Policy

Travel

Date of approval	07 October 2026	**Approved by**	Senior Executive Team (SET)
Date of effect	07 October 2026	**Review date**	31 October 2029
Relates to	Travel – AFB Activities Procedure, Travel – Non-AFB Activities Procedure Travel AFB Workshop Guideline, Procurement Policy, Minimum Age of Students Policy, Motor Vehicle and Safe Driving Policy, and Children on Campus Policy.	**Version**	v1 2026
Responsible Owner	Chief Executive Officer		
Functional Manager	Deputy Chief Executive Officer – Academic & Student Experience Deputy Chief Executive Officer – Operations		

1. Outline

1.1 The purpose of this policy is to:

1.1.1 Support the safety and wellbeing of all Batchelor Institute travellers.

1.1.2 Maintain the financial integrity, compliance and sustainability of all travel activities by Batchelor Institute.

1.2 The following procedures document how to comply with this Policy.

1.2.1 Travel AFB Activities Procedure, and

1.2.2 Travel non-AFB Activities Procedure.

2. Scope

2.1 This Policy applies 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, regardless of the source of funds or duration of travel. This Policy includes travel by students where they are travelling with the approval of the Institute in connection with programs, courses and/or activities.

3. Policy

3.1 Batchelor Institute recognises that travel is an essential part of the work-related activities of staff and the study-related activities of students.

3.2 By facilitating travel to approved travellers, the Institute is committed to:

3.2.1 Maintaining its duty of care.

3.2.2 Meeting its legal and tax obligations.

3.2.3 Meeting its obligations to relevant funding bodies and contracts.

3.2.4 Achieving value for money, cost effectiveness and/or cost efficiency, in a budget conscious manner, in relation to travel expenditure.

3.3 All travel must be acted upon in accordance with Batchelor Institute's Procurement Policy.

3.4 Any travel not managed in line with this policy is not recognised as Institute travel and falls outside the Institute's responsibility and support.

Travel Principles

3.5 When planning, approving, booking and undertaking Batchelor Institute related travel, the following principles apply:

3.5.1 travel is for an Institute related purpose.

3.5.2 the health, wellbeing and safety of travellers is paramount.

3.5.3 awareness of cultural and legal requirements.

3.5.4 arrangements can withstand rigorous public scrutiny.

3.5.5 value for money, cost effectiveness and/or cost efficiency is achieved.

Travel Approval

3.6 All travel, regardless of funding source, must be approved in accordance with the Institute's Financial Delegations.

3.6.1 To minimise risk to travellers during emergencies or identified health and safety risks, travel changes will be actioned as required. Approval for these changes will be sought once the situation is assessed and the traveller considered safe.

3.7 Any travel funded, in whole or in part by the Institute, must be for work-related activities of staff or the study-related activities of students. The Institute will not fund personal travel or personal expenses while travelling.

Travel Management

3.8 All Batchelor Institute travel must be facilitated through the Institute's official Travel Management Tools.

3.8.1 For staff travel – TRIPS and CTM and/or the vehicle booking system.

3.8.2 For student travel – CTM.

3.9 In instances where a travel method and/or supplier is outside the scope of official Travel Management Tools, Batchelor Institute may opt to manage travel manually through booking directly with suppliers, subject to prior approval from Director level or above.

3.10 All travel must be acquitted within the below periods:

3.10.1 Staff – within seven (7) days of completed travel.

3.10.2 Students – within 14 days of completed travel.

Accommodation

3.11 Batchelor Institute will arrange accommodation within a reasonable distance of the work-related activities of staff and the study-related activities of students.

Risk Management

3.12 The physical and mental health, safety and wellbeing, and any concerns of travellers, must be considered before travel is undertaken, including illnesses and/or diseases.

3.13 Batchelor Institute travellers will familiarise themselves with any cultural sensitivities and legal requirements of the destination(s) and/or organisation(s) they are travelling to or through.

3.14 Travel is not permitted to high-risk destinations or regions that are classified by Smart Traveller as “Level 4 – Do Not Travel” or where the Institute has been officially advised of community unrest or lockdowns, or an unfolding or current emergency or extreme weather event.

Travel Expenses and Payments

3.15 All travel expenses must comply with the relevant Travel Procedure, Procurement Policy and Corporate Credit Card Policy.

3.16 Batchelor Institute will reimburse travel expenses that are necessary for an Institute business/activity purpose, reasonable and actual. Funds must be acquitted as outlined in 3.10 and be within approved budget limits.

3.17 Batchelor Institute will not incur the cost for fringe benefits tax (FBT) (i.e., personal or non-business-related expenses) in relation to travel. All Institute travellers must complete all relevant FBT assessments and travel diaries where required.

3.18 Batchelor Institute will recoup funds directly from travellers if approved travel was not completed, or where the traveller did not show or where an overpayment of official travel allowance occurred.

3.19 Batchelor Institute will not reimburse travellers for unofficial travel.

Code of Conduct and Behaviour

3.20 Batchelor Institute travellers must adhere to the Institute’s Code of Conduct and other policies and legislation of the jurisdiction in which travelling whilst undertaking Institute related travel. This includes upholding the reputation of the Institute.

3.21 Senior Executives and cost centre managers will regularly monitor compliance and cost management by staff with this policy.

4. Non-Compliance

4.1 Non-compliance with Governance Documents, which includes this procedure, is considered a breach of the Staff Code of Conduct and is treated seriously by the Institute. Reports of concerns about non- compliance will be managed in accordance with the applicable disciplinary procedures.

4.2 All staff members have an individual responsibility to raise any suspicion, allegation or report of fraud or corruption in accordance with the Fraud and Corruption Control Policy and Whistleblower Reporting (Improper Conduct) Procedure and Guideline.

5. Acronyms & Terms

Acronym/Term	*Definition/Description*
Value for money	assessing whether the financial and non-financial outlay is necessary and reasonable for business-related and unavoidable travel.
Cost Effectiveness	producing good results without costing a lot of money.
Cost Efficiency	the act of saving money by changing a product or process to work in a better way.
TRIPS	Travel Request Information Processing System – provision for movement requisitions.
CTM	Corporate Travel Management – provision for online booking tool.
Unrest	a state of dissatisfaction, disturbance, and agitation, typically involving public demonstrations or disorder.
Extreme weather events	include heat waves, cold waves and heavy precipitation or storm events, such as tropical cyclones.
Travel expenses	includes but is not limited to airfares, accommodation, car hire, ground and other transport, meals and other related incidentals.
Batchelor Institute traveller (traveller)	a person who travels on behalf of the Institute including staff, students, members of Council, and other persons whose travel is associated with and/or paid for by the Institute.
Student	A person enrolled in the current academic year with Batchelor Institute in a Vocational Education and Training or Higher Education & Research program or course.
Smart Traveller	Website managed by the Australian Government regarding Travel Advice to overseas locations.
Emergency	an urgent, unexpected, and usually dangerous situation that poses an immediate risk to health, life, property, or environment and requires immediate action.

6. Supporting Documents

- Travel AFB Activities Procedure,
- Travel Non-AFB Activities Procedure, and
- Travel AFB Workshop Guideline.

7. Related documents

- Minimum Age of Students Policy,
- Procurement Policy,
- Motor Vehicle and Safe Driving Policy, and
- Children on Campus Policy.

8. Modification history

Date	***Version***	***Authority***	***Section Modified - Details***
October 2026	v1 2026	SET	New Policy

9. Feedback

If you have any comments or feedback about this policy, please contact the relevant Deputy Chief Executive Officer at dceo@batchelor.edu.au