

1. Purpose

The Country Universities Centre Norfolk Island (CUCNI) acknowledges that staff and Board members may be required to travel off-island, and that in some circumstances students and invitees may be involved in travel related to CUCNI project implementation. The purpose of this policy is to provide guidelines for travel relating to CUCNI and is designed to ensure the safety and well-being of travellers, to control travel expenses, and to comply with applicable laws and regulations.

2. Scope

This policy applies to CUCNI:

- Staff,
- Board members,
- Students or invitees who travel under arrangement by CUCNI under a CUCNI project,
- Travel undertaken to Norfolk Island or off-island as a representative of the CUC.

As Norfolk Island is a small island and CUCNI activities would rarely involve travel of more than a few kilometres, this policy does not cover wholly on-island travel, such as where staff, students or Board members attend a CUCNI event at the Centre, school, beach or other local destination.

3. Policy

A. Endorsement

All CUCNI-related travel off-island must be authorised in advance by the Centre Manager and/or Chair of CUCNI Board, applying the procedures set out in the Finance Policy based upon the overall budget for the travel. The Centre Manager must ensure that the travel is necessary, reasonable, and within budget. Travellers are expected to use the most cost-effective means of transportation and have the mode of transport approved during the authorisation process. Where a traveller wishes to upgrade their travel category, this is at their own expense.

Travel which may be approved is funded and budgeted for in advance and includes:

- Staff participation in a conference, training or related activity on behalf of CUCNI,
- CUCNI Board Member participation in approved CUCNI-related activities,
- CUCNI project implementation, such as visiting professionals to Norfolk Island or Go-See visits for students off-island.

B. Booking

To promote environmental sustainability and reduce travel costs, CUCNI-related travellers are encouraged to consider eco-friendly travel options where feasible, such as hiring e-vehicles, carpooling or using public transport, and selecting accommodation with sustainable practices. In most cases, CUCNI will book approved CUCNI-related travel prior to commencement of the journey using the CUCNI corporate credit card. In some instances, travellers will pay by their own means and then submitting relevant receipts and invoices for reimbursement.



Upon request, travellers may upgrade or extend their travel, at their own expense. This includes any flight change fees in the event travel arrangements are changed, based on personal preferences, after travel has commenced. If changes in travel arrangements are the result of CUCNI requirements or are beyond the control of the traveller, such as flight cancellations or pandemics, the cost is borne by CUCNI based upon applicable travel insurance.

C. Air Travel

Travel from and to Norfolk Island is undertaken by air with economy class tickets. A choice is made as to whether to select sale fares or flexible fares, depending on the relative cost of changing flights. Any additional costs for upgrading, seat selection or additional baggage are at the travellers' cost, unless the expense is for CUCNI purposes (such as where the traveller is carrying items for CUCNI) and with prior approval from the Centre Manager.

Employees may use and retain personal benefits from frequent flyer programs, such as earning miles or points. However, selection of a particular airline or company that provides these benefits should not be used for this purpose when alternative airlines or companies offer a more cost-effective option.

D. Ground Travel

Travellers should choose their ground travel based on what is most cost-effective and safe. This includes the use of public transportation where possible, of it not, ride-sharing, taxis, rental cars, or personal vehicles. CUCNI does not have any company vehicles and does not endorse the use of motorbikes as a means of ground travel, nor is travel by boat covered unless specifically approved in advance by the Centre Manager.

Travellers are:

- Required to hold a current valid drivers' licence for the jurisdiction in which driving takes place,
- Required to comply with relevant road rules, transport legislation, and workplace health and safety requirements,
- Responsible for ensuring they are in a fit state to drive and operate the vehicle safely,
- Encouraged to use online maps to aid navigation and enhance safety during trips,
- Requested to park off-street and under cover where possible,
- Responsible for any fines, penalties, or infringements incurred,
- Required, in the event of an incident or accident, to first report it by calling 000 and following emergency procedures, and then reported to the Centre Manager.

Rental vehicle: Where a traveller hires a vehicle, it should be the most economical option for the number of passengers and any items required to be carried. Insurance with excess reduction should be selected. The vehicle should be hired at the latest time for its use. Travellers may, with approval from the Centre Manager, collect the hire vehicle the day before the planned travel if it is being collected and returned at an airport and accommodation is arranged away from the airport. Rental vehicles must be returned reasonably clean, full of fuel and following the correct procedure to ensure no additional costs are incurred.

Personal vehicle: In the event a traveller has a personal vehicle off-island and opts to use it, the traveller remains responsible for their vehicle and ensuring it is roadworthy and registered, and that they possess a valid driver's licence and comply with relevant law. The daily allowance for incidentals may be used for costs such as fuel and parking.



E. Safety while Travelling

- Travellers are required to prioritise safety while travelling, including being aware of their environment, staying in secure locations, carrying emergency contact information, and being aware of their surroundings.
- While driving, employees should consider appropriate breaks and rest and not travel for an extended time. Travellers should use their own discretion to determine how to plan their travel to allow for the safest possible journey.
- Where travellers take CUCNI property on travel (such as laptops) the traveller is reasonably responsible for keeping the property safe from theft, loss or damage.
- All travellers are required to travel with relevant travel insurance, provided by CUCNI.

F. Accommodation

Travellers stay in reasonably priced secure accommodation in locations convenient to transportation, relevant amenities, and the location of CUCNI-related activities being undertaken during the travel. areas. It can be a hotel, motel or app-based service such as AirBNB. In most instances accommodation is booked for travellers using CUCNI corporate credit card. In some circumstances the CUCNI Centre Manager may instead approve payment of accommodation allowance based on reasonable travel allowance rates published by the Australian Taxation Office which at the time of writing are \$256 (Norfolk Island), \$257 (Brisbane) and \$307 (Sydney).

G. Other Expenses

- **Transfers:** at the Centre Manager's discretion, travellers will either be eligible for reimbursement of the cost of transfers between airport and accommodation, and between accommodation and CUCNI-related activities, or will be paid a daily sum for 'Incidentals' to cover these expenses, based upon reasonable travel allowance rates published by the Australian Taxation Office. At the time of writing the rate was \$25.40.
- **Tolls, fuel, parking:** these will be reimbursed with relevant receipts being provided unless an 'Incidentals' payment is being made already.
- **Meals:** travellers will be paid a daily meal allowance based upon reasonable travel allowance rates published by the Australian Taxation Office, which vary by city. At the time of writing the rate was \$145.45 based on breakfast \$36.00, lunch \$40.45 and dinner \$69.00.
- **Insurance:** CUCNI will book relevant travel insurance on behalf of travellers.
- **Hourly payment:** There is no hourly payment for travelling for Board members, students and invitees. However, CUCNI staff who travel for work are paid for hours worked when on travel.
- All other expenses must be documented with receipts or other supporting documentation.

4.

Resources

- [Travel Approval Form](#)