

Division of Business Transnational Support Services**Teaching, Conference, Seminar, Research and Consultancy Travel Protocols and Processes**

Transnational Support Services (TSS) look after all international travel arrangements within the Division of Business, **with the exclusion of PEP related travel**. For Domestic Travel please contact your school resource staff member who can assist with Domestic Travel bookings.

TSS has a dedicated mail box address for all travel requests to be directed through. The mail box will be constantly monitored and actioned by the TSS travel team. tsstravel@unisa.edu.au

The following information is provided to ensure all processes are adhered to, in line with the University and Division's policy and guidelines.

Booking International Travel

- TSS will book all staff international travel in line with UniSA travel policies. Please contact TSS Travel in the first instance when planning travel overseas.
- Teaching travel is automatically booked for you in line with timetabling information sourced from the BUE database and emails sent to TSS via the program's PRC.
- Please contact TSS for quotes from the preferred suppliers. Suppliers are directed to provide the most cost effective flexible quote to TSS Travel. TSS will choose the supplier.
- Wherever possible travel requests should be sent to TSS at least 1 month prior to proposed departure date.
- Travel will be booked on the most cost effective and direct route basis.
- TSS must be notified at time of booking request, if staff member is not travelling on an Australian Passport as this will impact on Visa Requirements.
- TSS will email you your itinerary for approval once the booking has been placed.
- For amendments or cancellation to any bookings (or part of), please notify TSS immediately as financial penalties could apply.

PEP Travel

- PEP travel arrangements should be made in line with PEP Policy HR – 9.1; PEP Guidelines and PEP approval documentation. TSS can not book PEP related travel.

Accommodation

- In countries where the University has preferred accommodation suppliers, these hotels will be used – all efforts will be made to meet with staff requests, but hotel of their choice is not guaranteed.
- If travelling for conference, whilst registering for attendance, please also book your accommodation at conference suggested venue, to obtain the best “conference rate”.

Personal and Accompanied Travel

- If you are intending to add personal arrangements to your UniSA business travel, or travel accompanied, please contact TSS in the first instance to discuss how arrangements will be made. Staff are required to pay for any alternative routes or personal side trips.
- FBT becomes a consideration when personal travel is backed into UniSA business travel. To avoid FBT, an assessment of your proposed arrangements is required. The Div Bue Manager Business and Finance will conduct the assessment. The Division's [Exceptions to Business Travel Form](#) is used to initiate this assessment and gain approvals. More information provided – see point 10 below.
- HOS approval is required if personal travel is being attached to UniSA business travel. SMG member approval is required if you are travelling accompanied.

Authorisations

Tickets cannot be issued until the appropriate authorised documentation has been provided to TSSTravel.

- [Overseas Business Form](#)
- [Exceptions to Business Travel Form](#)
- FS87 form authorised by your HOS/Cost centre manager
- Confirmation that all monies relating to personal travel component and FBT have been paid direct to the Travel Agent.

The following will provide you with more detailed information on processes and links where possible.

	Question	The Basics	Further information
Organising travel	1. Who books my travel?	<p>Teaching: If you have been scheduled to teach offshore, your travel will be booked for you automatically by TSS, in line with your program's timetable sourced from the BUE Database.</p> <p>Conference, seminar, research and consultancy (other): Bookings will be made upon request.</p> <p>Tickets will not be issued until TSS has received coded and authorised FS87, Exceptions to Business Travel Form (if applicable), a copy of your Overseas Business Form submission confirmation page, and if applicable confirmation from the Travel agent that all monies relating to personal travel and FBT have been paid.</p>	<p>TSS: tsstravel@unisa.edu.au</p> <p>FS87: http://www-p.unisa.edu.au/fin/forms/fs87.doc</p> <p>Overseas Business Form: http://www-p.unisa.edu.au/intstaff/travel/overseasform.asp</p> <p>Exceptions to Business Travel Form: [link]</p> <p>EBTF: Exceptions to Business Travel Form</p>
	2. Can I book my travel online, direct with the agent or through an alternate travel agent?	All Div BUE international travel must be booked through TSS Travel and UniSA preferred travel suppliers as per Division and University Policy. Booking international travel online and making payment by credit card is in breach of University Policy. Approval of travel not booked through UniSA preferred suppliers is in breach of University Policy.	UniSA's duty of care and OHSW management of staff travelling overseas is monitored by the University's Flightlock system. Only itineraries booked through UniSA preferred suppliers are entered into Flightlock.
	3. How will I get my airline tickets?	Most airlines use the electronic ticketing systems, this being the case, you will be provided with details of your travel itinerary etc by email. If a paper ticket is to be issued, you will be contacted by email when it is available for collection from TSS.	
	4. What airline will I travel with?	Travel will be booked on the most cost effective and direct route basis. For eg, if teaching in Malaysia, Malaysian airlines will be used. Wherever possible Qantas will be used, being a preferred airline to the University, but priority will be given to the airline that can accommodate a direct route, saving time and money.	
	5. What airline class do I travel?	Economy class travel is usual for flights. Approval by an authorised supervisor is required for business class travel.	
	6. Can I be upgraded?	If you have accumulated sufficient Frequent Flyer points, you can check with your airline to see if you can use these to upgrade. If you intend to upgrade please notify TSS prior to booking. Special booking classes are required for upgrades.	
	7. What paperwork do I need to complete?	<p>The forms you need are available on the intranet. They include:</p> <p>Business Travel Request Form FS87: http://www-p.unisa.edu.au/fin/forms/fs87.doc</p> <p>Overseas Business Form: http://www-p.unisa.edu.au/intstaff/travel/overseasform.asp</p> <p>Exceptions to Business Travel Form: http://www.unisa.edu.au/tss/documents/Exceptions%20to%20Business%20Travel%20Authorisation%20Form.doc</p> <p>Medical Request for booking a medical consultation to travel: http://www-p.unisa.edu.au/fin/forms/FS32.doc</p> <p>Business Travel Record – an ATO requirement: http://www-p.unisa.edu.au/fin/forms/FS37.xls</p> <p>You will also need to complete forms related to travel allowance and expenses, these are detailed in question 11 below.</p>	

	<p>8. What do I need to know about passports and/or visas?</p>	<p>If you have an Australian passport, ensure that it is valid for at least six months from your expected date of return into Australia.. Advise TSS if you do not have an Australian passport as it may be necessary to arrange entry visas. Please ensure your re-entry visa is up to date if you are travelling on a foreign passport.</p>	<p>The Department of Foreign Affairs websites http://www.smartraveller.gov.au/ http://www.dfat.gov.au/visas/ provides up to date visa information</p>
	<p>9. Do I need to do anything about travel insurance?</p>	<p>Generally, any person travelling on University business is automatically covered by UniSA's travel policy with ACE Insurance Limited. However, you should contact the insurance office if:</p> <ul style="list-style-type: none"> • You are travelling for more than 120 days in total • More than 50% of the total trip is personal travel (taken in conjunction with authorised business travel) • You are over 75 years of age • You require overseas medical cover for a pre-existing condition. <p>ACE Assistance can be contacted 24 hours a day for the cost of a local call.</p> <ul style="list-style-type: none"> • ACE Assistance (tel) +61 2 9929 2210 and quote policy # APA000143SA • ACE Assistance www.aceassistance.com 	<p>http://www.unisa.edu.au/tss/travel/insurance.asp UniSA Insurance Office 8302 1678</p>
	<p>10. What do I need to know about FBT?</p>	<p>FRINGE BENEFIT TAX (FBT) FBT applies to travel where the personal portion of the travel exceeds 50% of the entire travel. To determine if FBT applies you must account for all days and indicate whether they are personal or work related travel days. If your personal travel days exceed 50% of the entire journey your travel will need to be evaluated. This evaluation should occur on a case by case basis however the following instructions will give you an indication of what additional expenses you may be liable for. For further information on your individual case you should consult with Rex Jones: Manager Business and Finance, Division of Business on 8302 0938.</p> <p>Work days can be calculated by determining:</p> <ul style="list-style-type: none"> • the days of travel to the work destination by the most direct route • a rest day following the travel • the days away during which work is undertaken for the university <p>If FBT applies the traveller is either</p> <ul style="list-style-type: none"> • liable for the FBT charge (approximately 87% of the fare) or • can pay a proportionate amount of the business sector flights to avoid incurring FBT <p>How to calculate the proportionate amount of the business sector flights that are payable by the traveller:</p> <p>If you are travelling for 40 days and 17 of those days are deemed 'travelling to work, work or rest following work travel days' then 23/40 days are personal. The percentage of the personal days is 57.5% of the total travel. As the personal component exceeds the business component the traveller is then required to pay 57.5% of the business sector flights in addition to 100% of the flights taken on personal days that have been purchased by the traveller separately.</p>	

	<p>10. Can I take my family or friends with me?</p>	<p>Yes, you will need to contact TSS in the first instance to discuss. Please note that an “Exceptions to Business Travel Form” is required to seek necessary approvals.</p>
	<p>11. How do I get from the airport to my hotel?</p>	<p>If necessary, TSS will make airport transfer arrangements for you and you will be informed accordingly. Recommended modes of travel from airport to hotel for various locations is as follows:</p> <ul style="list-style-type: none"> • Hong Kong – either rail service or shuttle transfer • Singapore – Take taxi from airport • Kuala Lumpur – Hotel car will be arranged for you • Bangkok – Hotel car will be arranged for you • Taipei – Hotel car will be arranged for you • Kuching – Hotel car will be arranged for you • Penang – Hotel car will be arranged for you
<p>Travel Allowances and Expenses</p>	<p>12. What travel allowance will I receive for teaching and how?</p>	<p>You will be provided with a travel allowance to cover your living expenses when you travel offshore for teaching purposes.</p> <p>Please note: Travel allowances are not provided for all overseas activities. If travelling for purposes other than teaching, negotiations will need to be undertaken between the traveller and their Line Manager/Cost Centre Manager.</p> <p>If approval for a travel allowance is given, approval of such an arrangement is to be supplied in writing. The approval will also indicate the cost centre code that expenditure will be charged to.</p> <p>If travelling with a University Credit Card, to cover allowable incidental expenses like food and taxis, you are able obtain cash advance from ATM. Any cash advance needs to be reconciled, Please retain original receipts of spend, from point of purchase for reconciliation purposes on your flexipurchase statement. The \$amount of travel allowance recommended by the ATO for any given location can be supplied by TSS,</p> <p>For offshore teaching staff that do not have a University credit card, an accounts payable cash advance will be arranged. This will be paid into your bank account approximately 1 week before you travel. Alternatively, you may wish to meet travel expenses yourself and be reimbursed (need original receipts) on return.</p> <p>All UniSA permanent staff travelling offshore should apply for a corporate credit card. Please discuss with your supervisor prior to completing the application form. Apply for a credit card using FS52 and FS52a forms.</p> <p>All cash advances must be fully acquitted on a FS36 Cash Advance Record form. You should give your completed form and relevant receipts to TSS, all cash advances must be acquitted and if need be, monies repaid, within 2 weeks of returning from overseas.</p> <p>Forms: FS52: http://www-p.unisa.edu.au/fin/forms/fs52.pdf FS36: http://www-p.unisa.edu.au/fin/forms/FS36.xls</p>
	<p>13. What principles apply to travel allowances?</p>	<p><i>EXTRACT FROM UNISA TRAVEL GUIDELINES.</i> http://www-p.newdev.unisa.edu.au/fin/policies/Travel.pdf</p> <p>The principles and procedures applying to UniSA funding arrangements for travel are detailed in the University’s Travel Procedures policy. Key principles include:</p> <ul style="list-style-type: none"> • Funds may only be spent on travel to further the purposes of the University

		<ul style="list-style-type: none"> • Staff should neither lose nor gain financially as a result of travelling on University business. • Approval and acquittal procedures are designed to protect both the University and individual staff members • Staff travelling will be provided with a reasonable standard of support consistent with the public nature of the University and community standards • Authorised supervisors are accountable for approval of travel in accordance with the Vice Chancellor's authorisations and the University's travel procedures. • No staff member may approve his/her own travel or benefits. • Travel expenditure must deliver value for money to the university • Travel arrangements are to be economical and executed in a manner that is efficient to administer • Travel arrangements must be approved before the travel event takes place • All costs associated with a travel event are to be aggregated and contained within one approval • Any Fringe Benefits Tax (FBT) implications of travel will be borne by the relevant cost centre.
	<p>14. What will the University pay for?</p>	<p><i>EXTRACT FROM UNISA TRAVEL GUIDELINES</i> http://www-p.unisa.edu.au/fin/policies/Travel.pdf</p> <p>In addition to normal accommodation and food expenses, the University will pay all reasonable expenditure associated with travel for offshore teaching. This may include:</p> <ul style="list-style-type: none"> • Official phone calls, faxes etc • Necessary health examinations, inoculations, vaccinations • Necessary passports and visas • Compulsory exit and entry fees • Currency exchange rate fees/commissions • Charges for travellers cheques • Transport costs • Postage • Necessary laundry or dry cleaning (ie staff on travel greater than 7 nights or in difficult climates) <p>Reasonable phone calls – it is considered reasonable for staff to call home upon arrival, or when changing accommodation or location. Further calls should be limited to every second day during absence.</p>
	<p>15. What paperwork do I need to complete?</p>	<p>You may need to complete some or all of the following:</p> <ul style="list-style-type: none"> • Overseas Business Form (mandatory) • Exceptions to Business Travel Form • FS87 Business Travel request (please note for teaching travel this will be completed by TSS on your behalf) • FS3 Expenditure claim – for claiming reimbursement • FS36 Cash Advance Record – to record cash expenditure • FS37 Business Travel Record – itinerary for ATO requirements • FS72 Amendment to Cardholder's details – to apply for a pin or change your details <p>Remember, if you have a corporate credit card that has not been used overseas, before you leave, contact Diane Wade in the Finance Unit to</p> <p>FS3: http://www-p.unisa.edu.au/fin/forms/fs03.doc FS36: http://www-p.unisa.edu.au/fin/forms/FS36.xls FS37: http://www-p.unisa.edu.au/fin/forms/FS37.xls FS72: http://www-p.unisa.edu.au/fin/forms/fs72.doc FS87: http://www-p.unisa.edu.au/fin/forms/fs87.doc</p> <p>Overseas Business Form: http://www-p.unisa.edu.au/intstaff/travel/overseasform.asp</p> <p>Exceptions to business Form</p> <p>Diane Wade: 8302 1482</p>

		ensure the credit card can be used overseas.	
	16. Do I need to keep receipts for cash and credit card transactions?	You should obtain receipts wherever possible and maintain a diary record of all expenditure. Record cash advance spend on the FS36 form.	FS36: http://www-p.unisa.edu.au/fin/forms/FS36.xls
	17. Can I use travel allowance to pay for food and incidental expenses for family or friends?	No.	
	18. How do I change money?	It's advisable to take some cash in the currency of your destination country. You can exchange money at foreign exchange offices in Adelaide, at major airports and in many hotels.	
	19. Can I use taxis?	Yes. Remember to ask for a receipt and make a diary record. Be vigilant about unauthorised taxi operators. In some circumstances (eg Hong Kong, Singapore and Kuala Lumpur) rail is likely to be more efficient than road.	
	20. Can I participate in cultural tours?	If authorised by your supervisor prior to departure.	
Accommodation	21. What kind of accommodation will I have?	Accommodation will usually be in a single room, with private bathroom and facilities, in a hotel approved by the University.	
	22. Do I get a choice in hotel accommodation?	Generally no. The University has contracts with hotels near most offshore teaching venues. If travelling for a conference, booking accommodation when registering for conference to secure the "conference rate".	

CHECKLIST

<input type="checkbox"/>	Do have your passport and has it got six months validity from your date of return?
<input type="checkbox"/>	Have you advised TSS if not travelling on an Australian passport?
<input type="checkbox"/>	Have you lodged your Overseas Business Form (OBF) and retained the confirmation slip?
<input type="checkbox"/>	Have you completed the FS87 Business Travel Request Form, duly coded and authorised? Attach confirmation slip from OBF to FS87 and send to TSS.
<input type="checkbox"/>	Have you completed and submitted Exceptions to Business travel form authorisation for personal and accompanied travel?
<input type="checkbox"/>	Do you have a UniSA corporate credit card? If not eligible, advise TSS so they can arrange a cash advance.

Transnational Travel Team

**** All travel arrangements to be communicated via the TSS travel mail box – tsstravel@unisa.edu.au

Name and Position	Travel Associated Duties	Contact Details
Ms Caron-Anne Ravno Travel Coordinator: Teaching Working days: Monday and Tuesday	International teaching travel arrangements	Caron-anne.ravno@unisa.edu.au Phone: 8302 0927 Fax: 8302 9034 tsstravel@unisa.edu.au
Ms Alison Jewell Travel Coordinator: Teaching Working days: Wed, Thursday and Friday	International teaching travel arrangements	Alison.Jewell@unisa.edu.au Phone: 8302 7650 Fax: 8302 9034 Mobile: 0438 822 087 tsstravel@unisa.edu.au
Ms Sharyn Lampshire Resources Administrator/Travel team Leader	International conference, seminar, research and consultancy (other) travel arrangements	sharyn.lampshire@unisa.edu.au Phone: 8302 0705 Fax: 8302 9034 Mobile: 0417 881 954 tsstravel@unisa.edu.au
Ms Hsin-Ju Chiu International Clerical Officer	Hughes Car bookings Cash Advance acquittals Flexipurchase Support to Travel Coordinator and Resources Administrator	hsin-ju.chiu@unisa.edu.au Phone: 8302 0459 Fax: 8302 9034 tsstravel@unisa.edu.au