Private Travel Guidelines

In accordance with the University's Travel Procedures, travellers may undertake private travel in conjunction with travel on University business provided that:

a. The private travel is not the primary purpose of the trip and would not have occurred if not for the University business travel; and

b. The University will only fund direct costs (including accommodation, meals, airfares) that are attributable to the approved business component of the travel. All costs associated with private travel (including airfares for wholly private segments or dual-purpose travel outlined below) and expenses relating to accompanying persons must be personally arranged and funded by the Traveller.

Merely incidental - Private Travel < 35%

Where the private travel is less than 35% of the total trip, the University will fully fund the air travel and/or ground transport costs to and from the **business location**. The private component is considered 'merely incidental' to the University business travel, when the primary purpose of the travel is to undertake University business and the private element would not have occurred if not for the University business.

Example A

A traveller is travelling to Paris to present at a conference and perform research in their field. The business activities are for 5 business day *and are the primary purpose of the trip*. The traveller has decided to extend the trip by 4 days for private purposes.

- **Total Trip –14 days (10 business, 4 private) – 29% Private**
- **Private travel <35%**

The **University will fund:**

- The return airfare from Australia to Paris (approved business location)
- All direct business-related costs in Paris

The **traveller is personally responsible for:**

- All personal costs including accommodation, meals, incidentals and additional airfares (to private destinations) during period of personal travel.

Example A – Continued

Detailed Travel itinerary

Date	***Location***	***Description***	***Classification***
Mon 22-Jun	*Bris > Paris*	*Travel Brisbane to Paris*	*Business*
Tues 23-Jun	*Paris, France*	*Approved Rest day (International Flight)*	*Business*
Wed 24-Jun	*Paris, France*	*Attend XYZ Conference 9am – 5pm*	*Business*
Thu 25-Jun	*Paris, France*	*Attend XYZ Conference 9am – 5pm*	*Business*
Fri 26-Jun	*Paris, France*	*Attend XYZ Conference 9am – 5pm*	*Business*
Sat 27-Jun	*Paris, France*	*Business Weekend (unavoidable)*	*Business*
Sun 28-Jun	*Paris, France*	*Business Weekend (unavoidable)*	*Business*
Mon 29-Jun	*Paris, France*	*Meetings with XYZ and research 9am – 4pm.*	*Business*
Tues 30-Jun	*Paris, France*	*Meetings with XYZ and research 9am – 4pm.*	*Business*
Wed 1-Jul	*Paris, France*	*Private – approved leave*	*Private*
Thu 2-Jul	*Paris, France*	*Private – approved leave*	*Private*
Fri 3-Jul	*Paris, France*	*Private – approved leave*	*Private*
Sat 4-Jul	*Paris, France*	*Private Weekend*	*Private*
Sun 5-Jul	*Paris > Bris*	*Travel from Paris to Brisbane*	*Business*

Total business days	*10*	*71%*	
Total Private days	*4*	*29%*	→ *Merely Incidental*
	14	***100%***	

Dual Purpose – Private Travel > Merely incidental (35% or greater)

Where private travel is 35% or greater, the University's financial contribution will be limited to the cost of one-way travel based on the most direct and economical route to or from the approved **business location** by either the University:

a. arranging a return airfare to the approved business destination, and the traveller contributing 50% of the cost directly to FCM at the time of booking; or

b. funding a one-way airfare to or from the approved business destination, and the traveller will need to independently arrange and fund all other travel (including one-way airfare to or from Australia). This would typically arise where the traveller choses to return to Australia from a location other than the primary business location.

Where changes to travel arrangements occur after booking that result in dual purpose travel, travellers will need to reimburse the University for the private portion.

Example B

A traveller is travelling to London to undertake 3 days of authorised University business. The business activities are the primary purpose of the trip and the trip would not have occurred if not for the University business travel. After completing the business activities in London, the traveller wishes to visit family in Edinburgh, Scotland for a week.

- **Total Trip (based on return airfare to London) –15 days (6 business, 9 private) –60% Private**
- **Private travel >35%**

Example B – Continued

Option A – Traveller contributes 50% of return airfare to the business location

The University may:

- Arrange return airfare to London (approved business location), and the traveller will need to contribute 50% of the cost directly to FCM at the time of booking
- Fund all direct business-related costs in London

The traveller is personally responsible for:

- Contributing 50% of the return airfare directly with FCM
- All bookings and costs associated with travel from London to Edinburgh and return to London.
- All personal expenses during the stay in Scotland

Option B – University funds a one-way airfare to the business location and the traveller arranges and funds all other travel (e.g. returns from a location other than the business location, in this instance, not from London)

The University may:

- Arrange and fund one-way airfare to London.
- Fund all direct business-related costs in London

The traveller is personally responsible for:

- All bookings and costs associated with travel from London to Edinburgh and return to Australia.
- All personal expenses during the stay in Scotland

Detailed travel diary/ itinerary

Date	***Location***	***Description***	***Classification***
Mon 22-Jun	*Bris>LND*	*Travel Bris to London*	*Business*
Tues 23-Jun	*London, England*	*Approved Rest Day (International flight)*	*Business*
Wed 24-Jun	*London, England*	*Presenting at XYZ Conference - 9am to 5pm*	*Business*
Thu 25-Jun	*London, England*	*Meeting XYZ at University XYZ - 9am - 4pm*	*Business*
Fri 26-Jun	*London, England*	*Meeting XYZ from XZY- 9am to 5pm*	*Business*
Sat 27-Jun	*LND > EDI*	*Travel London > Edinburgh*	*Private*
Sun 28-Jun	*Edinburgh, Scotland*	*Private Weekend*	*Private*
Mon 29-Jun	*Edinburgh, Scotland*	*Private Approved leave*	*Private*
Tues 30-Jun	*Edinburgh, Scotland*	*Private Approved leave*	*Private*
Wed 1-Jul	*Edinburgh, Scotland*	*Private Approved leave*	*Private*
Thu 2-Jul	*Edinburgh, Scotland*	*Private Approved leave*	*Private*
Fri 3-Jul	*Edinburgh, Scotland*	*Private Approved leave*	*Private*
Sat 4-Jul	*Edinburgh, Scotland*	*Private Weekend*	*Private*
Sun 5-Jul	*EDI > LND*	*Travel Edinburgh > London*	*Private*
Mon 6-Jul	*LND- Bris*	*Travel London > Brisbane*	*Business**

Total business days	*6*	*40%*	
Total Private days	*9*	*60%*	→ *> 35% 0 Dual Purpose Travel*
	15	***100%***	

**If traveller a returns from destination that is not the business location (in this example, London) all travel days returning to Australia are treated as private.*

Types of locations

Location	Definition/Explanation	Examples/Comments
Business Location	The city/town/village where the authorised University business takes place, not the broader state/country/continent.	A traveller is undertaking University business in London. The traveller cannot treat "United Kingdom" as the business location. The business location is London.
Private Location	The destination a traveller visits for solely private or non-work related purposes.	**<u>Example 1</u>** A Traveller is required to travel to Zurich, Switzerland for authorised University business. The traveller would like to visit family in Dublin, Ireland after completing University business. Dublin is considered a private location.
Unavoidable stopover/In transit locations	International flights typically connect via common airport hubs. Examples include (but not limited to) Los Angles, London, Frankfurt, Singapore, Hong Kong and Dubai. Where flights require an unavoidable stopover, it is reasonable for the traveller to spend a short period (including overnight) in the transit location enroute to their business location. This is on the basis that they take the first available onward connection by air or ground and follow the most direct, logical and economical route to the business location. Where the traveller elects not to take the first available connecting flight to the business location and wants to extend their stay for private purposes, the stopover location is considered a Private Location.	**<u>Example 2</u>** A traveller is required to travel to Zurich for official University business. Due to scheduling, the most direct and economical flight requires an overnight stopover in Singapore. When assessing dual purpose travel, the night in Singapore would be treated as business as the stopover was unavoidable. **<u>Example 3</u>** Under the same circumstances outlined above, where the traveller elects not to take the scheduled onward flight to Zurich the next day and instead wishes to extend their stay in Singapore for private purposes (e.g. sightseeing), Singapore is considered a Private Location.

Business Day Classification

	Definition/Explanation	Examples/Comments
Official University Business	A day on which authorised University business is undertaken for a period exceeding four hours of the day, not including meals or rest breaks.	➢ Attending/presenting at a business-related conference, workshop, forum or similar ➢ Undertaking approved research. ➢ Attending business meetings. A traveller choosing to work remotely for personal reasons, is <u>not</u> considered a Business Day. Limited activities, such as checking or responding to emails for a short period, are insufficient to meet the definition of a Business Day.

<table>
<tr><th></th><th>Definition/Explanation</th><th>Examples/Comments</th></tr>
<tr><td>Travel to/from business locations</td><td>Travel to and from a Business Location, including unavoidable stopovers, is considered business travel, except where travel from the Business Location is to a private holiday destination.

<u>Unavoidable stopover – </u>in a location that is enroute to their business location. This is on the basis that they take the first available connecting flight or ground transport, and the most logical and economical route on to the business location.</td><td><u>Example 4</u>

A traveller is required to travel to London for official University business. Due to scheduling, the most direct and economical flight requires an overnight stopover in Singapore. The night in Singapore would be treated as business as the stopover was unavoidable.

<u>Example 5</u>

Once the traveller has completed official University business in London, they decide the fly to Edinburgh, Scotland for to visit family for a few days. The travel day from London to Edinburgh is a private day.</td></tr>
<tr><td>Unavoidable Private Days</td><td>Where private days between business activities are unavoidable due to scheduling constraints (for example, limited flight availability), those days may be treated as business days provided that:

a. The business activities before and after the delay were authorised and necessary components of the trip; and
b. The business activities could not have been re-scheduled in a way that reduced or eliminated the private days.

The traveller must provide supporting documentation, such as travel itineraries or a written justification, to support the reason for the delay. Any interval between business activities must be reasonable and will be assessed on a case-by-case basis.</td><td><u>Example 6</u>

A traveller travels from Sydney to Tokyo for a business meeting scheduled for Monday and Tuesday. The next available flight to their subsequent business location (Seoul) is not until Thursday, resulting in one unavoidable day in Tokyo between the engagements.

The traveller has made reasonable attempts to reschedule the Monday and Tuesday meetings to align with available flights; however, this was not possible due to client availability.

➢ Business days: Monday and Tuesday (business meeting)
➢ Unavoidable Private day: Wednesday. The one-day gap is treated as business time because the delay is unavoidable, the meetings are essential, and the gap is within a reasonable period</td></tr>
<tr><td>Approved Rest Day</td><td>Approved rest breaks permitted in accordance with the University's Travel Procedures.

However, while the Travel Procedures allow for a rest break upon a traveller's return to their place of residence, this provision does not apply when assessing dual-purpose travel. For dual-purpose travel, the journey is deemed to end on the date the traveller returns to their place of residence or regular place of employment. These rest days, once returned home, should not be included in the travel itinerary/travel diary.</td><td><u>Example 7</u>

A traveller is required to attend a conference in London that commences on Monday. The traveller arrives in London late on Saturday evening following an international flight.

As Monday will be authorised University business, the traveller and their supervisor agree that the traveller will take a rest day in London on Sunday to recover from travel before commencing their work commitments.</td></tr>
</table>

	Definition/Explanation	Examples/Comments
Business weekend	Where a traveller undertakes official University business activities on both the preceding Friday and the following Monday, the intervening Saturday and Sunday in the business location will be treated as business days. The University will fund reasonable travel-related costs, including accommodation, meals, and incidentals, for these days at the business location.	**<u>Example 8</u>** An traveller travels from Sydney to Singapore for business meetings on Friday and Monday (which were unable to be scheduled on two consecutive weekdays) ➢ **Friday:** Business day (meeting in Singapore) ➢ **Saturday & Sunday:** Business weekend in the business location. University covers accommodation, meals, and incidentals. ➢ **Monday:** Business day (meeting in Singapore) Even though no meetings are scheduled on Saturday and Sunday, the weekend is treated as business time because the traveller is undertaking official University business on both the preceding Friday and the following Monday.

Private Day Classification

	Definition/Explanation	Examples/Comments
Non-University Business Day	➢ days of approved annual leave, personal leave, long service leave, days of time-off-in-lieu or flexi-days ➢ the non-workdays of part-time, casual, and sessional staff. ➢ Public Holidays and workdays gifted to staff (e.g. University shut-down period in Australia) where remaining at the location for private reason i.e. no business.	Where private days fall on a workday, University staff are required to take the appropriate leave (eg: annual, long service or leave without pay) and record this in the University's HR system prior to departure.
Private Travel Days	Travel days to or from holiday destinations that occur before or after business activities, or travel returning home from a location other than the business destination.	**<u>Example 9</u>** An traveller travels from Gold Coast to Singapore for a four-day business conference, then spends four days on holiday in Bali before returning to Gold Coast. ➢ **Business travel:** Sydney → Singapore and the four conference days in Singapore. ➢ **Personal travel**: Singapore → Bali, the four holiday days in Bali, and Bali → Sydney.

	Definition/Explanation	Examples/Comments
Private Travel Days (Continued)		**<u>Example 10</u>** A traveller travels from Sydney to London for business, on the return journey, elects to spend three nights in Singapore for personal travel before returning to Sydney. Although Singapore is a common transit hub, no University business is undertaken in that location; therefore, it is classified as Private location and the travel is considered dual purpose. ➢ Travel from London > Singapore and Singapore > Sydney is classified as private travel ➢ The traveller is responsible for these flight costs as they are to/from a personal location The University will only fund the flight to London.
Personal Weekend	Where the traveller is not undertaking official University business on either the preceding Friday or the following Monday, the intervening weekend will be treated as a personal weekend, and both Saturday and Sunday will be classified as private days.	**<u>Example 11</u>** A traveller travels to Singapore for business meetings on Tuesday to Thursday. No official University business is scheduled on the preceding Friday or the following Monday, and the traveller remains in Singapore over the weekend. ➢ **Tuesday–Thursday:** Business days (meetings) ➢ **Friday:** No business activity → private day ➢ **Saturday–Sunday:** Weekend with no business activity → private days/weekend ➢ **Monday:** No business activity → private day
Extended Public Holidays	During extended public holiday periods (e.g. Christmas and Easter), where no further official University business is planned and the traveller could reasonably return home, the time will be treated as private days.	**<u>Example 12</u>** A traveller travels from Sydney to Paris to present at a conference from 17–20 December. The conference concludes on 20 December, with no further authorised University business scheduled over the Christmas and New Year period. The traveller elects to remain in Europe until 2 January before returning to Sydney. ➢ **17–20 December:** Business days (Conference attendance in Paris) ➢ **21 December–2 January:** Private days (extended Christmas/New Year period with no further University business scheduled and opportunity to return to Australia following completion of business activities on 20 December)