

CHE TRAVEL PROCEDURES

UNSW Travel Agents for Travel are:

Campus Travel	Anywhere Travel Kingsford (International Only)
4/33 Berry Street	345 Anzac Parade
North Sydney NSW 2060	Kingsford
Email bookings: unsw@campus.com.au	Sydney NSW 2032
Tel: 1300 882 021 or 02 9423 8010	Email bookings: sales@anywheretravel.com.au
Fax: 02 9423 8019	Tel: 02 9663 0411
	Fax: 02 9662 2860

Required forms can be accessed at <http://www.chse.unsw.edu.au>

Before being able to book domestic travel, the traveller must set up a traveller profile. Go to MyUNSW and complete a **Travel Profile EForm**. Domestic travel is booked and paid by Purchasing Card through the E3 booking system managed by Campus Travel.

The E3 log-in page can be found at: <https://www.intravel.com.au/elumina/login.srvlt>

International travel may be organised by **Campus Travel** or **Anywhere Travel** and paid by Purchasing Card by Sandra Twomey (or delegated administrator)

**INITIAL APPROVAL AND FINAL HOS APPROVALS MUST BE OBTAINED
WELL IN ADVANCE OF YOUR DEPARTURE DATE**

**PLEASE ALLOW SUFFICIENT TIME FOR SCHOOL ADMINISTRATION TO
PROCESS YOUR REQUESTS FOR TRAVEL**

STEP 1

- Complete the CHE School Travel Approval Form
- Apply via MyUNSW for Conference Leave and Recreational Leave (if applicable) and **select Vanessa Moore as the Supervisor**

STEP 2

- Obtain and attach an estimate of costs and itinerary from the preferred travel agents
- Ensure you have read and understood the Department of Foreign Affairs and Trade (DFAT) travel advice notices available at <http://www.smartraveller.gov.au/>
- Teaching commitments **MUST** to be covered for the period of absence
- Submit to Sandra Twomey to obtain the required authorisations for travel

When the CHE School Approval form has been approved and signed, Sandra will advise you to obtain final costs and itinerary ready for payment

STEP 3

Travel Allowance (payable for meals and incidentals, based on ATO rates)

<https://www.proc.unsw.edu.au/secure/travel/index.html>

You will need to enter your staff number and Unipass.

Complete Form

TR2

Attached statement of costs and itinerary and submit to Sandra Twomey who will process through the NS Financials system.

A UNSW Travel Allowance calculator can help you:

https://www.proc.unsw.edu.au/travel_info/index.html

NOTE: Students are unable to claim Travel Allowance but can claim reimbursement of expenses after travel if approved by their Supervisor

STEP 4

Travel Cash Advance

A cash advance is for expenses of significant amounts where the traveller does not hold a UNSW credit card or if a credit card cannot be used or is not accepted.

Complete Form

TR3

The completed form must reach accounts payable at least seven (7) working days before departure.

NOTE: Students are unable to claim Travel Allowance but can claim reimbursement of expenses after travel if approved by their Supervisor

STEP 5

Travel Advance Settlement

TR4

Travel cash advances are required to be settled **within 30 days** of return from trip. Receipts and Tax Invoices are required to be attached to this form to substantiate the expenditure. The completed documentation must be submitted to Accounts Payable.

STEP 6

Completion of Travel Diary Form

TR5

A sample diary can be found at:

http://www.fin.unsw.edu.au/files/forms/trav/TR5_Travel_diary_form_SAMPLE.pdf

Under Payroll Tax and Fringe Benefits Tax requirements, travel diaries must be submitted for all travel for periods of 6 or more nights away from an employee's residence including transit time. Periods of personal travel should be recorded as "Private".

The completed Travel Diary MUST BE

Submitted to Sandra Twomey in the School Office where it will be attached to the original Travel Approval form and retained for audit purposes.

USE OF PRIVATE VEHICLES

Application for approval to use a Private Motor Vehicle on Official University business

- This form is to be retained in the School Office and accessible for audit purposes

Use Form

MV1

Private Vehicle Mileage Claim:

Use Form

MV2

- Mileage is claimed via Expense Reimbursement in NS Financials
- Attach this form to the NS Financials Expense Reimbursement form

REIMBURSEMENT OF EXPENSES

Please use Form

ER1

Staff

Staff will provide all original tax invoices and receipts and request their Technical Officer to reimburse their expenses using the on-line Expense Reimbursement Module System. Reimbursements will be paid directly into their bank account.

Students and Non-staff

Upon return, if authorised by the Supervisor, the traveller will provide all original tax invoices and receipts and request their Technical Officer to reimburse their expenses using the on-line Expense Reimbursement Module System.

NOTES

If you require assistance anywhere in the world, contact the local telephone operator and ask for a reverse charge call to:

ACE Assistance on:

61 2 8907 5995 / www.aceassistance.com

A Summary of UNSW Insurance Policies and information can be found at

<http://www.fin.unsw.edu.au/RiskManagement/Insurance.html>

Further explanations and information can be found at the UNSW Travel Procedure Document:

<http://www.policy.unsw.edu.au/procedure/travelprocedure.pdf>

and

FAQ can be found on the UNSW Procurement website

<https://www.proc.unsw.edu.au/secure/travel/faq.html>