whilst overseas.

It automatically provides details of the staff member's travel to the Insurance Services Office.

From time to time the University's insurers have concerns about certain countries/regions and require prior clearance on a case-by-case basis before insurance cover may be provided. A current list of these countries/regions is available on the Insurance Services website at :

<http://www.firm.monash.edu.au/insurance/restrictedaccess/countries>

FlightLock will alert the intending traveller if a booking has been made to any of these countries/regions. The Authorising Officer will need to check with the University Insurance Manager, John.Freeman@adm.monash.edu.au Contact: (03) 9905 6365 to ascertain whether appropriate insurance can be obtained. These issues will be treated on a case-by-case basis and final authorisation will only be provided on application to the Deputy Vice Chancellor (International)

The key elements of the University Travel Insurance Cover include:

- personal accident;
- overseas medical expenses and emergency assistance;
- additional expenses;
- baggage;
- traveller's cheques and travel documents;
- credit cards and money;
- loss of deposits and cancellation charges;
- extra territorial workers compensation;
- auto rental damage and theft;
- alternative employee expenses;
- personal liability, and
- evacuation cover.

Notable exclusions include:

- evacuation expenses when travelling to a country after a DFAT travel warning has been issued which recommends that travellers should consider deferring travel or to not undertake travel at all;
- child birth or pregnancy;
- partaking or training for any professional sport;
- replacement of lost or stolen goods if they are not reported to the issuing authority as soon as possible after discovery;
- electronic equipment that is not carried as cabin baggage, and war, invasion, civil war, and terrorism.

Travel Insurance for Accompanying Family Members

Accompanying family members may be covered by Monash travel insurance at their own cost at a discounted rate. To make insurance arrangements for accompanying family members, staff should obtain the appropriate form from the website. <http://www.firm.monash.edu.au/insurance>. They should complete this form and send with appropriate payment to Insurance Services.

Insurance in Emergency Evacuation

Staff should monitor threatening situations and maintain contact with the Australian Embassy in the host country. The Embassy will provide direction on the need and arrangements to evacuate. Staff must also contact the insurer prior to taking any action to evacuate. An emergency assistance contact number is issued on receipt of insurance registration.

Security of Electronic Equipment

For insurance purposes all electronic equipment including mobile telephones and lap top computers must accompany the passenger as cabin luggage.

Staff should go to www.its.monash.edu.au/staff/travel/ to access guidelines for travelling with electronic equipment.

Staff on International Assignment (OSP)

Staff will be covered by the University's Travel Insurance Policy for the flight overseas and returning to Australia. However, during their assignment, they are covered for health benefits by the Expatriate Health Insurance Plan.

For specific advice on insurance coverage for international assignments, staff should contact Insurance Services on 613 9905 6368.

Group Travel

People organising group travel need to be aware of the number of staff travelling on any one air flight at the one time. Trip co-ordinators can check with the TMC to obtain feedback on multiple bookings on any one flight. This is necessary to ensure that any resultant insurance claims do not exceed the aggregate policy limit and to comply with risk management imperatives ensuring that a limited number of staff travel on any one flight together.

The Insurance Services Office is located within Financial Resources Management Division 710 Blackburn Road, Clayton, Australia, 3168. The office can be contacted on 613 9905 6368.

4.8 Financial Considerations – expenses, travel costs and leave entitlements

Rationale

The University is committed to ensuring that University funds are spent in a responsible and cost effective manner.

A series of procedures have been developed to capture financial information and data for organisational management of finance and taxation requirements.

Procedure

Monash University's Corporate Card is the preferred method of payment for all business travel and associated expenses. If the Corporate card is not accepted staff may use their own credit card and be reimbursed on presentation of receipts. (as per Monash University (Academic and General) Enterprise Agreement 2000 (cl. 92.9).

Car rental, taxis and all reasonable additional charges incurred during the business trip should be charged to the University's corporate card.

Note: Staff are encouraged to use public transport where feasible and safe to do so.

Frequent Flyer Points for University Paid Travel

The University **will not fund** Frequent Flyer memberships. Frequent Flyer points accumulated on University paid travel inclusive of points from airfares, car hire, accommodation, food and beverages, and any additional use of the Corporate card should be used wherever possible for Monash University business. Airline and credit card reward schemes should be redeemed to cover travel and accommodation costs wherever possible.

Airline Clubs

The University **will not fund** airline club memberships. University employees can, however, negotiate such memberships as part of their salary packaging arrangements.

Leave entitlements associated with University Travel

Where private travel, such as a period of annual leave or Long Service Leave, is combined with University business travel and it is considered to be more than incidental to the business travel, the expenditure may incur FBT. Generally each case has to be analysed separately as to the length of the work related travel compared to the length of the holiday. It is the Department, Division or Faculty's responsibility to ensure Corporate Finance Division is advised of any private travel which may be included in overseas travel of a business nature so that FBT can be assessed where applicable. All travel involving a private component should be e-mailed to fbthelp-l@adm.monash.edu.au for further advice. Additional information on FBT as it relates to travel can be found at <http://www.adm.monash.edu.au/finance/taxation/FBT/travel.html>

Accompanying Family Members

There are **no** circumstances where costs associated with accompanying family members may be charged to university funds.

Travel Diary

The Monash University Travel Diary must be completed by end of trip and provided to the nominated Faculty / Directorate International Travel Officer who will make it available to Monash University Corporate Finance along with the expense report.

A proforma for the University Travel Diary is available at :

<http://www.adm.monash.edu.au/finance/FinanceForms.html>