



Western Sydney University Travel Policy **Frequently Asked Questions**

Purpose

The purpose of this document is to provide guidance on the interpretation of the University's Travel Policy. This document is a guide only and shall not take precedence over the official University travel policy.

General

When travel is being planned that includes both business and private activities, henceforth referred to as 'Dual Purpose travel', the first step is to complete the Detailed Travel Schedule showing the detailed activities for each day (including business, private and travel days – see definitions below) as well as the relevant start and finish times for all business and travel activities.

The purpose of the Detailed Travel Schedule is to enable an assessment to be done to determine the predominant purpose of the trip which in turn determines the FBT (Fringe Benefits Tax) consequences of that itinerary. The University will not incur any FBT liability on dual purpose trips. Hence, in the event of a dual purpose trip triggering an FBT liability, the University traveller will either be required to amend their itinerary to reduce their private travel component or reimburse the University for all relevant costs proportionate to the private portion of their trip.

The principles that the University applies to travel involve expediency, value for money and equity. In this context, travel should be planned and undertaken to minimise unproductive time and keep costs and unavoidable delays to a minimum.

For definitions on Business Days, Private Days, Travel Days, Unavoidable Days and Dual Purpose Travel, please refer to the official University Travel Policy.

Frequently Asked Questions

- Q1.** I am travelling interstate to attend a conference starting Monday morning. If I travel to my destination a day before being the Sunday, how will this day be treated (i.e. business, private or travel day)?
- A.** This day will be treated as a travel day and will form part of the business component of your trip.
- Q2.** I am travelling interstate to attend a conference starting Monday morning. If I travel to my destination on the Saturday, how will this weekend be treated (i.e. business, private or travel day)?
- A.** The Saturday will be treated as a travel day and will form part of the business component of your trip. The Sunday will be treated as a private day and is not considered unavoidable (unless there are other extenuating circumstance such as no available flights on Sunday).
- Q3.** I have a three day international conference starting on a Wednesday. I depart from Sydney on Monday and arrive at my destination on Tuesday. I would also like to take one week's annual leave after the conference starting from the following Monday before I return home to Sydney. I depart for Sydney on Saturday morning and arriving on Sunday. What are the implications?
- A.** The first two days i.e. Monday and Tuesday will be treated as Travel days. The next three days (i.e. Wednesday to Friday) will be treated as business days.



The private component of this trip will commence on the day immediately after the last business day which is the following Saturday. The last two days i.e. Saturday and Sunday will be treated as Travel days.

Since the private component is 50% of the trip, there are no FBT implications.

June 2011						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
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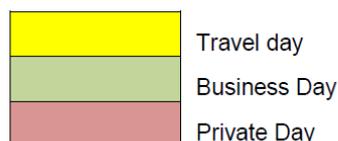


Q4. I have a three day international conference after which I go on annual leave for 5 days. On my return journey home, my flight does not leave until 7:30pm on Saturday evening. Will this day be regarded as a travel day or a private day?

A. This day will be regarded as a private day. This is because the majority of the day was spent privately and not on travel. The true characteristic of this day is private in nature. When assessing the nature of activity for a particular day, one must ask the question, had this day been spent while on University business (e.g. attending a conference that finished at 6:00pm), would I consider this day as a business day or a travel day. The answer would be a business day as the majority of the day was spent on a business activity and not on travel. Hence, the same rationale would apply where the majority of the day was spent privately.

Since the private component is 57% of the trip, the trip would attract FBT and the traveller would be required to pay 57% of the cost of the airfares.

June 2011						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
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27	28	29	30	1	2	3
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Q5. I have to attend two international conferences in Europe; the first one commences on a Tuesday and ends on a Friday and the second one commences the following Monday. How is the weekend in between assessed?

A. Since the weekend falls in between two business activities and it would be unreasonable to expect you to return home and travel back out again, the weekend will be treated as unavoidable days.



- Q6.** I have just returned from a three week business trip, by when am I expected to submit my expense claim for any reimbursements?
- A.** You are expected to submit your expense claim in the Travel and Expense Management System (TEMS) within 10 business days upon your return. If your detailed travel schedule (DTS) changed whilst travelling you are also required to attach an updated version to the approved travel request. It is expected that the detailed travel schedule is maintained on a daily basis to ensure the entries reflect the activities undertaken whilst travelling on university business.
- Q7.** As per the detailed travel schedule, I am required to meet 60% of the airfare for my trip. How do I pay this cost?
- A.** When proceeding with the booking and ticketing via the TEMS System, the University's travel agent will request your personal credit card details. 60% of the airfare will be charged to your personal credit card and the remainder will be charged to the University.
- Q8.** Can I make travel arrangements outside of the University's travel system and then seek reimbursement from the University for the business-related cost?
- A.** No. All University travellers must use the University's travel system for making all travel bookings.
- Q9.** What class of airfare am I entitled to purchase using University funds?
- A.** The University's policy is always best economy fare of the day. If you wish to upgrade to a higher class or airfare you will be required to meet all associated upgrade costs including difference in airfare, taxes and fees.
- Q10.** I have returned from an overnight international trip at 7:00am on a weekday. Am I required to go to work?
- A.** Your travel finishes when you arrive back to Sydney. Any additional time away from work is not governed by the Travel Policy and any additional leave arrangements should be discussed with your supervisor/manager.
- Q11.** I found a cheaper airfare on the Internet than offered by the University travel provider. Why do I have to continue booking through them?
- A.** The University's Travel Policy states that all travel is arranged through the University's travel provider. The travel provider is appointed through a competitive tender, and as such offers a booking tool that delivers airline, hotel and car company negotiated deals (including website deals domestically). Contractual agreements, negotiated rates and audit processes have been put in place to ensure the most optimal outcomes in terms of price, service and duty of care are achieved. Western Sydney University travellers who believe they are not receiving bookings with the best fare or best deals should alert the Travel and Expense Support Lead who may review the fares and advise.
- Q12.** I am travelling on a Dual Purpose trip where the majority of the time is business related, am I covered by the University's Travel Insurance for the Private component of the trip?
- A.** Any private travel is not covered by the University's Travel Insurance and separate Travel Insurance coverage must be arranged and paid for by the University traveller for themselves and any accompanying travellers.



Need Further Assistance?

For assistance with TEMS please contact the Travel and Expense Support Team - travel@westernsydney.edu.au

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For assistance with all Fringe benefit tax (FBT) or Travel Insurance matters, please contact

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