Procedure

Travel – non-Away from Base (AFB) activities

Date of approval	15 October 2026	**Approved by**	Senior Executive Team (SET)
Date of effect	15 October 2026	**Review date**	31 October 2029
Relates to	Travel Policy	**Version**	v1 2026
Responsible Owner	Director Student Experience		
Functional Manager	Chief Financial Officer		

1. Outline

The purpose of this procedure is to ensure that:

1.1. Rules are clearly defined for all Batchelor Institute of Indigenous Tertiary Education (the Institute) **non-Away from Base (AFB)** activity travellers.

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 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 the Institute, as part of official business or an approved study/education program or in connection with official activities related to a non-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 Booking Officer's responsibility to understand and adhere to this travel procedure.

2.5 International travel can only be approved by the Deputy Chief Executive Officer(s) or Chief Executive Officer (CEO), regardless of funding source.

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, Emergency Reporting,
- Acquittal of Travel,
- Out of Scope items,
- Workflow

3. Scope

These procedures apply to:

Staff, student or others who undertake travel on behalf of Batchelor Institute, as part of official business or an approved program or in connection with official activities related to a non-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 BI travel or movement requisition system before any travel occurs.

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

Student & Staff Travel

4.2 The application process for a student or staff member who is required to travel and undertake non-AFB activities is to be submitted in TRIPS as a movement requisition by the traveller (staff) or a booking officer (on behalf of staff or students) within a relevant division, four (4) weeks prior to intra-territory and interstate travel, and six (6) week prior to international travel to allow for payment of official travel allowances.

5. Approval Process for travellers

5.1. All movement requisitions for intra or interstate travel 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 movement requisitions.

5.2. All movement requisitions for international travel must be endorsed by the relevant cost centre manager with the appropriate financial delegation, and the Chief Executive Officer (CEO).

5.2.1. The endorser must consider the academic and/or professional value of the travel, and available budget and/or cost implications, when endorsing international movement requisitions, prior to the DCEO/CEO's approval.

5.2.2. All movement requisitions must be approved prior to travel being undertaken by any traveller, regardless of the travel duration.

6. Pre-Travel Requirements

6.1 Travellers may be required to submit an approved Remote Travel Form and Travel Communication Form to the Fleet Manager, depending on the travel request location, prior to travel being undertaken.

6.2 Travellers 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 visits.

7. Booking Requirements

7.1 The booking officer will review the booking requirements of the movement requisition and undertake extra considerations related to the travel, and organise or communicate the relevant provisions if required, related to:

7.1.1 Budget allowances and/or constraints,

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

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

7.1.4 Visa/Entry Authorisation,

7.1.5 Consider Duty of Care and fatigue management, and

7.1.6 Insurance liabilities.

7.2 If there is no booking officer and the traveller has self-booked, they will be required to undertake the extra considerations related to the travel and organise the relevant provisions outlined in 7.1.

8. Risk and Hazard Management

8.1 The booking officer 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.

8.2 If there is no booking officer and the traveller has self-booked, the traveller will be required to manage additional associated risks outlined in 8.1.

9. Class of Travel

9.1 All travellers will be travelled under economy class conditions.

9.2 Exceptions may apply if the traveller is entitled to an alternate class condition in their employment contract, or a specific funding agreement arrangement.

10. Travel Costs and Value

10.1 Travel dates and times for air, road or rail transport should align with meeting 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 accommodation is to be booked.

10.4.2 All accommodation options should be considered if the distance to the meeting 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 meeting 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 Booking Officer, where possible.

11. Official Allowances

11.1 Travellers 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.

11.2 Vehicle allowance (Reference to Batchelor Institute Enterprise Agreement)

Where a traveller chooses to use an approved personal vehicle, and where the relevant approver has given approval under this Clause, the traveller may be paid an allowance at a rate determined by the approver, in respect of each kilometre travelled (see NTG Determination rate 1, by-law 32).

11.3 Official Allowance is not payable for day trips.

12. Afterhours and Emergency

Afterhours

12.1 The Travel Services team offers a dedicated afterhours and emergency contact on 1800 815 262 for all travellers and will liaise with Booking Officers.

12.2 During work hours Booking Officers are to be contacted directly.

Emergency

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

12.4 Travellers are to notify the booking officer (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.

12.5 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, Work Health and Safety Policy or any other related Policies.

13. Acquittal of Travel

13.1 The Booking Officer and/or Traveller is responsible for acquitting all non-AFB activity travel.

13.2 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.

13.3 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

14.1 The following items are outside of scope for this procedure.

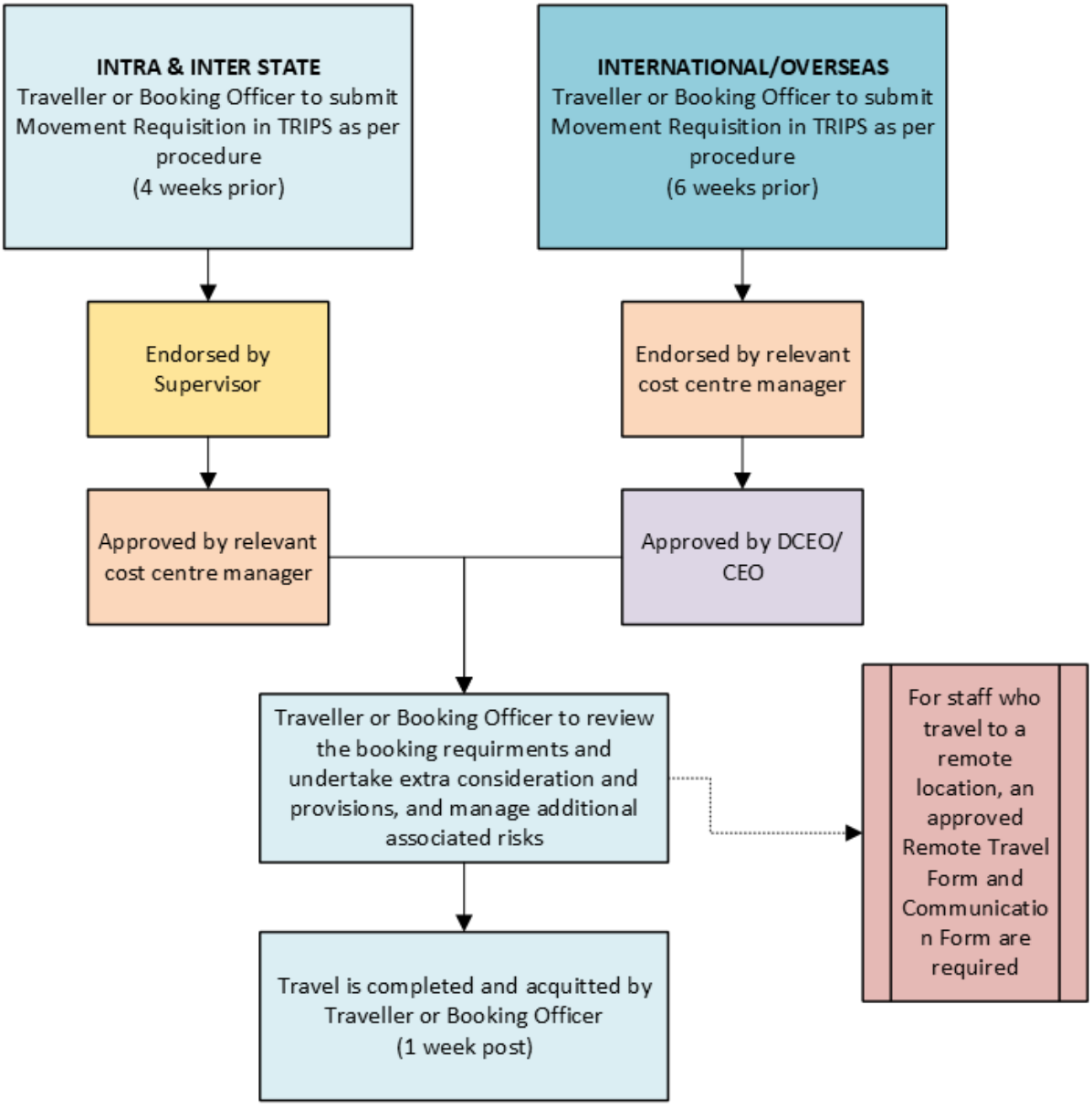
14.1.1 Frequent Flyer Programs or Airline Clubs, Vehicle Hire rewards and loyalty programs are considered Fringe Benefit Tax (FBT) items and are NOT to be used in relation to Institute travel activites, regardless of funding source.

14.1.2 Personal travel associated with official travel is to be at no additional cost to the Institute, and no offical allowances are payable.

14.1.3 Miscellaneous expenses such as mini bar, in-house movies, laundry, personal expense, toll fees and inflight expenses are not covered, and will be at the expense of the traveller directly.

14.1.4 Employee Guests Travel and Related Expenses, inclusive of family and friends, are not covered by the Institute.

15. Workflow – Simple



Changes to an approved request or orginal itinerary will require re-approval

16. Acronyms & Terms

Acronym/Term	*Definition/Description*
the institute	Batchelor Institute of Indigenous Tertiary Education
Intra-Territory	Travel within the Northern Territory
Interstate	Travel within Australia, outside of the Northern Territory
International/ Overseas	Travel outside of Australia
Employee(s)	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

17. Supporting Documents

- Staff Code of Conduct,
- Student Code of Conduct,
- Batchelor Institute Union Enterprise Agreement,
- Procurement Policy,
- Manual of Financial Delegations,
- Travel Policy,
- Chart of Accounts,
- Support for Students Policy,
- TRIPS Workflow,
- TRIPS User Guide, and
- SOPs Travel Service.

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,
- HE-TEQSA-HE Threshold Standards,
- *Anti-discrimination Act 2002,*
- *Disability Discrimination Act 1992,*
- *Privacy Act 1988.*

19. Modification history

Date	***Version***	***Authority***	***Section Modified - Details***
Oct 2026	v1 2026	Director, Student Experience	New procedure

20. Feedback

If you have any comments or feedback about this Procedure, please contact the Chief Financial Officer at cfo@batchelor.edu.au