



## Travel Procedures for Students

### 1. STRATEGIC PLAN THEME AND COMPLIANCE OBLIGATION SUPPORTED

[Purchasing and Payment Policy](#)

[Risk Management Policy](#)

[Fieldwork Policy](#)

[Fieldwork Procedures](#)

Strategic Plan Theme: [Sustainable Future](#)

### 2. PROCEDURAL DETAILS

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

#### 2.2. Approval of travel

2.2.1. Student Travel involving:

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

will 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 Travel Operations Portal (TOP).

2.2.2. Curtin Fieldwork Coordinators, Curtin Fieldwork Supervisors or other supervisors will ensure that any Student Travel not covered by Section 2.1.1 is approved prior to the travel being undertaken and that the whereabouts of the Student Traveller are known.

2.2.3. Student Travel to a destination having an alert level of “do not travel” as assigned by the Department of Foreign Affairs and Trade (DFAT) or Extreme on the Risk & Assurance website is to be approved by the Vice-Chancellor, Provost or a Deputy Vice-Chancellor. Prior to commencing a TOP travel request:

- (a) a written risk assessment and business case detailing the requirements and benefits of travel will be documented in consultation with Risk & Assurance; 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.

2.2.4. Student Travel to a destination having an alert level of “reconsider your need to travel” as assigned by DFAT or as High on the Risk & Assurance website is to be approved by an Executive Manager (e.g. Pro Vice-Chancellor). As part of the TOP travel request:

- (a) a risk assessment will be completed; and
- (b) the Student Traveller will obtain a security and medical briefing from the University’s emergency travel service provider. The Executive Manager may wish to liaise with Risk & Assurance prior to approving the travel request to ensure that the risk exposures relating to the destination are completely understood.

#### 2.3. Risk management

2.3.1. The University will arrange for medical assistance, repatriation or evacuation of student travellers (or any combination of these) where necessary for medical and other emergencies the Student Traveller may experience.

2.3.2. While overseas, the Student Traveller will carry the telephone number of the University’s emergency travel service provider, download the mobile application, utilise the check-in functions within the mobile application and will contact the provider when experiencing a medical or security emergency.

- 2.3.3. 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 (Australian citizens only);
  - (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 mobile telephone number to their Curtin Fieldwork Coordinator or Fieldwork Supervisor, who will in turn advise Risk & Assurance. Where travelling overseas and an international roaming number is not viable, the traveller will provide their WhatsApp contact number/or Skype /or FaceTime contact details;
  - (d) notify Curtin that they are safe, in the event of a natural disaster, civil unrest, terrorist act etc. and/or check in via Facebook that they are safe. Under such circumstances, the University may also send the traveller a direct message through Facebook Messenger; and
  - (e) keep in regular contact with their nominated Curtin Fieldwork Supervisor or other supervisor (weekly at a minimum) by email or telephone or as agreed.
- 2.3.4. 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, email or mobile application.
- 2.3.5. The Vice-Chancellor, Provost, Deputy Vice-Chancellors or Director Risk & Assurance 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.
- 2.3.6. 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.
- 2.3.7. Travellers will also comply with Information Security Risk protocols and directives for identified countries per the Curtin IT Services, [Information Security Advisory for Travel to High Information Security Risk Countries](#)
- 2.3.8. Fieldwork Supervisors/Coordinators are responsible for mandating travel risk protocols, including being available when called upon, to manage travel incidents and emergencies that relate to travel that is not required to be documented in the Travel Operations Portal (refer Section 2.2.2).

## 2.4. Insurance

- 2.4.1. Student travellers undertaking approved travel will be covered under the University's corporate travel insurance policy subject to the following conditions:
- (a) travel will be approved through the TOP system prior to travel;
  - (b) student travellers with pre-existing medical conditions are to declare them in TOP and obtain a [fitness to travel medical certificate](#) from their treating doctor prior to travel;
  - (c) 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
  - (d) 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 & Assurance prior to making a travel booking as restrictions to insurance apply.
- 2.4.2. Incidental private travel undertaken in conjunction with University business travel is covered up to a maximum of two days. It is the responsibility of student travellers to source and fund any personal insurance that they may require for any private travel component that exceeds the two day allowance.
- 2.4.3. The University will extend its travel insurance to an accompanying partner/spouse, dependant/s or both (age limits apply), provided they are declared in the approved TOP request, and are travelling with or travelling separately from, but with the

intention to meet, depart from or continue travelling with, the Curtin student traveller for the purpose of approved University business.

- 2.4.4. For domestic and international vehicle rental, travellers are required, at the time of renting the vehicle, to purchase comprehensive motor vehicle insurance, incorporating property damage and third party liability. The University corporate travel insurance policy will only cover the vehicle rental insurance excess.

## **2.5. Private travel**

- 2.5.1. A Student Traveller may include private travel in their itinerary. However, the University will fund no more than the cost of the University-related portion of the trip.
- 2.5.2. The private travel component may not be covered by the University's travel insurance - refer Section 2.4 above.

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

- 2.6.1. Air travel that is paid in full or in part using University funds will be booked by a Travel Facilitator through the TMC except air travel originating outside Australia, which can be booked with a local supplier (i.e. an airline or a local travel agent) after consultation with the Travel Operations team, if savings can be realised.
- 2.6.2. Details of air travel and accommodation not booked through the TMC will 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.

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

- 2.7.1. Airfares booked that are paid in full or in part using University funds will be the lowest practical fare.
- 2.7.2. 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.
- 2.7.3. Airline preferences, airline reward programs and preferences of accompanying family members will not be a consideration in determining the lowest practical fare for the traveller.
- 2.7.4. Air travel is only permitted on airline carriers rated safe as recommended by [Airline Ratings](#) Australia. Carriers on the banned list published by [the European Union \(EU\) Air Safety List](#) will not be considered.

## **2.8. Travel booking: amendments**

- 2.8.1. 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.
- 2.8.2. The Curtin Fieldwork Coordinator, Curtin Fieldwork Supervisor or other supervisor will provide the amended details to the Travel Facilitator for entry into the University's travel tracker system.
- 2.8.3. Amendments to ticketed airfares booked by the University will be kept to a minimum. That is, bookings will only to be made once itinerary requirements are reasonably firm.
- 2.8.4. 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.

2.8.5. In exceptional circumstances where time restrictions or available technology do not allow for the Travel Facilitator to make the amendment as per 2.8.4, the traveller may amend a booking either directly with the TMC or with the appropriate supplier.

## **2.9. Travel booking: Accommodation**

### **2.9.1. Hotel accommodation**

The University has access to a significant number of attractive hotel rates globally.

These will 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 will to be included with the student travel approval request (including the approved budget) in TOP.

### **2.9.2. 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", "do not travel" or High/Extreme risk country as defined on the Risk & Assurance website;
- (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.

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

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

2.10.2. Accompanying family members may not be covered by the University's travel insurance - refer section 2.4.

## **2.11. Exemptions from these procedures**

2.11.1. Exceptional circumstances may exist where an exemption from a requirement of these procedures is warranted. The Chief Financial Officer or nominee may, in writing, grant such an exemption.

2.11.2. In considering any application for exemption, the Chief Financial Officer or nominee may seek advice from:

- (a) the Director Risk & Assurance for risk/insurance matters; or
- (b) the Director Financial Operations & Strategic Procurement on all other matters.

## **3. RESPONSIBILITIES**

In addition to any responsibilities set out in Section 2:

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

- (a) applying for Student Travel in TOP ;
- (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.

### **3.2. 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 2.6.1;
- (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 & Assurance; and
- (e) liaising with, and following the directions of Risk & Assurance for insurance claims arising from the fieldwork education activities.

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

#### **4. SCOPE OF PROCEDURES**

These procedures apply to staff and students involved in all aspects of travel for students enrolled in Australia and/or where the University is paying for the travel.

#### **5. 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 Operations Portal (TOP)**

The University's corporate system used to request and approve travel.

##### **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.

### 6. SCHEDULES

Nil

### 7. 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](#)

[Travel Operations Portal \(TOP\)](#)

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<b>Approval Authority</b>	Chief Financial Officer
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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
	Approved	26/06/2018	Chief Financial Officer	EM1812	Unconditional (Commencement 9 <sup>th</sup> July 2018)