

Domestic Travel

Purpose

To describe guidelines of booking and reconciling domestic travel.

Scope

These guidelines are relevant to Faculty, School and Divisional staff involved in domestic travel conducted on behalf of the University.

Background

CSU conducted an assessment of travel requests that were approved or declined and the potential benefits from improved rates and discounts available to the University. Declined travel requests were a very small percentage of the total (approx. 2%), however it was found the University was forgoing considerable savings due to delays in the approval process.

From this assessment, CSU Travel has adopted a risk management approach and will process all travel bookings on receipt of a travel request.

Guidelines

In order to obtain the best possible pricing for the University, the following guidelines apply:

- Staff should plan travel as far as possible in advance
- Travellers are to discuss travel plans and potential costs with the appropriate supervisor and obtain verbal approval BEFORE submitting an on-line booking form. Budget units remain responsible for all travel booked on behalf of their staff.
- When a travel request is submitted to CSU Travel, arrangements will be made and paid for where necessary
- Once a travel request has been received a travel plan will be created in ProMaster for formal approval by the delegated approver.
- Travellers are to submit all related receipts to domtravel@csu.edu.au as soon as possible upon return to allow Travel card expenditure is to be reconciled within 30 days of the expense being incurred.

Responsibilities

It is expected staff travelling on behalf of CSU are aware of and acting within the guidelines of the funding available. Any CSU staff who are travelling on behalf of the University should first have verbal approval from their delegated approver for their intended travel.

CSU Travel will liaise with the traveller prior to any bookings being made to ensure arrangements are correct.

Once travel has been completed all travellers should submit their relevant receipts. If travellers fail to provide relevant receipts in the time required their travel card may be suspended.

Related Documents

CSU Travel Policy

<https://policy.csu.edu.au/view.current.php?id=00178>

Domestic on-line booking form

<https://finance.csu.edu.au/forms/domestic-travel-booking>

Guiding Principles: University Expenditure

<https://finance.csu.edu.au/guides-manuals/Purchasing-Guiding-Principles-Fact-Sheet-May-2018.pdf>

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