[1].

Travel must be undertaken in an efficient, safe, and cost-effective manner. Travel is an area of activity requiring a high degree of accountability and transparency. Common sense, sound judgement and ethical behaviour should be exercised

Accommodation

Consideration should be given to proximity to event venue as savings may be made in transport costs where the venue and accommodation are in close proximity. Any deviation from the below standards must be justified as being a reasonable cost and approved by the financial delegate.

Accommodation Standards		
	Domestic	**International**
Chief Executive Officer	4.5 Star	
Executives (Senior Executive Service – Levels 1 and 2)	4 Star	
All other CIT Staff	3 Star	3.5 Star

All accommodation must be booked by the appropriate Financial Services Officer through CTM. CIT can book accommodation with most providers through CTM, subject to availability both domestically and internationally. Exceptions to booking accommodation through CTM will only apply in circumstances where it is more cost effective to do so, such as when conferences include the cost of accommodation in the registration fee, and only at the approval of the financial delegate. The request for approval must include the reason for procuring outside of the CTM contract.

Circumstances where an exception to the star rating and CTM may be authorised by a travel delegate include:

- The location of hotels, within the star rating, are at an unreasonable distance to the event being attended, which will exacerbate the cost of travel.
- The cost of a hotel, at a star rating greater than the entitlement, is lower than the cost of a hotel at a lower star rating.
- Conference providers offer accommodation packages at a reduced rate for attendees and need to be booked outside of CTM.
- Employees have genuine saf36 (a)13.6 (v)-2.5 (e g)16 .9 3 (t)1 (f)13.6 (h)Tj t34 (o)- (e s)-2.5 (e5.3 (-0.004 Tw 3 0.7 (c) 0.009 Tc 0.33 an009

Procedure Contact Officer:

- Obtain Executive approval in addition to financial delegate approval when the trips are three business days or less and airfares and accommodations have been arranged by CIT.

Travellers may use their travel advance to pay for legitimate work-

Procedure Contact Officer: Manager, Financial Services

traveler must complete the remaining portion by listing any meal and incidental expenses claimed and the cost of any taxis paid for, using Cabcharge. If there is insufficient space for all items, travelers should attach a detailed list of all expenditure and add the total as one line to the acquittal form.

Travelers must submit **original tax receipts/tax invoices** (for GST applicable items) for each meal or incidental claim. Where receipts/ tax invoices are lost, a *Statutory Declaration* (available on CIT Intranet) must be completed by the traveler and counter signed by an appropriate officer (refer to the *Statutory Declaration* for details).

0 0 The *Statutory Declaration* must include a statement, stating that a receipt w (b)16.1 e

- Advice provided in the DFAT travel advice is to be acted upon except in exceptional circumstances with approval from the Chief Executive, CIT.
- There may be instances where, failure to observe DFAT travel advice could result in the negation of insurance coverage.
- CIT assets are not to be taken overseas, e.g., work laptops due to security threats.

Documentation

Authority Source	1. *Financial Management Act 1996* 2. *Public Sector Management Standard 2006 Part 7.1 – Travel – domestic and international.*
Related Documents	1. Chief Executive Financial Instructions - CIT Finance Policy 2. Travel Policy

Appendix 1: Reasonable Travel Expenses and Overseas Commercial Allowance OsCA

Reasonable Travel Expenses

CIT will reimburse all reasonable official travel related expenses, including transportation, accommodation, meals and incidental expenses.

The following list is a guide of reasonable travel expenses. What is considered reasonable will vary depending on the destination, duration and nature of the travel. It is the Travellers responsibility to ensure that only those expenses necessary to conduct business efficiently and effectively are incurred.

- Tickets for air, bus, ferry, rail
- Accommodation - room only costs
- Car rental and hire costs - when other means of transportation are unavailable, more costly, or impractical
- Taxis
- Main Meals (where the cost of meals has not already been paid for by the ACT Public Service or other parties e.g., included in conference fees)
- Parking costs (does not include parking or traffic fines)
- Tolls
- Laundry and dry cleaning (if away from home for 3 nights or more)
- Telephone costs - business and a short call home once every day
- Postage, internet, modem and fax costs for work-related purposes.
- Photocopying and business services where these could not be arranged prior to departure or at the offices visited
- Clothing when visiting harsh climates (requires prior approval)
- Local taxes, stamp duties and transaction costs for work-related activities
- Travellers' cheque fees
- Currency conversion costs
- Pre-travel medical costs
- Excess baggage for work - related documentation or equipment
- Passports visas and special documentation requirements for foreign countries visited
- Tips and gratuities (when customary)
- Medical costs in case of sickness when travelling.

Expenses not considered reasonable are those, which are not work-related, excessive, unnecessary, and inappropriate or have been inclusive in other expenses. These may include traffic fines, mini-bar and in-house movies, room service, toiletries, gym fees, in-flight refreshments, recreational expenses, or meal expenses for single day travel less than ten hours.

Overseas Commercial Allowance OsCA

(Excerpt from the 2021-2022 Enterprise Agreement)

M.48.1 The Overseas Commercial Allowance (OsCA) applies to officers who are undertaking commercial work or activities associated with procuring and managing contestable business for CIT on site overseas.

M.48.2 The rate of the allowance is $85 gross payment, per day and will not be adjusted for the life of the agreement.

M.48.3 The officer will be entitled to receive the allowance for the duration of the overseas project, while performing duties as mentioned in subclause M.48.1.

M.48.4 The maximum approvable duration for the allowance will be three months from the date of its commencement.

M.48.5 Approval of payment for the allowance must be given prior to the staff member travelling overseas.

M.48.6 Once approved, the allowance will be paid for each calendar day, including weekends and travel days, to and from the destination of the commercial activity, except for approved periods of leave, other than Personal Leave as mentioned in subclause M.16.7 below.

M.48.7 The officer will be entitled to receive the allowance during periods of approved Personal Leave, where the leave is due to illness or injury sustained during the period of the overseas project.

M.48.8 The allowance is payable in addition to the current meals and incidentals reimbursement process that applies for CIT officers.

M.48.9 The allowance is classified as 'taxable income' for taxation purposes.

Appendix 2: Cabcharge Vouchers Administration

Official Travel by Non-Institute Staff – Travel Voucher

In addition to the above, Cabcharge Vouchers may be issued to students or external visitors to CIT in instances where a person is psychologically or otherwise unfit to travel independently, which includes, but is not limited to, severe cases of anxiety, trauma or other mental health conditions.

Procedure Contact Officer: Manager, Financial Services