




<b>DOCUMENT TYPE</b>	<b>P</b>	
<b>ADMINISTRATIVE</b>	<b>5</b>	
<b>FINANCE AND RESOURCES PLANNING</b>	<b>2</b>	
<b>FINANCIAL OPERATIONS</b>	<b>1</b>	
<b>NUMBER</b>	<b>048</b>	
		Policy Database Document Reference Number <b>521048P</b>

## TRAVEL MANAGEMENT POLICY

<b>Purpose/ objectives</b>	To guide a consistent and simple approach to University Travel Management thereby facilitating effective conduct of University business.
<b>Scope/ Application</b>	This policy covers all University representatives travelling on University Business.
<b>Policy Statement</b>	<p><b>Travel:</b> All travel conducted for University business purposes must be made in accordance with this Travel Management Policy and Travel Management Procedure.</p> <p><b>Code of Conduct</b> The University expects all staff travelling for, and representing La Trobe University away from campus, to comply with the Code of Conduct.</p> <p><b>Travel Considerations:</b></p> <ul style="list-style-type: none"> <li>• Health and Safety risks (utilise DFAT indicators)</li> <li>• Purpose of travel (beneficial to the University)</li> <li>• Cost optimisation</li> </ul>
<b>Supporting Procedures</b>	Travel Management Procedure
<b>Responsibility for implementation</b>	Chief Financial Officer Strategic Sourcing & Procurement Legal Services Pro Vice Chancellor International Heads of Schools and Departments Senior Deputy and Pro Vice Chancellors Executive and Deputy Directors
<b>Responsibility for monitoring implementation and compliance</b>	Director, Strategic Sourcing & Procurement Category Manager – Travel and Media
<b>Status</b>	New policy approved PRC 13 January 2016
<b>Key stakeholders</b>	Chief Financial Officer Director, Strategic Sourcing & Procurement La Trobe International

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	<p>SHE and ASSC Colleges  Insurance Office  Legal Services  Human Resources  I&amp;O  ICT</p>
<b>Approval Body</b>	Vice-Chancellor on the recommendation of the Planning and Resources Committee.
<b>Initiating Body or person(s)</b>	Finance
<b>Definitions</b>	<p><b>University Business</b> is defined under the premise that the University will derive value from the travel to be undertaken and may include the following:</p> <ul style="list-style-type: none"> <li>▪ Attendance at conferences;</li> <li>▪ External courses or development programs;</li> <li>▪ University representation in an official capacity;</li> <li>▪ University business in a commercial, business development or procurement capacity;</li> <li>▪ Obligations arising from membership of government bodies or international associations.</li> </ul>
<b>Related legislation</b>	None
<b>Related Policy and other documents</b>	<p>Corporate Credit Card Policy  Travel Guidelines  Code of Conduct  DFAT Website</p>
<b>Date Effective</b>	13 January 2016
<b>Next Review Date</b>	1 December 2019
<b>Keywords</b>	Travel, Corporate Credit Card, DFAT
<b>Owner/Sponsor</b>	Chief Financial Officer
<b>Author</b>	Director, Strategic Sourcing & Procurement

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<b>Contact person or area</b>	<a href="mailto:travel@latrobe.edu.au">travel@latrobe.edu.au</a>
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