

Frequently Asked Questions

For Appointments made under the Visiting, Adjunct and TAFE appointments Policy

Living Expense Contribution for Domestic & International Visiting Academics

1. Does the School/Institute have to pay the Scheduled rate?

The School/Institute **does not** have to pay any contributions. The School/Institute can pay less than Scheduled rate. The School/Institute can pay more than the Scheduled rate provided DVC CSS has approved.

2. How does this relate to Overseas Visiting PhD Students?

The same arrangements apply in accordance with policy and rate schedule.

3. Will UWS assist visitors to get a TFN and Bank Account?

Details on how to apply for a TFN and Australian Bank Account will be included in the invitation letter sent out by Recruitment. However, it will be the responsibility of the appointee to apply for both TFN and Bank Account.

4. Can overseas institutions invoice UWS to include the accommodation, living expenses and air travel component so there is no payment from UWS directly to visitor?

Yes. The invoice must be from the institution and not the individual visitor.

5. For appointments within 21 days does visitor still need TFN?

It is preferable that all visitors provide UWS with a TFN unless they are residents of and visiting from one of the Tax PAYG exemptions countries which Australia has a Double Taxation Agreement. Please refer check with the UWS Finance Office or the ATO website for current list of countries.

6. Do visitors need an Australian Bank Account?

Only if they expenses are being paid through the UWS Payroll Office.

7. Does the 21 days reset in anyway? For example; when a visiting academic is here for short multiple stays?

1. The free 21 day period is effective with each new appointment regardless of the length of stay.
2. Should the visitor leave and return to Australia the 21 day free period **does not** reset if they are on the same appointment.

Note: The hiring school is responsible for informing the Staffing Office of the academics arrival and departure dates and living expense details prior to each and every visit.

8. Can we pay accommodation directly to the hotel?

Yes, for visitors staying 21 days or less (provided it is within the scheduled rate).

No, for visits staying more than 21 days. After 21 days the amount should be paid to the visiting academic as per the scheduled taxable rates through payroll. Therefore it is suggested that for visitors staying longer than 21 days the expense contribution is paid through payroll from Day One.

9. What if UWS already has an agreement in place where they pay UWS Campus Residence directly for the accommodation?

Under 21 days the arrangement continues to be paid by UWS directly through Basware.

Visits over 21 days must be paid through payroll from Day One.

10. Are there any plans in place to approve higher delegations at School level?

Living Expense Contribution needs to be approved by School Dean/Research Institute Directors. Where the rate paid is higher than Category A and B, approval must be obtained from DVC CSS.

11. How will this affect TM1?

Visiting Academic allowance will be charged to a casual payroll general ledger code. The "Actuals" data will be loaded into TM1 via Alesco. Schools/institutions will have to budget for Visiting Academic's the same way as casual employee.

12. Do the schools have to apply for a position number?

No.

13. What position number should be used?

Position Number; 7000021

14. How does TM1 cope with generic position numbers with multiple names?

TM1 uses a combination of position numbers, employee numbers and employee names to identify salary records. Hence, a generic position number will not cause any reporting issues in TM1.

15. How do we pay speaking rates and expenses for interstate and or international visitors?

Total cost to be paid should be inclusive of all expenses.

16. Can airfares be reimbursed separately or paid directly to airline by UWS?

Yes. Airfares can be reimbursed to Visiting Academics upon evidence of original receipt or paid directly to airline via invoice. Payments to be processed through the UWS Finance Office.

17. How do we reimburse travel to and from airport?

Claims with original receipts are to be processed through the UWS Finance Office.

18. How does this process refer to academics that have been offered fixed term or ongoing appointments?

Fixed Term or Ongoing appointments are **not** considered to be visiting academics.

19. Will receipts be required to justify any payments?

No. Not where a Living Expense Contribution is paid through UWS payroll and amounts paid are in accordance with schedule will not require receipts. Where DVC CSS has approved for a Living Expense Contribution amount to be paid that is higher than the scheduled rates, no receipts are required.

Yes, when paid under the 21 days arrangement through UWS Finance Office.

20. Are we able to pay one-off ADHOC expenses if receipts are produced?

The daily Living Expense Contribution includes an amount for "Incidentals" which is expected to be used to cover ADHOC expenses. It is also expected that all tools necessary for the visitor to complete work/project will be supplied by the hiring school. However, in some cases, on arrival, a taxi fare from airport to place of work or residence will be reimbursed by Finance Office on production of original receipts.

21. Are there any other tax implications?

In Australia, the first 21 days Travel Allowance payment will be Non Taxable up to the scheduled rate, with the entire Living Expense Contribution amount becoming taxable from day 22 onwards. However, it is the responsibility of the Visiting Academic to obtain information in relation to any possible tax implications that may arise from their home country.

Should you require any further advice please consult the following;

- *For Recruitment and e-recruit registration questions contact Rose Manlutac Ext 7552*
- *For Payment or Payroll questions contact your Staffing Officer within OPC*
- *For Tax & Insurance questions contact Sharan Kaur on Ext 1217*
- *For Visa Sponsorship questions contact Rose Manlutac Ext 7552 or Gillian Relph Ext 7828*