

Travel Management (Students) Policy

Section 1 - Background and Purpose

(1) The University supports students undertaking travel for University Business. The University only supports travel where this is beneficial to the University and the safety and security of students undertaking travel is, as far as possible, assured.

Section 2 - Scope

(2) This Policy covers all University students travelling on University Business, both domestically and internationally.

Section 3 - Policy Statement

(3) All student travel conducted for University business purposes must be made in accordance with this Policy.

Section 4 - Procedures

(4) Students should consider alternative options to travel including videoconferencing before planning any travel.

(5) Individuals providing services under contract to the University should refer to their contract travel provisions before enacting this Procedure and associated policies.

Part A - Code of Conduct

(6) The University expects all students travelling for, and representing La Trobe University away from campus, to comply with the [Code of Conduct](#) and the University's [Student Behaviours Policy](#).

Part B - Authorising Travel

(7) Staff that have the responsibility for approving student travel must:

- a. Review and understand the trip information provided by the traveller and either approve or decline the trip having due consideration of the risks, which includes:
 - i. Understanding and challenging (if need be) the business case/justification for the trip – including the Travel Risk Assessment Form and if applicable, the Non-vetted Program Checklist; and
 - ii. For international travel, understanding the DFAT Risk Rating and the associated risks of the Country and City being visited;
- b. If applicable, have the appropriate level of Delegated Financial Authority;
- c. If applicable, ensure the travel cost is within budget.

(8) Applications for travel by students enrolled in a higher degree by research must conform to the requirements for outside research as specified in the Graduate Research Candidature Policy, including short-term study away such as attending a conference, a fieldwork expedition, or an exchange program.

(9) All academic program travel requires confirmation of program acceptance and academic credit/relevance to study approval.

Part C - Booking Travel

(10) It is the students responsibility to seek travel approval before any travel bookings are made.

(11) For undergraduate and coursework students, the booking and funding of all domestic and international flights are the responsibility of the student.

(12) Students participating in study tours and field trips should refer to the relevant Program Coordinator for specific travel booking procedures.

(13) If there are instances where the University is paying for student travel i.e funds for the student travel are provided from a University bank account; then travel should be booked via the University's nominated travel service provider.

(14) It is the travellers responsibility to understand any booking terms and conditions relating to their selected flights.

Part D - Costs Associated with Travel

(15) Students are responsible for all costs associated with the nominated program and travel.

(16) For mobility and grant eligibility and protocols for international travel, please refer to the [Student Mobility Grant Policy](#).

(17) Graduate research candidates may be eligible for travel funding through their School, other areas of the University, and from external organisations. Candidates should seek advice from their supervisors about obtaining travel funding.

Part E - Accommodation

(18) The standard of accommodation chosen must provide a safe and secure environment, which is conveniently located and at a reasonable cost. Where available, the use of an overseas program endorsed accommodation is strongly recommended.

(19) AirBNB is not a recommended supplier of accommodation while traveling on University Business.

Part F - Risk, Safety and Security

Domestic Travel

(20) If, after discussions with the relevant approver of travel, it is still considered necessary to travel on behalf of the University to a high risk destination, the traveller must complete a Risk Assessment Checklist and include it with their application.

International Travel

(21) For international travel, travellers are responsible for completing and submitting for approval the paperwork that

identifies the DFAT ratings for ALL destinations on the proposed itinerary prior to finalising the travel booking. Regions within a single country may have different travel advisory ratings.

Travel to destinations with a rating of DFAT Level 3 (Reconsider your need to travel)

(22) For travel to destinations with a rating of DFAT Level 3 (Reconsider your need to travel) and risky activities, approval must also take into account the risk element.

(23) If, after discussions with the relevant approver of travel, it is still considered necessary to travel on behalf of the University to a high risk destination, the traveller must complete a Risk Assessment Checklist and include it with their application.

(24) Where an itinerary or program destination has been approved and the trip has not yet commenced and the travel advisory rating changes to a higher level (Level 3 or Level 4) for any destination on the itinerary, the traveller must immediately contact their relevant travel approver and seek approval to continue their trip.

(25) Where travel has already commenced and the DFAT risk rating changes to a higher level (Level 3 or Level 4), the traveller must immediately contact their relevant travel approver and seek approval to continue their trip.

(26) All travellers must immediately comply with a direction to return to Australia if the direction is given by their relevant travel approver.

Travel to destinations with a rating of DFAT Level 4 (Do not travel)

(27) If, after discussions with the traveller's supervisor, it is still considered necessary to travel on behalf of the University to a high risk destination, the traveller will be required to complete a Risk Assessment Checklist and include it with their application.

(28) For graduate research students, travel will not be authorised unless the Dean of Graduate Studies endorses the travel and a risk approval has been provided by the relevant member of the Senior Executive Group.

(29) For undergraduate and coursework students, La Trobe Abroad will generally not approve travel to a destination with a DFAT level 4 (Do not travel) rating.

Smart Traveller Website

(30) All travellers are required to subscribe to the [Smart Traveller Website](#) prior to travel and preferably during the planning stages. This is a free service that provides the latest updates on travel advice for destination location(s).

(31) All travellers are required to register their travel plans on the [Smart Traveller Website](#) prior to departure. The provision of trip itineraries and contact details will assist the Australian Embassy to contact the traveller and/or their family in the event of an emergency, such as a cyclone.

(32) A Smartraveller app is also available for free download prior to travel and can also be followed on Twitter and Facebook.

(33) Travellers are encouraged to be conscious of their own personal safety and security at all times while traveling.

DFAT Rating	Advice
Level 1	Exercise normal safety precautions: Indicates an overall security environment similar to that in a large Australian city. Overall, threats are not significant.
Level 2	Exercise a high degree of caution: More numerous or significant risks in this location than what you would typically find in a large Australian city.

DFAT Rating	Advice
Level 3	Reconsider your need to travel: Serious and potentially life threatening threats that make the destination unsafe and unsuitable for most travellers.
Level 4	Do not travel: The security situation is extremely dangerous and you should not travel to this location.
	Further information on managing travel safety and DFAT ratings can be found on the Smartraveller website .

Part G - Insurance

(34) The La Trobe University Insurance Policy provides coverage for all students and graduate research students travelling on behalf of the University. This coverage is for travel within Australia and overseas and includes coverage for an additional 10 business days on either side of the formal program dates to a maximum of 365 days of coverage.

(35) Students are required to complete the relevant travel forms for domestic and international travel which are available via the [Insurance Office Travel webpage](#).

(36) Students are strongly encouraged to arrange a pre-travel health check with their personal doctor. This should be done well in advance of departure to allow adequate time to follow through with recommended health advice and obtain appropriate vaccinations if required.

Part H - Critical Incidents and Emergency Assistance

(37) Students are encouraged to book flights through Student Flights (a division of Campus Travel, the University preferred travel provider).

(38) In a critical incident, Campus Travel will provide the University Critical Incident Response Team with a comprehensive list of travellers to better aid provision of support.

(39) In the event of an emergency while traveling, students will contact: Chubb Response 24/7 Customer Care

Chubb Response 24/7 Customer Care Emergency Assistance
+61 2 9929 2216 (this is a reverse charge international number)

Quote Chubb Insurance Policy Numbers

- Undergraduate students is 93131586

- Postgraduates and staff is 93101253

(40) Students should also contact the following in the case of an emergency:

- a. Their family;
- b. Study Tour/Field Trip Leader (where relevant);
- c. Host institution (where relevant);

- d. La Trobe Abroad (international travel);
- e. [Australian Embassy or Consulate](#) for further advice, instructions and support (international travel).

(41) For further information on Emergency Travel Assistance, please refer to <http://www.latrobe.edu.au/insurance/travel/emergency-assistance>

Part I - Passports and Visas

(42) Students travelling overseas on University endorsed programs must ensure:

- a. they hold a current passport that is valid for at least six months after the last day of the travel period; and
- b. they arrange any visas as part of their travel arrangements.

(43) Any passport costs will be borne by the student.

Section 5 - Definitions

(44) For the purpose of this Policy and Procedure:

- a. Accommodation: lodging other than that of permanent residence required due to traveling on University business for one or more nights.
- b. Business travel: Travel which includes leave from normal place of work and relates specifically to University business. Categories include: teaching; research; conferences; meetings; graduations; marketing; field trips; and Outside Studies Programs.
- c. Critical incident: a traumatic event or the threat of such (within or outside of Australia), which causes extreme stress, fear or injury.
- d. Higher Degree by Research is a degree at Level 9 or 10 of the Australian Qualifications Framework, which is comprised of at least two-thirds research and no more than one-third coursework, namely Doctor of Philosophy (PhD), professional doctorates; and Master's by research degrees.
- e. Reasonable cost: for the purpose of University Accommodation, is a single room, with private facilities in a 3 - 4 star hotel.
- f. Risky activity includes an activity of a risky nature potentially resulting in serious injury or death.
- g. University Business is defined under the premise that the University will derive value from the travel to be undertaken and may include the following:
 - i. Attendance at conferences or undertaking fieldwork or an exchange program;
 - ii. External courses or development programs;
 - iii. University representation in an official capacity;
 - iv. University business in a commercial, business development or procurement capacity;
 - v. Obligations arising from membership of government bodies or international associations.

Section 6 - Stakeholders

Responsibility for implementation - Graduate Research School; La Trobe International.

Responsibility for monitoring implementation and compliance - Graduate Research School; La Trobe International.

Status and Details

Status	Not Yet Approved
Effective Date	To Be Advised
Review Date	To Be Advised
Approval Authority	
Approval Date	To Be Advised
Expiry Date	Not Applicable
Responsible Policy Officer	Paula Baron Pro Vice-Chancellor (Learning, Quality and Innovation)
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