



## Travel Procedures for Students

### 1. LEGISLATION/ENTERPRISE AGREEMENT/POLICY SUPPORTED

[Risk Management Policy](#)

[Fieldwork Policy](#)

[Fieldwork Procedures](#)

### 2. IMPLEMENTATION PRINCIPLES

2.1. Student Travel will be managed with due regard for travel risk and allow the University to meet its duty of care.

### 3. PROCEDURAL DETAILS

#### 3.1. Approval of travel

3.1.1. Student Travel involving:

- (a) air travel; and/or
- (b) overnight accommodation,

is to be approved by a Travel Approver prior to booking the travel, no matter the source of funding. Any such approval will be requested and given on the [Student Travel Approval Form](#).

3.1.2. Curtin Fieldwork Coordinators, Curtin Fieldwork Supervisors or other supervisors will ensure that any Student Travel not covered by 3.1.1 is approved prior to the travel being undertaken and that the whereabouts of the Student Traveller is known.

3.1.3. Student Travel to a destination having an alert level of “do not travel” as assigned by the Department of Foreign Affairs and Trade (DFAT) is to be approved by the Vice-Chancellor, Provost or Deputy Vice-Chancellor Academic. Prior to submitting a travel approval form:

- (a) a written risk assessment and business case detailing the requirements and benefits of travel will be documented in consultation with Risk Management; and
- (b) the Student Traveller will obtain a security and medical briefing from the University’s emergency travel service provider, and this is to be included in the risk assessment.

3.1.4. Student Travel to a destination having an alert level of “reconsider your need to travel” as assigned by DFAT is to be approved by an Executive Manager (e.g. Pro Vice-Chancellor). Prior to submitting a travel approval form:

- (a) a written risk assessment must be documented; and
- (b) the Student Traveller will obtain a security and medical briefing from the University’s emergency travel service provider, and this is to be included in the risk assessment.

3.1.5. The Travel Approver should liaise with Risk Management prior to approving the travel request if unsure of risk exposures relating to the destination.

#### 3.2. Risk management

3.2.1. The University will assist, arrange for medical assistance to, repatriate or evacuate student travellers (or any combination of these) where necessary for medical and other emergencies the Student Traveller may experience.

3.2.2. While overseas, the Student Traveller will carry the telephone number of the University’s emergency travel service provider and will contact the provider when experiencing a medical or security emergency.

3.2.3. For approved travel to a destination assigned an alert level of “do not travel” or “reconsider your need to travel” by DFAT, the Student Traveller will:

- (a) complete registration with [DFAT Smartraveller](#) prior to commencing travel (where eligible);
  - (b) ensure that their emergency contact (next of kin) details in eStudent are up to date;
  - (c) carry at all times a mobile telephone and provide the local mobile number to their Curtin Fieldwork Coordinator or Fieldwork Supervisor, who should in turn advise Risk Management; and
  - (d) keep in regular contact with their nominated Curtin Fieldwork Supervisor or other supervisor (weekly at a minimum) by email or telephone.
- 3.2.4. If DFAT assigns an alert level of “do not travel” or “reconsider your need to travel” after arrival in a destination, remain alert for communications from the University by telephone or email.
- 3.2.5. The Vice-Chancellor, Provost, Deputy Vice-Chancellor Academic or Director Risk Management may impose a complete travel ban to certain destinations and may require student travellers to alter their travel itinerary or to return home. Student travellers will comply with all such plans and directives.
- 3.2.6. Australian sanctions law imposes restrictions on certain countries. Student travellers will check the [DFAT sanctions](#) website to ensure compliance when travelling to a sanctioned country.

### 3.3. Insurance

- 3.3.1. Student travellers undertaking approved travel will be covered under the University's corporate travel insurance policy subject to the following conditions:
- (a) student travellers with pre-existing medical conditions are to declare them and obtain a [fitness to travel medical certificate](#) from their treating doctor prior to travel;
  - (b) student travellers with pre-existing medical conditions are to carry the prescribed medications and [fitness-to-travel medical certificate](#) on their person during travel; and
  - (c) student travellers who have reached sixteen weeks pregnancy or will have reached sixteen weeks pregnancy at the time of air travel are to contact Risk Management prior to making a travel booking as restrictions to insurance apply.
- 3.3.2. The University will provide comprehensive travel insurance to student travellers for travel on University approved business and limited insurance cover for personal travel associated with University business travel. Details of the amount of limited insurance are provided in [Travel Insurance Policy Information](#). It is the responsibility of Student travellers to source and fund additional insurance for private travel in excess of the University allowance.
- 3.3.3. It is the responsibility of student travellers to source and fund insurance for their private travel.
- 3.3.4. The University will extend travel insurance for an accompanying partner/spouse, dependants or both, provided they are travelling to the same destination for the same period of time the Student Traveller is insured by the University and they are declared in the travel approval form.
- 3.3.5. For domestic and international vehicle rental, student travellers are to buy comprehensive motor vehicle insurance incorporating property damage and third party liability. The University corporate travel insurance policy will only cover the vehicle rental claim excess.

### 3.4. Private travel

- 3.4.1. A Student Traveller may include private travel in their itinerary. However, the University will fund no more than the cost of the Student Travel had the lowest practical fare not included **private travel**.

### 3.5. Use of the University's Travel Management Company (TMC)

- 3.5.1. Air travel that is paid in full or in part using University funds must be booked by a Travel Facilitator through the TMC except air travel originating outside Australia that

is booked with a local supplier (i.e. an airline or a local travel agent) where savings can be realised, subject to the traveller complying with the University's risk management processes.

- 3.5.2. Details of air travel and accommodation not booked through the TMC must be provided to the travel facilitator, either directly by the Student Traveller or through the Curtin Fieldwork Coordinator, for manual entry into the University's Travel Tracker System.

### **3.6. Travel booking: lowest practical fare**

- 3.6.1. Airfares booked that are paid in full or in part using University funds will be the lowest practical fare.
- 3.6.2. In liaison with the TMC and the student traveller, the Travel Facilitator or the Curtin Fieldwork Coordinator (in accordance with their delegation) will determine the lowest practical fare taking into consideration (amongst other things):
- (a) airline scheduling, including departure and arrival times, travel time and time in transit;
  - (b) the ability to provide connecting flights;
  - (c) price, taking into account relevant service costs that are included/excluded from the published fare (e.g. meal, baggage allowance);
  - (d) fare conditions to suit business travel requirements; and
  - (e) the need to accompany another University traveller whose itinerary has been booked and the business needs require them to travel together.
- 3.6.3. Airline preferences, airline reward programs and preferences of accompanying family members will not be a consideration in determining the lowest practical fare for the student traveller.

### **3.7. Travel booking: amendments**

- 3.7.1. The Student Traveller will keep the Curtin Fieldwork Coordinator, Curtin Fieldwork Supervisor or other supervisor informed of any amendments to his/her itinerary before and during travel.
- 3.7.2. The Curtin Fieldwork Coordinator, Curtin Fieldwork Supervisor or other supervisor will provide the amended details to the Travel Facilitator for manual entry into the University's travel tracker system.
- 3.7.3. Amendments to ticketed airfares booked by the University will be kept to a minimum. That is, bookings are only to be made once itinerary requirements are reasonably firm.
- 3.7.4. Bookings made by a Travel Facilitator may only be amended by a Travel Facilitator. The Travel Facilitator will determine, based on direction from the appropriate Travel Approver, whether the amendment will require additional approval.
- 3.7.5. In exceptional circumstances where time restrictions or available technology do not allow for the Travel Facilitator to make the amendment as per 3.7.4, the traveller may amend a booking either directly with the TMC or with the appropriate supplier.

### **3.8 Travel booking: Accommodation**

#### **3.8.1 Hotel accommodation**

The University has access to a significant number of attractive hotel rates globally. These should be utilised wherever practicable and are available through the Travel Facilitators. While use of other hotels outside the University's hotel program is permitted (for example where a conference is located in a hotel), they need to be included with the student travel approval request (including the approved budget).

#### **3.8.2 Airbnb**

Travellers may use Airbnb accommodation, provided that:

- (a) the booking is made through a Travel Facilitator;
- (b) the Airbnb accommodation is not in a DFAT "reconsider your need to travel" or "do not travel" country;

- (c) the Airbnb accommodation is an entire home (i.e., it cannot be part of a home);
- (d) the traveller's Curtin email address has been added to their Airbnb profile for travel tracking and security purposes; and
- (e) the traveller agrees to and meets the terms and conditions of Airbnb.

### **3.9. Travel with accompanying family members**

3.9.1. Student travellers may be accompanied by a partner/spouse, dependant or both. At the student traveller's request the Travel Facilitator may arrange bookings for accompanying family through the TMC. Alternatively, the traveller may arrange for their flight booking to be linked to their accompanying family members directly with their airline.

3.9.2. University funds will not be used to pay for family members.

### **3.10. Exemptions from these procedures**

3.10.1. Exemption from a requirement of these procedures may be requested in writing from the Chief Financial Officer in exceptional circumstances.

3.10.2. In considering any application for exemption, the Chief Financial Officer may seek advice from the Director Risk Management or Director Financial Operations & Strategic Procurement as appropriate.

## **4. RESPONSIBILITIES**

In addition to any responsibilities set out in Section 3:

### **4.1. Student travellers are responsible for:**

- (a) applying for Student Travel on a Student Travel Approval Form to ensure compliance with these procedures;
- (b) understanding the conditions of their bookings, including whether they are able to be changed, cancelled or are non-refundable;
- (c) ensuring that passports, relevant visas and immunisations are secured prior to undertaking travel; and
- (d) ensuring the Curtin Fieldwork Coordinator or Curtin Fieldwork Supervisor or other supervisor are provided with all details of their itinerary prior to commencing travel.

### **4.2. Curtin Fieldwork Coordinators and other coordinators or supervisors of student travel are responsible for:**

- (a) ensuring students are aware of the requirements of these procedures (including completion of the Student Travel Approval Form);
- (b) informing travel facilitators of details of Student Travel itineraries when Student Travel is not booked through the TMC as permitted under section 3.5.1;
- (c) co-ordinating payments and administering any subsequent retrieval of costs from students for banking;
- (d) in the event of an emergency, immediately notifying the emergency travel service provider and Risk Management; and
- (e) liaising with, and following the directions of Risk Management for insurance claims arising from the fieldwork education activities.

### **4.3. Travel Approvers are responsible for reviewing and, as appropriate, approving or rejecting Student Travel applications.**

## **5. SCOPE OF PROCEDURES**

These procedures apply to staff and students involved in all aspects of student travel.

## **6. DEFINITIONS**

*(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)*

### **Booking**

The request to issue a ticket or confirmation of a reservation by committing funds.

**Dependant**

A person under 19 years of age (or under 25 years of age if in full-time education) and primarily dependent on the student traveller, the student traveller's spouse/partner or both.

**DFAT**

Department of Foreign Affairs and Trade.

**Emergency travel service provider**

An organisation contracted to the University that provides 24-hour assistance services for medical, travel and security emergencies.

**Lowest practical fare**

The lowest priced logical fare to allow the traveller the convenience and flexibility to complete the business purpose effectively and safely.

**Private Travel**

Travel that is not for University business purposes.

**Student Travel**

Travel undertaken by a Curtin student enrolled in Western Australia involving:

- a) fieldwork;
- b) a conference;
- c) a student exchange;
- d) representing the University at a competition or event; or (e) a program organised by Curtin Volunteers!.

**Student Traveller**

A Curtin student undertaking student travel.

**TMC**

Travel Management Company contracted to the University to provide travel management services.

**Travel Approver**

An Executive Manager or a University officer authorised by an Executive Manager to approve Student Travel.

**Travel Facilitator**

A person who has been authorised to book travel for, and on behalf of, student travellers.

**Travel Tracker System**

A database linked to the TMC which reports the destination and contact details of travellers.

**7. SCHEDULES**

*Nil*

**8. RELATED DOCUMENTS/LINKS/FORMS****DFAT webpages**

- [DFAT Smartraveller webpage](#)
- [DFAT Sanctions webpage](#)

**Other relevant webpages**

[Curtin Travel webpage](#)

[Fieldwork definition](#)

[Fieldwork Safety Guidelines](#)

[Fitness to travel medical certificate](#)

[Student Travel Approval Form](#)

[Travel Insurance Policy](#)

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#### REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	18/01/2013	Chief Financial Officer	EM1302	Unconditional
	Amended	05/06/2013	Chief Financial Officer	EM1313	Unconditional
	Administratively Updated	04/03/2014	Director, Legal and Compliance Services		Title change from Deputy Vice- Chancellor, Academic to Provost
	Administratively Updated	08/04/2014	Director, Legal and Compliance Services		Travel Form link updated
	Amended	14/11/2016	Chief Financial Officer	EM1634	Unconditional
	Amended	11/07/2017	Chief Financial Officer	EM1713	Unconditional