



## OFFICE OF RESEARCH TRAVEL PROCEDURES

<b>Contact officer:</b>	Director, Office of Research Services
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### 1. OVERVIEW

The purpose of this document is to provide guidance for the Office of Research Services (ORS) where monies are spent from grant awards for the purpose of travel. For the majority of travel, researchers are required to follow the travel and related policies at a University level. However, there are additional considerations that must be taken into account when travel occurs under a grant award.

### 2. APPLICATION

Bond University Researchers

### 3. ROLES AND RESPONSIBILITIES

Role	Responsibility
ORS	<ul style="list-style-type: none"><li>Approval of all grant-related travel.</li><li>Book all research related travel.</li></ul>

### 4. THE PROCEDURE

#### 4.1. Travel Approvals

All researchers who are travelling on a grant award are required to complete an [Approval to Travel form](#) with the following information and submit it to ORS for approval:

- Itinerary
- Which sites are being visited?
- Who is being visited?
- Full budget details
- Intended outcomes of the trip

A valid *Approval to Travel Form* must be provided prior to ORS booking travel.

Prior to travel ORS will advise what reasonable expenses will be reimbursed. Only listed items will be reimbursed.

#### 4.2. Travel Bookings – Accommodation

- All accommodation will be booked through the nominated travel provider. Travel related to research must be booked through the Office of Research Services. Travel on a research grant that is not booked through ORS will not be reimbursed and must be considered a personal expense by the researcher. Exceptions to this (e.g. emergency accommodation extensions where a credit card must be used) must be approved by ORS in writing.
- All accommodation will be no more than 4-star standard unless approved otherwise by ORS. [Taxation Determinations](#) set out amounts that the Tax Commissioner considers reasonable to claims made for accommodation expenses, according to salary levels and destinations. Accommodation costs that exceed the amounts as stated in the current [Tax Determination](#) will be considered a personal expense.
- Employees who stay with friends or family at no cost are not entitled to any financial assistance towards accommodation.

#### 4.3. Travel Bookings – Motor Vehicle

- For local travel, researchers must use a Bond vehicle pool car if available. For travel into Brisbane, all staff should use the train in the first instance. Where a pool car is not available, ORS can book a hire car through the nominated travel provider.
- All motor vehicle hire will be booked via ORS through the nominated travel provider. Researchers must be able to articulate (in the Approval to Travel form) whether car hire within major city centres is both practical and necessary. Car hire booked under any other arrangements must have prior written approval from ORS.

- c) In line with the Bond Environmental Sustainability Policy, ORS encourages researchers to use scheduled transport services or public transport whenever these are available and practicable. These include trains, coaches and airport transfer services. If other modes of transport will be required during your travel (e.g. taxi, hire vehicle) this should be noted on your Approval to Travel form.

#### 4.4. Kilometre Allowances

In the event that a personal vehicle is approved for surface travel, a travel log indicating kilometres travelled will be required after the travel has been completed. For Bond staff accessing grant funds travel will be reimbursed at the ATO rates. Staff must complete the [mileage claim form](#).

All travel for HDR students supported by HDR travel and project funds must be approved through the HDR budget process and by the supervisor prior to travel. Sufficient records of trips must be retained and provided to ORS. ORS will reimburse HDR students with a \$25 petrol card for every 150kms travelled. Cash reimbursement for kilometres travelled is not available.

#### 4.5. Per Diem Allowance

Per diems will be paid into the researcher's nominated bank account upon approval of the Approval to Travel form. Per diems are the preferred method of managing grant award travel, as reconciling expense claims use a substantial amount of time on the part of the traveling researcher, ORS and Finance staff. The per diem allowance is only payable if an employee is traveling on a grant award on behalf of Bond University for a minimum of 12 hours in a 24-hour period.

<b>Rates Paid</b>	An average daily rate has been assigned with reference to the current <a href="#">ATO Taxation Determination</a> .
<b>What does the allowance cover?</b>	Food, Drink and Incidentals including tips, laundry, valet, room service, airport lounge access, etc.
<b>Which salary range is applicable?</b>	A flat per diem rate will be paid to the researcher regardless of salary range.
<b>When does the per diem apply?</b>	A full day includes travel from 7am to 7pm. Per diems will be pro-rated accordingly depending on the start and end time of the approved travel.
<b>Which rate is used if the employee is in more than one country in any one 24-hour period?</b>	The rate from the country where the majority of the period has been spent
<b>How does Financial Services calculate the appropriate allowance?</b>	A complete copy of the employee's itinerary must be forwarded to Financial Services, with the purchase order, to enable the allowance to be calculated.

### 5. DEFINITIONS

**Per Diem Allowance:** The food, drink and incidentals allowance paid to employees when traveling on a grant award unless explicitly prohibited by the funder.

### 6. RELATED DOCUMENTS

[Staff Travel Policy](#)

[Approval to Travel form](#)

[ATO Taxation Determination for reasonable travel and overtime meal allowances](#)

[Motor Vehicle Kilometre Allowance Policy](#)

[Motor Vehicle Kilometre Allowance Form](#)

[Use of University Credit Card Policy](#)

[Environmental Sustainability Procedure](#)

Purchasing and Procurement Procedures

Post Award Procedures

HDR Student Procedures

### 7. MODIFICATION HISTORY

Date	Sections	Source	Details
14 April 2022			