



Travel Procedures for Students

1. COMPLIANCE OBLIGATION SUPPORTED

[Purchasing and Payment Policy](#)

[Risk Management Policy](#)

[Fieldwork Policy](#)

[Fieldwork Procedures](#)

2. PROCEDURAL DETAILS

Travel for University activities – regardless of funding source or who pays – will be:

- (a) managed with due regard for travel risk, allowing the University to meet its duty of care; and
- (b) undertaken with appropriate financial controls

2.1. Approval of travel for Curtin activity purposes

2.1.1 Student Travel involving:

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

will be approved by a Travel Approver prior to booking the travel.

All such travel requests will be made and approved if appropriate through the Travel Operations Portal (TOP).

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

2.1.3 Aspects of a travel request that require approval (refer also section 3.3) are:

- (a) the purpose of and need for the travel;
- (b) the estimated travel costs (note that only estimated costs are required in the request. i.e. no formal quotes);
- (c) travel to a destination having an alert level of “do not travel” or “reconsider your need to travel” as assigned either by the Department of Foreign Affairs and Trade (DFAT) or by Curtin on the Risk and Assurance website as outlined in sections 2.1.4 to 2.1.5.

2.1.4 Travel to a destination having an alert level of “do not travel” is to be approved by an appropriately delegated approver (refer section 3.4) with consideration given to the risk appetite considerations outlined in Schedule 1. In particular, prior to commencing a travel request:

- (a) The traveller will prepare a written risk assessment and business case detailing the requirements and benefits of travel in consultation with Risk & Assurance. The risk assessment must address the University’s travel risk appetite as set out at Schedule 1;
- (b) The traveller will obtain a security and medical briefing from the University’s travel assistance provider, which is to be included in the risk assessment; and
- (c) To ensure that the risk exposure relating to the destination is understood, including adjustments for additional costs for security and other measures as recommended by Risk & Assurance, the traveller’s line manager and Executive Manager are required to review and support (or not) the business case and risk assessment prior to forwarding to appropriately delegated approver.

2.1.5 Travel to a destination having an alert level of “reconsider your need to travel” is to be approved by an appropriately delegated approver (refer section 3.5). As part of the travel request:

- (a) The traveller will prepare a written risk assessment and business case detailing

the requirements and benefits of travel. The risk assessment will address relevant factors of the University's travel risk appetite as set out at Schedule 1.

- (b) the traveller will obtain a security and medical briefing from the University's travel assistance provider, which is to be included in the risk assessment; and
- (c) Risk & Assurance will review requests sent through TOP and assess whether all relevant factors have been adequately addressed.

2.1.6 If the geopolitical and security situation in the destination is escalating with a high risk of detainment or serious harm to the traveller, in exceptional circumstances travel may be approved by the Vice-Chancellor only. In these circumstances, neither the University nor the Australian Government may be in a position to arrange for emergency medical treatment, evacuation or repatriation for the traveller. Where a traveller is already within that destination they are to make arrangements with the University and/or the University's travel assistance provider to return safely.

2.2. Risk management

2.2.1. The University will assist, arrange for medical assistance, repatriate or evacuate travellers (or any combination of these) where necessary for medical and other emergencies where the traveller is travelling for University activities as approved per section 2.1.

2.2.2. While travelling, the traveller will carry the telephone number of the University's travel assistance 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.

2.2.3. Where an incident such as a natural disaster, civil unrest, terrorist act or similar has occurred, and the traveller is contacted by the travel assistance provider, the traveller will make every endeavour to return contact and notify that they are safe and identify any assistance they require.

2.2.4. For approved travel to a destination assigned an alert level of "do not travel" or "reconsider your need to travel" by DFAT or Curtin (refer to sections 2.1.4 - 2.1.5), the traveller will:

- (a) prior to commencing travel, ensure that their emergency contact (next of kin) details in eStudent are up to date;
- (b) 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 alternative contact details (such as Skype or FaceTime);
- (c) notify Curtin that they are safe, in the event of a natural disaster, civil unrest, terrorist act or similar. We also recommend that students check in via Facebook that they are safe. Under such circumstances, the University may also send the traveller a direct message through Facebook Messenger to confirm details.
- (d) keep in regular contact with their nominated Curtin Fieldwork Supervisor or other supervisor (weekly at a minimum) by email or telephone or as agreed; and
- (e) 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.

2.2.5. The Vice-Chancellor, Provost or Deputy Vice-Chancellors on recommendation from the Director Risk, Compliance and Audit may impose a complete travel ban to certain destinations and may require travellers to alter their travel itinerary or to return home. Travellers will comply with all such plans and directives.

2.2.6. Australian sanctions law imposes restrictions on certain countries. Travellers will check the [DFAT sanctions website](#) to ensure compliance when travelling to a sanctioned destination.

2.2.7. Travellers will also comply with Information Security Risk protocols and directives for identified countries per the Digital and Technology Solutions (DTS), [Information Security Advisory for Travel to High Information Security Risk Countries](#).

- 2.2.8. Fieldwork Supervisors/Coordinators are responsible for managing 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 2.1.2).
- 2.2.9. When travelling internationally, travellers will seek and follow advice from the University's travel assistance provider or their treating doctor and will ensure that recommended vaccinations are undertaken, at least six weeks prior to travel to ensure immunisation.

2.3. Insurance

- 2.3.1. Travellers undertaking approved travel for University activity will be covered under the University's corporate travel insurance policy subject to the following conditions:
- (a) travel is approved through the TOP system prior to travel;
 - (b) travellers with pre-existing medical condition(s), including pregnancy, will declare it in TOP and obtain a [fitness to travel medical certificate](#) from their treating doctor prior to travel (cover restrictions may apply, details can be obtained from the Risk and Assurance team); and
 - (c) travellers with pre-existing medical conditions are to carry any prescribed medication(s) and a fitness to travel medical certificate as per section 2.3.1 on their person during travel.
- 2.3.2. Private travel undertaken in conjunction with University activity travel is not covered under the University's corporate travel insurance policy. It is the responsibility of the traveller to source and fund any personal insurance they may require for any private travel component of their journey.
- 2.3.3. The University will extend its corporate 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 and continue travelling with the Curtin traveller for the purpose of approved University activity.
- 2.3.4. 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.

2.4. Private travel

- 2.4.1. A 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.
- 2.4.2. The private travel component will not be covered by the University's travel insurance - refer Section 2.3.2.

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

- 2.5.1. Air travel that is paid in full or in part using University funds will be booked through the TMC except air travel originating outside Australia, which, after consultation with the Travel Operations team, may be booked with a local supplier (i.e. an airline or a local travel agent) if savings can be realised.
- 2.5.2. Details of air travel and accommodation not booked through the TMC in accordance with section 2.5.1 will be provided to the Travel Operations team, either directly by the traveller or through the Curtin Fieldwork Coordinator, for manual entry into the University's Travel Tracker System.

2.6. Travel booking: lowest practical fare

- 2.6.1. Airfares booked that are paid in full or in part using University funds will be the lowest practical economy class fare.
- 2.6.2. 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 economy class fare taking into consideration (amongst other things):
- (d) airline scheduling, including departure and arrival times, travel time and time in transit;

- (e) the ability to provide connecting flights;
- (f) price, taking into account relevant service costs that are included/excluded from the published fare (e.g. meal, baggage allowance);
- (g) fare conditions to suit travel requirements; and
- (h) the need to accompany another University traveller whose itinerary has been booked and there is a requirement for them to travel together.

2.6.3. Traveller's 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.

2.6.4. Air travel is only permitted on airline carriers with a minimum 5 out of 7 star safety rating by [Airline Ratings Australia](#). Carriers on the banned list published by [the European Union \(EU\) Air Safety List](#) will not be considered.

2.7. Travel booking: amendments

2.7.1. The traveller will keep the Curtin Fieldwork Coordinator, Curtin Fieldwork Supervisor or other supervisor informed of any amendments to their itinerary before and during travel.

2.7.2. The Curtin Fieldwork Coordinator, Curtin Fieldwork Supervisor or other supervisor will provide the amended details to the Travel Operations team for entry into the University's travel tracker system.

2.7.3. Amendments to ticketed airfares booked by the University will be kept to a minimum. That is, bookings will only be made once itinerary requirements are reasonably firm.

2.7.4. Bookings made through the TMC 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.

2.7.5. In exceptional circumstances where time restrictions or available technology do not allow for the travel facilitator to make the amendment as per 2.7.4, the traveller may amend a booking either directly with the TMC or with the appropriate supplier.

2.8. Travel booking: Accommodation

2.8.1. Hotel accommodation

The University has access to a significant number of attractive hotel rates globally, available through the TMC. These will be utilised wherever practicable. Use of other hotels outside the University's hotel program is permitted (for example, at a conference location) and details will be included in the student travel request (including the approved budget) in TOP.

2.8.2. Airbnb

Travellers may use Airbnb accommodation, provided that:

- (a) the Airbnb accommodation is not in a DFAT "*reconsider your need to travel*" or "*do not travel*" destination as determined by DFAT or Curtin ;
- (b) the Airbnb accommodation is an entire home (i.e., it cannot be part of a home);
- (c) the traveller's Curtin email address has been added to their Airbnb profile for travel tracking and security purposes; and
- (d) the traveller agrees to and meets the terms and conditions of Airbnb.

2.9. Travel with accompanying family members

2.9.1. Travellers may be accompanied by a partner/spouse, dependant or both. At the 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.

2.9.2. Accompanying family members may not be covered by the University's travel insurance - refer section 2.3.

2.10. Other provisions

- 2.10.1. The University may pay for necessary visas and immunisations for approved international travellers.
- 2.10.2. The University will not pay for seat selection when this is not included in the base fare.
- 2.10.3. A levy will be applied per booking to offset the carbon emissions for all University funded air travel (both domestic and international). The cost will be the responsibility of the traveller's approved cost centre.

2.11. Exemptions to 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, Compliance and Audit for risk and/or insurance matters; or
 - (b) the Director Finance and Disruption on all other matters.

3. RESPONSIBILITIES

In addition to any responsibilities set out in Section 2:

3.1. Travellers are responsible for:

- (a) requesting approval for travel in TOP to ensure compliance with these procedures;
- (b) checking the accuracy of their travel documentation as soon as practicable;
- (c) understanding the conditions of their bookings, including whether they are able to be changed, cancelled or are non-refundable;
- (d) ensuring that passports, relevant visas and immunisations are secured prior to undertaking travel;
- (e) when travelling internationally, seeking and following advice from the University's travel assistance provider or their treating doctor and ensuring that recommended vaccinations are undertaken, at least six weeks prior to travel in accordance with the requirements of section 2.2.9; and
- (f) 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 travel request in TOP);
- (b) informing the Travel Operations team of travel itineraries when travel is not booked through the TMC (when permitted under section 2.5.2);
- (c) co-ordinating payments and administering any subsequent retrieval of costs from students;
- (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 actioning approval requests in accordance with their delegated authority within one business day of receiving the completed request, unless the request is to a destination having an alert level of "do not travel" or "reconsider your need to travel" as determined by DFAT or Curtin.

When assessing travel requests for approval, full consideration should be given to:

- (a) activity need, ensuring travel is appropriate and necessary;

- (b) traveller safety and risk management – risks (including, but not limited to, health and safety, medical and security) associated with individual characteristics of the traveller, destination, work or study activities to be undertaken. Travel approvers will ensure risks are controlled as far as reasonably practicable;
- (c) environmental impact – where communications technology is not a viable alternative to travel, the University will reduce the impact of emissions from air travel through a carbon offset program (refer also section 2.10);
- (d) responsible financial management – the most cost effective and efficient travel option will be chosen. Uninsured costs or losses resulting from University travel, where the University is responsible, will be funded by the traveller’s area/faculty; and
- (e) insurance cover limitations – the University’s policy does not provide cover for travel to DFAT category 4 “do not travel” destinations. The insurer may be prohibited from providing cover for activities related to destinations subject to Australian and/or international sanctions (clarification can be sought from Risk, Compliance & Audit). In approving the travel request, the area/faculty assumes responsibility for additional costs associated with University travel where the University’s insurance policy does not provide cover.

3.4. In the event that an area wishes to have a person check requests prior to approval then that person will be known as a travel reviewer. Travel reviewers are responsible for:

- (a) reviewing submitted travel requests for completion and correctness; and
- (b) allocating the travel request to the appropriate travel approver.

3.5. Travel approval authorities are summarised in the following table:

Approval authorities	Purpose of travel and budget estimate	Exceeding Travel Standard	Exemptions from Travel Procedures	Travel to ‘reconsider your need to travel’ destinations*	Travel to ‘do not travel’ destinations*
Vice-Chancellor, Provost and Deputy Vice-Chancellors	✓	✓	No authority	✓	✓
Chief Financial Officer	✓	✓	✓	✓	No authority
Executive Managers (other than as set out above)	✓	✓	No authority	✓	No authority
Executive Manager’s Delegate	✓	No authority	No authority	No authority	No authority

* as determined by either DFAT or Curtin

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 activity purposes.

Student Travel

Travel undertaken by a Curtin student enrolled in Australia, including but not limited to:

- 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!

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

[Schedule 1: Risk appetite considerations](#)

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](#)

[Travel Insurance Policy](#)

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

Policy Compliance Officer	Philip Thomas , Director, Finance and Disruption Financial and Commercial Services
Policy Manager	Chief Financial Officer
Approval Authority	Chief Financial Officer
Review Date	1 April 2026

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 th July 2018)
	Approved	06/12/2022	Chief Financial Officer	EM2229	Unconditional

Schedule 1: Risk appetite considerations

Travel to “*Do Not Travel*” DFAT and Curtin rated destinations is generally not approved because of the extreme risk to the health, safety and security of the [traveller](#). However, travel may be approved for “*Do Not Travel*” countries where the individual proposing to travel to the region is able to reduce the risk level from “extreme” to a level no more than “high”, as determined by the Director Risk, Compliance and Audit, considering each of the following factors:

The traveller:

- i is domiciled in that country, has recently (up to one year) left the country for Australia, has in-country close family connections or has recent on-the-ground experience in the country or region (as appropriate); and
- ii has infrastructure support in-country; and
- iii has demonstrated capability of being situationally aware; and
- iv has the active support of the Head of School/Area; and
- v there is a workable evacuation plan with a 24/7 monitoring and communication plan.

Similarly, approval of travel to “*Reconsider Your Need to Travel*” countries will consider whether the factors outlined above have been adequately addressed where relevant.