Procedure

Travel – Away from Base (AFB) activities

Date of approval	15 October 2026	**Approved by**	Director, Student Experience
Date of effect	15 October 2026	**Review date**	31 October 2029
Relates to	Travel Policy NIAA Operational Rules – Annexure 3 Children on Campus Policy Student Support Plan Procedure	**Version**	v1 2026
Responsible Owner	Director, Student Experience		
Functional Manager	Director, VET Business Operations Dean, Higher Education & Research Team Leader, Travel Services		

1. Outline

The purpose of this procedure is to ensure that:

1.1 Rules are clearly defined for all Batchelor Institute **Away from Base (AFB)** activity travellers.

1.1.1 VET for Secondary School (VETfSS/VETiS), Apprenticeship and Fee-for-Service delivery is not eligible for AFB funding and therefore not an AFB activity.

1.2 All travel requests follow established procurement procedures and financial policies.

1.3 All expenses are appropriately recorded, managed and acquitted within the rules of this procedure and in accordance with the current Batchelor Institute Enterprise Agreement and Act.

1.4 Travel is undertaken in a safe and effective manner.

2. Summary

2.1 These procedures apply to anyone who undertakes travel on behalf of Batchelor Institute, as part of official business or an approved program or in connection with official activities related to an AFB funding source.

2.2 It is each travellers responsibility to understand and adhere to this travel procedure.

2.3 Travellers cannot seek reimbursement for expenses incurred outside of these set rules.

2.4 It is the Travel Services team's responsibility to understand and adhere to this travel procedure.

2.5 International/Overseas travel is not permitted under AFB funding.

2.6 This procedure covers the following:

- Application Process for Travellers
- Approval Process for Travellers
- Booking Requirements
- Risk Mitigation and Hazard Management
- Class of Travel
- Travel Costs and Value
- Official Allowances
- Afterhours and Emergencies
- Acquittal of Travel
- Out of Scope items
- Workflow.

3. Scope

These procedures apply to anyone who undertakes travel on behalf of Batchelor Institute, as part of official business or an approved program or in connection with official activities related to an AFB funding source, regardless of the duration of travel. This includes travel by students where they are travelling with the approval of the Institute in connection with programs, courses and/or activities.

4. Application Process for Travellers

4.1 The application process for travellers, including but not limited to, airline, hotel and vehicle hire reservations and costs, must be recorded and approved in the relevant Batchelor Institute travel or movement requisition system before any travel occurs.

Depending on the category of the traveller, the application process will vary.

Student Travel

4.2 The application process for a student who is required to travel and undertake Away from Base (AFB) activities on a Batchelor Institute campus is to be submitted in the form of a Student Travel Request to the Travel Services team by a relevant trainer, senior lecturer, or delegated officer four (4) weeks prior to the travel period.

4.3 The application process for student who is required to travel and undertake AFB activities on the basis of a Student Placement, Field Trip or Hybrid Reverse Block Release, not on a Batchelor Institute campus is to be submitted in the form of a Student Travel Request and a Supporting Form, to the Travel Services Team by a relevant trainer, senior lecturer or delegated officer, six (6) weeks prior to the travel period.

Staff Travel

4.4 The application process for a staff member who is required to travel and undertake AFB activities based on Reverse-Block delivery is to be submitted in the form of an email request to the Travel Services team by a relevant trainer, senior lecturer or like, four (4) weeks prior to the travel period.

5. Approval Process for travellers

5.1 All travel requests must be approved by the relevant cost centre manager with the appropriate financial delegation.

5.1.1 The approver must consider the academic and/or professional value of the travel, and available budget and/or cost implications, when approving travel requests.

5.2 All travel requests must be approved prior to travel being undertaken by a traveller, regardless of the travel duration.

6 Pre-Travel Requirements

Student Travel

6.1 Students are required to confirm their travel availability with the Travel Services team one (1) week prior to travel being undertaken.

6.1.1 Unconfirmed travel will be cancelled by the Travel Services team.

6.2 For students requiring supported travel arrangements or support while on campus, the Travel Services team will notify the Student Services team to develop a Support Plan, outlining the supports required by the student.

6.3 Children of students, up to five (5) years old, may travel to Batchelor Campus on occasion, granted:

6.3.1 The parent/guardian (the student) establishes a Support Plan with Student Services prior to the travel period.

6.3.2 The parent/guardian (the student) covers all costs of the child/children's travel.

6.3.3 The child/children are enrolled in a childcare facility during normal training hours, as children are not normally permitted in teaching rooms. See the Children on Campus Policy.

6.4 Children of students, over the age of five (5) and up to the age of ten (10), are not normally permitted, however if an assessment by Student Services determines this activity will support the wellbeing of students while on a residential workshop, 6.3.1 and 6.3.2 will apply, in addition to;

6.4.1 The child/children are enrolled in a school facility, such as Batchelor Area School, during normal training hours, as children are not normally permitted in teaching rooms and cannot be left unsupervised while on campus. See the Children on Campus Policy.

Staff Travel

6.5 Staff may be required to submit an approved Remote Travel Form and Travel

Communication Form to the Institute's Fleet Manager, depending on the travel request location, prior to travel being undertaken.

6.6 Staff should familiarise themselves with the travel request location and ensure steps have been taken to understand the services and supports available to them. The Northern Territory's regional and remote communities are highly diverse, requiring preparation and understanding before visiting.

7 Booking Requirements

7.1 The Travel Services team will review the booking requirements of the Travel Request and undertake extra considerations related to the travel, and organise or communicate the relevant provisions, or organise provisions with relevant areas, if required, related to:

7.1.1 Budget allowances and/or constraints.

7.1.2 Safety and wellbeing, security, health risks and medical facility access.

7.1.3 Travel advice from relevant local, state and/or government authorities.

7.1.4 Entry Authorisation.

7.1.5 Consider Duty of Care and Fatigue Management.

7.1.6 Insurance liabilities.

8 Risk and Hazard Management

8.1 The Travel Services team will manage additional associated risks where/when:

8.1.1 Emergencies or identified health and safety risks arise.

8.1.2 Public transport is deemed unsafe at the time of day the travel is to occur.

8.1.3 The total travel time by surface transport exceeds ten (10) hours.

8.1.4 The total layover time when travelling by air transport exceeds ten (10) hours.

9 Class of Travel

9.1 All travellers will be travelled under economy class conditions.

10 Travel Costs and Value

10.1 Travel dates and times for air, road or rail transport should align with delivery and/or event timelines to reduce the cost and minimise time away from the workplace and/or home.

10.2 Lowest cost transport options that suit the business needs and travellers' logistical needs will be considered.

10.3 All airfare bookings are to be the lowest cost flexible fare available at the time of the booking.

10.3.1 If guaranteed commitment to travel, non-flexible/restricted fares can be purchased at the time of booking to decrease costs.

10.4 Where applicable, travellers travelling to a Batchelor Campus location are to utilise on campus accommodation.

10.4.1 Where on campus accommodation is not available, nearby twin-share accommodation is to be booked.

10.4.1.1 Special considerations may apply where cultural safety may be impacted by twin-share accommodation.

10.4.2 All accommodation options should be considered if the distance to the delivery and/or event location is within five (5) kilometres.

10.4.2.1 If coinciding transport is available and arranged, all accommodation options will be considered if the distance to the delivery and/or event location is within 25 kilometres.

10.5 Where air or surface travel time exceeds ten (10) hours, accommodation may be considered for the traveller by the Travel Services team, where possible.

11 Official Allowances

Student Travel

11.1 Students may be entitled to official allowances if meals cannot be provided by the Institute. The allowances are determined by the ATO Allowance allocations. This will be determined by the Travel Service team at the time of contacting the student.

11.2 Official allowances to cover meals expenses must not exceed the amounts set as reasonable meal allowance expenses by the ATO (Refer to the Australian Taxation Office Website specified under allowance and reimbursements and Travel Allowances.)

11.3 Vehicle allowance

As an alternative to using public transport, approved travellers may wish to self-drive to an approved AFB Activity. This must be approved by the Travel Services team prior to undertaking a trip and also meet the following criteria.

11.3.1 The vehicle used for the self-drive component is insured under a comprehensive policy and official documentation is provided to the Travel Services team; and

11.3.2 the approved traveller is covered by the comprehensive insurance policy.

11.3.3 If the conditions under clauses 11.3.1 and 11.3.2 cannot be satisfied, the traveller must provide a written wavier of liability, prior to the commencement of the self-drive travel component, to the Travel Services team.

11.3.4 Reimbursement for approved travellers can only be issued on completion of 50% of their approved AFB Activity for the lesser of the following amounts:

11.3.5 The number of kilometres travelled multiplied by the applicable motor vehicle allowance rate (refer to the Australian Taxation Office website; for the applicable motor vehicle allowance rate); or

11.3.6 The cheapest refundable fare by an appropriate mode of public transport.

Staff Travel

11.4 Batchelor employee/s official allowance rates are determined by the Commissioner for Public Employment at the end of each calendar year. Determinations are deemed to be effective on and from 1 January the following year.

11.5 Vehicle allowance (Reference to Batchelor Institute EA)
Where a staff member chooses to use an approved personal vehicle, and where the Line Manager has given approval under this Clause, an employee may be paid an allowance at a rate determined by the Line Manager, in respect of each kilometre travelled (see NTG Determination rate 1, by-law 32).

11.6 Official Allowance is not payable for day trips.

12 Afterhours and Emergencies

Afterhours

The Travel Services team offers a dedicated afterhours and emergency contact on 1800 815 262 for all travellers.

Emergency

Travellers in a life-threatening situation should always contact 000 first.

Travellers are to notify the Travel Services team (for students and staff) and an immediate supervisor (for staff) as soon as practical and when safe to do so, of all unexpected hazards, accidents and injuries.

Where applicable, the Senior Manager, People and Culture and/or the Work, Health and Safety Officer may also be contacted in accordance with the Motor Vehicle and Safe Driving Policy and any other related Policies.

13 Acquittal of Travel

The Travel Services team is responsible for acquitting all AFB activity travel.

If changes or cancellations to travel are required after travel has been completed, approval will need to be re-sought from the relevant approver to enable the travel to be acquitted.

In the case of any difference in Official Allowances due to changes or cancellations, higher amounts will be processed, and lower amounts will be recouped by the Institute.

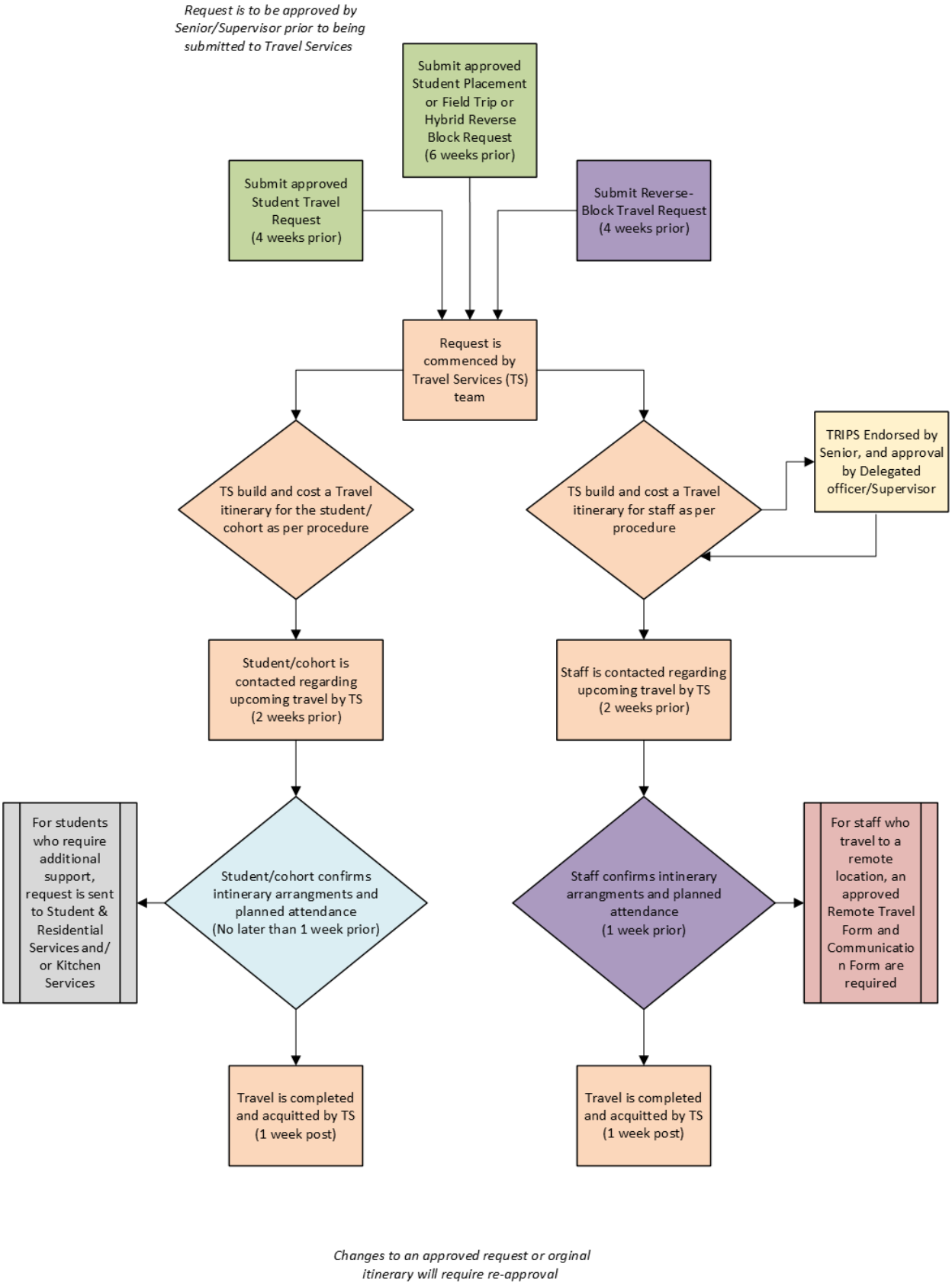
14 Out of Scope

The following items are outside of scope for this procedure.

- Frequent Flyer Programs or Airline Clubs, Vehicle Hire rewards and loyalty programs are considered Fringe Benefit Tax (FBT) items and are NOT to be used in relation to Batchelor Institute travel activites, regardless of funding source.
- Personal travel associated with official travel is to be at no additional cost to Batchelor Institute, and no offical allowances are payable.
- Miscellaneous expenses such as mini bar, in-house movies, laundry, personal expenses, toll fees and inflight expenses are not covered, and will be at the expense of the traveller directly.

- Employee Guests Travel and Related Expenses, inclusive of family and friends, are not covered by the Institute.
- Extra costs of varing travel dates and destinations are not covered by AFB funding. These instances include any additional accomodation and meals costs, any difference in fare costs due to the traveller delaying or changing their travel date, or a change in origin during activty period.

15 Workflow – Simple



16 Acronyms & Terms

Acronym/Term	*Definition/Description*
BI	Batchelor Institute
International /Overseas	Travel outside of Australia
Employee(s)/Staff	Batchelor Institute employees PIPS and consultants under the Provision of Employment and Labour Hire Services
TRIPS	Travel Request Information Processing System
CTM	Corporate Travel Management
MReqs	Movement Requisitions (within TRIPS and FILEMAKER PRO)
ATO	Australian Tax Office
Official Travel	Travel undertaken on behalf of Batchelor Institute
FBT	Fringe Benefits Tax
Student Practical Placement	Means on-the-job training for student undertaking health professional or teaching courses.
Field Trip	means a tertiary course activity that involves a group of students or, a single student, travelling from the normal place of study to one or more locations that provide practical activities or experiences.
Reverse Block	means an activity where a teaching representative travels to a location other than a campus of the Provider to deliver education, training and/or assessment to eligible students.
Hybrid Reverse Block	means an activity where a teaching representative and students travel to a location other than a campus of the Provider to deliver education, training and/or assessment to eligible students, an alternative option to Reverse Block, if more cost effective.

17 Supporting Documents

- Staff Code of Conduct,
- Student Code of Conduct,
- Procurement Policy,
- Batchelor Institute Union Enterprise Agreement,
- Manual of Financial Delegations,
- Travel Policy,
- Chart of Accounts,

- Support for Students Policy,
- TRIPS Workflow,
- TRIPS User Guide,
- SOPs Travel Services.

18 Related documents

- Australian Consumer Law,
- National Remote and Regional Transport Strategy,
- NTG Travel Policy Framework,
- Public Sector Employment Determinations / Determination 1 – Review of allowances,
- *Higher Education Support Act 2003*,
- VET-ASQA-Standards for Registered Training Organisation 2025
- HE-TEQSA-HE Threshold Standards 2021,
- *Anti-discrimination Act 1992* (NT),
- *Disability Discrimination Act 1992* (Cth),
- *Information Act 2002,* (NT) and
- *Privacy Act 1988* (Cth).

19 Modification history

Date	***Version***	***Authority***	***Section Modified - Details***
Oct2026	2026v1	Director, Student Experience	New Procedure

20 Feedback

If you have any comments or feedback about this Procedure, please contact the relevant functional managers as outlined above.