

# Travel Policy

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<b>Approval Authority</b>	Executive Director of Planning, Finance and Digital Services
<b>Contact Officer</b>	Procurement Services Analyst – Financial Services

## Introduction

This policy covers travel and the payment of travel expenses for those travelling on behalf of the University or with University funding.

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## Definitions

**AoG** – “All of Government” contracts that the Universities are eligible to participate in.

**Best fare of the day** – the lowest cost reasonable fare at the time as identified by the University’s travel management company.

**Corporate travel** – any travel undertaken for or on behalf of the University that is directly related to University business.

**Domestic travel** – travel within New Zealand.

**Leisure travel** – any travel undertaken for any reason other than that directly related to University business. May also be referred to as private travel.

**Long-haul international travel** – travel to, from, between and within international locations outside Australia and New Zealand, for the purpose of this policy.

**Personal expense** – any expense that is not directly related to University business.

**Short-haul travel** – travel to and from Australia and New Zealand and includes travel within Australia, for the purpose of this policy.

**Snacks** – includes morning and afternoon tea and additional smaller snack items. Excludes main meals (breakfast, lunch and dinner).

**TMC** – the University’s contracted travel management company.

**University Traveller** – a University member (including staff members and students) who has been approved as travelling for a University purpose and is funded by the University or a third party.

## 1. Ethics and Overarching Framework

The intent of this policy is to provide safe passage for people travelling on University business or representing the University (“University Traveller”) while mitigating travel costs for the University.

- 1.1 The University is obliged to safeguard and use its resources in a responsible manner. Furthermore, the University must guard against actual or perceived conflicts of interest in regard to the use of those resources. Due to the personal nature of travel and the risk of perceived or actual personal benefit to the University Traveller, the Controller and Auditor-General define travel as a ‘sensitive’ expenditure type.
- 1.2 University Travellers must ensure that expenditure incurred while travelling on University business is conservative, reasonable, adequately documented and in accordance with University policy requirements.

The University expects all University Travellers arranging and/or undertaking University travel to do so only for University purposes:

- a) Where a University traveller has been authorised to conduct business on behalf of the University or to travel as a representative of the University.
- b) Not to derive personal gain (financial or non-financial).
- c) To plan to meet trip objectives while minimising costs where possible.
- d) To have read and adhered to this policy and other relevant University policies (see references).

The University's [Staff Code of Conduct \(PDF, 481KB\)](#) identifies the required behavioural standards for staff in all areas of their work.

## 2. Compliance

- 2.1 The University's travel framework is managed by Financial Services. Compliance with this policy will be monitored by Financial Services. The travel framework includes this policy and the contractual relationships with all travel providers. Duty of care considerations influence the travel framework, and are owned by the Vice-Chancellor's Office.
- 2.2 All University Travellers involved in arranging, undertaking or approving travel are required to comply with this policy so that the University derives maximum benefit from the travel framework.
- 2.3 University Travellers who consider that there are grounds for enquiry into alleged inappropriate expenditure should advise their Manager, Financial Services or the Executive Director of Planning, Finance and Digital Services immediately (refer to the University's [Fraud Response Policy and Procedures \(PDF, 453KB\)](#)).
- 2.4 Alternatively, if the alleged inappropriate expenditure is committed by a member of the Senior Leadership Team (SLT) or certain Council members, disclosure may be made under the [Protected Disclosures \(Protection of Whistleblowers\) Act 2022 \(New Zealand Legislation website\)](#). See the University's [Protected Disclosures Act – Internal Procedures and Code of Conduct \(PDF, 442KB\)](#).
- 2.5 Where a University Traveller breaches this policy, this may amount to misconduct or serious misconduct which may result in the University taking appropriate disciplinary action.
- 2.6 Where a University Traveller breaches this policy, the University may seek reimbursement costs directly from the University Traveller.

### 3. Travel Approval

Travel expenditure incurred by the Vice-Chancellor must be approved by the Chancellor and travel expenditure incurred by the Chancellor, and any other Council member, must be approved by the Chair of Audit and Risk Committee. Council members' reimbursements, for fees and allowances, must be in line with the [Education and Training Act 2020 \(New Zealand Legislation website\)](#).

#### 3.1 Domestic

- a) The Traveller or Travel Arranger must obtain approval from the relevant budget holder via the TMC's online booking tool. Travellers cannot approve their own travel.
- b) The relevant budget holder is responsible for approving the online booking by reviewing and approving the travel purpose, cost and coding, this must be in-line with policy and budget.

#### 3.2 International (short-haul/long-haul)

- a) University Travellers wishing to travel outside of New Zealand and Australia must complete a Request to Travel via the TMC's online tool before engaging with the TMC travel consultant.
- b) The Traveller's Manager/Head is responsible for approving the Request to Travel by reviewing and approving the travel purpose, estimated cost and coding; this must be in-line with policy and budget. Travellers cannot approve their own travel.

#### 3.3 Sub-delegation of travel approval

Any sub-delegation of travel approval must be in accordance with UC's [Delegations of Authority Policy \(PDF, 990KB\)](#).

#### 3.4 Basis for approval

Support for travel is awarded in a transparent and equitable way and it must be demonstrated that sufficient budget is available or will be made available within an appropriate timeframe. Approvals must identify which of the below criteria are satisfied:

- a) travel is to be directly attributable to achieving the agreed Key Performance Indicators (KPIs) of the service unit or college; or
- b) the purpose of the travel must provide demonstrable benefits to the University through updated knowledge, networking with peers or developing new skills; and
- c) the benefits cannot be achieved through other communication methods; or
- d) the University Traveller is presenting a paper at an event which provides demonstrable reputational benefit to the University and/or contributes to the professional or academic community of practice; or

- e) grant or funding explicitly states that travel is included.

## 4. Risk Assessment and Personal Safety

- 4.1 The University takes its responsibilities under 'duty of care' to its travellers seriously, and as such has a number of risk management strategies in place to mitigate travel risk for University Travellers travelling on University business. Information regarding these are available via the University's [Travel intranet \(Staff only\)](#) and University's [Insurance intranet \(Staff only\)](#).
- 4.2 All University Travellers must arrange travel insurance with the University's insurer at the time the flights are ticketed. Details of the process for arranging travel insurance can be found on the University's [Travel Insurance intranet \(Staff only\)](#).
- 4.3 All University Travellers must provide their contact details while travelling (cell phone number and email address) to the TMC at the time of booking. If the traveller is unable to provide a cell phone number while travelling, then the cell phone number of an emergency contact must be provided.
- 4.4 If the TMC is not used for reasons outlined in [section 6.4.a.v](#), contact details must be provided via the relevant pre-trip Health and Safety forms.

### 4.5 Risk Assessment

- a) Prior to booking international travel and prior to departure, University Travellers must check the [Ministry of Foreign Affairs and Trade \(MFAT\) Safe Travel website](#), to assess risks associated with the intended destination.
- b) Travel to high or extreme-risk destinations is never recommended. If it is necessary and justifiable, approval is required by the relevant Head of Department/School, SLT member and Risk and Insurance.
  - i. If travel to a high or extreme-risk destination is necessary and justifiable, the University's business travel insurance policy may not provide cover. It is mandatory for all University Travellers to be insured. Any additional insurance premium for a high or extreme risk destination will be advised by the University's travel insurer, to Risk and Insurance, on a trip-by-trip basis and charged to the University Traveller's service unit, department, or school. Refer to the University's [Travel Insurance intranet \(Staff only\)](#) page for process and procedures relating to high and extreme-risk destinations.
  - ii. Travel risk briefings with Risk and Insurance for high-risk travel should be conducted with the University Traveller as close as possible to the travel departure date.

#### 4.6 Field Activities

Prior to departure, University Travellers must ensure they have completed the appropriate field activity plan, contained in [Field Activities \(University Health & Safety website\)](#).

For individual travellers or groups embarking on study tours, internships, or field work, (whether domestically or internationally), travel risk briefings are strongly recommended.

#### 4.7 Personal Safety

- a) Where any University Traveller finds themselves in a situation where their personal safety is at risk, they are to take all steps necessary, including accessing the University's corporate insurance programme, to get expert assistance to remove themselves from the situation. Where a University P-card is required to affect this, the use is approved.

Full explanation of how the situation arose and the steps taken to mitigate should be provided to the Manager/Head upon the University Traveller's return. Refer also to [section 5: Emergency Travel Arrangements](#).

- b) At any time, the situation in a country may mean that a decision is made by the University to take certain action, including prohibiting any University travel to that country or recalling University Travellers who are currently in that country. The University may suspend the use of specific airlines where a risk has been identified. The University reserves the right to make such decisions in the best interests of the traveller and the University.

#### 4.8 Inoculations

- a) The University will meet the costs of inoculations prior to travel to particular countries where they are recommended by MFAT and the travel is a direct requirement of their role.
- b) University Travellers are responsible for ensuring inoculations are current before travelling.

#### 4.9 Persons on a flight

- a) No more than three (3) SLT members on the same flight.
- b) No more than five (5) staff members (including SLT members, but excluding post-graduates) from the same department on the same flight for the major domestic centres (Christchurch, Wellington and Auckland) and international destinations.
- c) Outside of the major domestic centres it is best practice not to place 5 University (Staff) Travellers from the same department on the same flight, however it may

be impractical. A decision to lift the rule will be made by the Vice-Chancellor's Office, initiated by an e-mail to [procurement@canterbury.ac.nz](mailto:procurement@canterbury.ac.nz).

## 5. Emergency Travel Arrangements

These are travel and associated arrangements to ensure the personal safety of the traveller or as a result of the traveller experiencing unforeseen serious personal tragedy.

- a) Any University Traveller needing to make emergency travel arrangements must contact the University's insurer.
- b) Subject to retrospective approval by the Executive Director of Planning, Finance and Digital Services, the University will, using its insurance policies, meet all reasonable costs incurred in making emergency travel arrangements.
- c) Please refer to the [Essential Travel Information \(University Essential Travel website\)](#) for essential travel information.

## 6. Booking Travel

### 6.1 Contracted TMC

- a) It is mandatory to use the TMC for all University travel. The University acknowledges that there may be rare exceptions to this policy. To request a departure from this policy contact [procurement@canterbury.ac.nz](mailto:procurement@canterbury.ac.nz).
- b) Approval for travel must be gained, as per [section 3](#) of this policy, before beginning any booking process.

### 6.2 Airlines and fares

- a) All air travel must be booked via the TMC. This allows access to the pricing offered by the University's contracts with airlines and enables the TMC to record all itineraries and contact details for duty of care purposes.
- b) The TMC will book all travel with airlines in accordance with contracts, policies or agreements set by the University.
- c) The lowest cost reasonable fare of the day ("best fare of the day") airfares should be selected in all instances.
- d) University Travellers may not request the TMC to schedule their travel on a specific airline in order to generate loyalty reward points or other personal benefits.
- e) All University international travel will be economy class unless
  - the University Traveller personally meets the cost of a class upgrade; or



- the Executive Director of Planning, Finance and Digital Services or delegate has approved the travel for classes other than economy.
- f) Purchase of assigned seating should only occur if there is a medical or physical reason to do so.

### 6.3 Documentation

- a) University Travellers are responsible for ensuring that they have all relevant documentation for overseas travel, including passport/s, visa/s and re-entry permit/s where required, before attempting to travel on University business.
- b) The cost of a passport is a personal expense and will not be met by the University.
- c) The University may meet the cost of any documentation other than a passport if it is required for a particular business trip.

### 6.4 Purchasing Card (P-card)

P-cards should be the primary form of payment to settle accommodation and rental vehicles accounts.

If the University Traveller does not have a P-card, accommodation and rental vehicles can be charged back to the TMC. A per-transaction fee exists for using the charge-back facility.

#### a) Accommodation

- i. All University booked accommodation must meet reasonable travel standards with reference to comfort, convenience, and cost.
- ii. Domestic, short-haul and international accommodation bookings should be made via the TMC's Online Travel Approval and Booking tool. Details of the online approval and booking tool are located on the University's [Travel intranet \(Staff only\)](#).
- iii. Accommodation should be in the mid or standard price range only, with effort made not to exceed NZ\$300 (including GST, excluding card surcharges) base rate per night for domestic bookings. Where accommodation is provided as part of a conference or package deal, it should be taken if it constitutes value for money.
- iv. Where the TMC is unable to match a cheaper available alternative that has been sourced through alternative channels and is preferred by the traveller, the TMC must be used to book the preferred accommodation option (via offline methods) to ensure the University's duty-of-care obligations are met.



- v. For accommodation in remote areas where the TMC cannot access low cost and/or acceptable accommodation, it is permissible for the traveller to book accommodation directly with the accommodation provider. It is the University Traveller's responsibility to ensure a tax invoice is obtainable (refer to the University's [Purchasing Card Policy PDF, 307KB](#)).
- vi. The account should be paid for using a P-card.
- vii. University Travellers are responsible for confirming that any rate being charged is also the rate listed on the travel itinerary. Any discrepancies should be reported immediately to the TMC.
- viii. The University acknowledges that there may be rare exceptions to this policy. To request a departure from this policy contact:  
[procurement@canterbury.ac.nz](mailto:procurement@canterbury.ac.nz).

#### b) **Rental Vehicles**

- i. Where travel originates in Christchurch, University (Staff) Travellers must use a University fleet pool vehicle.
- ii. Rental vehicles must be booked through the TMC's Online Travel Approval and Booking tool.
- iii. In general, only compact vehicles should be hired, unless
  - there are four or more travellers; or
  - it is required to accommodate the luggage or gear taken on the trip; or
  - the roads travelled are difficult, e.g., rocky terrain or steep winding roads.
- iv. All fuel and parking should be paid for by P-card. Travellers must refill fuel prior to returning rental vehicles for drop off to mitigate refuelling charges.
- v. Only the driver named on the rental agreement may drive the vehicle.
- vi. Inclusion of a GPS is authorised.
- vii. See [section 14 for insurance cover](#).

## 7. **Airline Loyalty Rewards and Airline Club Memberships**

- a) The University allows accrual of loyalty rewards within the All of Government ("AoG") air travel contract. A loyalty membership does not nullify the best fare of the day obligation within this travel policy (refer to [section 6.2.c](#)).
- b) University funds from any source may not be used to join airline loyalty programmes or clubs except where approval is given by the relevant SLT member.

- c) Where a staff member's employment with the University ends and the University has funded an airline loyalty programme membership, the membership must be cancelled.
- d) Any airline membership approved for funding by the University must be processed by the TMC. No personal payments for this will be reimbursed by the University. University P-cards must not be used to purchase airline memberships.
- e) Refer to the University's [Travel intranet \(Staff only\)](#) for the Air New Zealand Koru membership application form and procedure.

## 8. Excess Baggage

Airline carry-on and checked luggage size and relevant weight restrictions should be observed. Excess baggage surcharges incurred on flights for personal items will be at the Traveller's own expense. Excess baggage surcharges incurred on flights for items required for University purposes (e.g., equipment) should be arranged in advance via the TMC as soon as possible. Payment can be made using a P-card.

## 9. Cancellations and Refunds

- a) Any cancellation or changes to bookings made via the University's contracted TMC must be notified to the TMC as soon as practically possible to ensure mitigation of cancellation fees charged by the end service providers.
- b) Where a direct booking is made (i.e., not via the TMC) it is the University Traveller's responsibility to cancel bookings within the service provider's cancellation policy time frame.
- c) Consequential costs from changes/cancellations must be considered within the decision-making process prior to making the cancellation or change. University Travellers making changes to previously booked travel arrangements must make these changes through the channel the travel was booked and clearly document the action taken.

## 10. Inbound Travel

Those that reside overseas are sometimes required to undertake University travel. The University's contracts with airlines offer point of sale discounts for inbound airfares, which must be quoted by the TMC. If a favourably priced airfare is sourced in the University Traveller's country of residence, it should be notified to the TMC and a decision should be made on how to access the lower airfare.

## 11. Group Travel

Group Travel is typically arranged in respect of study tours and field trips. Group Travel must be booked through the TMC. [Section 4.9](#) also applies to Group Travel.

## 12. Travelling on a Grant

- a) Once a conference study Grant-in-Aid has been approved, funds can be used for airline bookings, conference registration and accommodation. Where funds are limited and do not cover costs, they may be drawn in advance.
- b) All Study/Sabbatical Leave travel bookings must comply with this policy. [See also section 4: Risk Assessment and Personal Safety](#).
- c) Erskine/Cambridge/Oxford Grant rules may differ from the above. Clarification can be sought from the Erskine Programme Office, or by emailing [erskine@canterbury.ac.nz](mailto:erskine@canterbury.ac.nz) for further details.

## 13. Travel Expenses

13.1 The University P-card should be the primary method used to pay for travel expenses.

### 13.2 Ordinary, Necessary and Reasonable Expenses Required for Travel

The University will pay for all ordinary, necessary, and reasonable expenses required for the individual to undertake approved University travel. In terms of guidance on what is reasonable, the following types of expenses will normally be paid for by the University:

- visas and inoculations;
- meals (excluding snacks) (Refer to the University's [Purchasing Card Policy \(PDF, 307KB\)](#));
- taxis/trains and buses;
- mileage – up to the rates specified by Inland Revenue Department; and
- parking fees (excluding fines).

### 13.3 Taxis

- a) Taxis within Christchurch and its satellite towns for travel by University Travellers (e.g., from residence to airport), as a guide, should not exceed NZ\$90 (one way, including GST) and alternate forms of transport should be considered. Excessive taxi charges, unless justified, may require full or partial reimbursement from the traveller.
- b) University Travellers should always select the least cost mode of transport appropriate for their travel.

- c) There is no limit on taxi charges in other locations, but reasonable judgement should be applied when selecting a taxi as the mode of transport.

#### 13.4 Personal Expenses

- a) The University will not fund or reimburse personal expenses incurred by a University Traveller travelling on University business. Travel expenses, where practicable, should be claimed within one month of returning to the University.
- b) Personal expenses include, but are not limited to,
- passport fees;
  - inoculations, except where otherwise exempted in this document;
  - airline memberships, except where otherwise exempted in this document;
  - alcohol, except in accordance with the University's [Sensitive Expenditure Policy \(PDF, 267KB\)](#);
  - any leisure component of travel;
  - car rental charges over appropriate rates, except where otherwise exempted in this document;
  - driver licence issuance or renewal fees;
  - laundry/dry-cleaning expenses (unless a University Traveller is away from home for more than seven (7) consecutive nights, or if a trip has been unexpectedly extended, actual and reasonable laundry expenses will be reimbursed);
  - personal credit card membership expenses;
  - personal expenses/services;
  - telephone/data charges from aeroplane;
  - traffic/parking fines and court costs;
  - luggage claims (loss/damage), except where otherwise exempted in this document;
  - unauthorised trips;
  - unreasonable meal expenses (see sections **6 and 7, Appendix 1** of the [Purchasing Card Policy \(PDF, 307KB\)](#));
  - snacks and mini-bar, except where it is not possible to purchase a meal; and
  - any payments for family members or partners travelling with the University Traveller, not on University business themselves.
- c) Where it is not possible to use a P-card for payment, reasonable and justifiable reimbursements can be claimed. Refer to the procedure on the University's

[Financial Shared Services intranet \(University Financial Services intranet\) \(Staff only\)](#).

- d) Travel advances are available in limited situations; such as in locations where P-cards are not commonly accepted, and for students. These instances will be exceptions, not the rule.
- e) Where a University Traveller is in a country that requires a service tax or gratuity be added to invoices, the University will fund up to 15% of the bill for this purpose.
- f) Daily allowances for expenses may be catered for in employment and sabbatical contracts on the terms and conditions stated within those contracts.

### 13.5 Use of Private Vehicles for University Business

- a) University (Staff) Travellers are expected to use fleet pool vehicles where possible.
- b) The use of private vehicles for University Travellers on University business is discouraged. However, use of private vehicles may be reimbursed (as per the Inland Revenue mileage reimbursement rate) unless specified by individual employment contracts.
- c) The University does not provide insurance cover for private vehicles used for University business.
- d) Any claim cannot exceed the equivalent value of travel by air (including economy fare with reasonable booking notice, transport to and from the airport and parking if applicable) or rental car equivalent, to the same destination.
- e) Complete the [Payment Request Form](#) to apply for reimbursement of actual and reasonable costs. The form is available on the [Financial Shared Services intranet \(University Financial Services intranet\) \(Staff only\)](#).

## 14. Insurance Coverage

### 14.1 Domestic

- a) The University does not provide domestic travel insurance.
- b) The University has a comprehensive corporate travel programme in place which covers all approved domestic vehicle rentals. All car rentals booked through the TMC are automatically covered by the University's Vehicle Insurance Policy.

## 14.2 International

- a) Where possible, the University provides travel insurance for all corporate travel. Travel insurance cover must be arranged by the traveller with the University's insurer. Details of the process for arranging travel insurance can be found on the University's [Travel Insurance intranet \(Staff only\)](#). Where it is not possible for the University to provide travel insurance, Travellers are advised to speak to Risk and Insurance to discuss their travel insurance options in a timely manner. For further information please refer to the [University's Insurance intranet \(Staff only\)](#).
- b) University Travellers travelling for a period of greater than 180 days will be covered under the University's Business Travel Insurance Policy. Refer to the University's [Travel Insurance intranet \(Staff only\)](#) for further information.
- c) If an exception has been granted under [section 6.1.a](#), University Travellers must arrange travel insurance via completion of the 'UC Travel Insurance Declaration Form'. Refer to the University's [Travel Insurance intranet \(Staff only\)](#) for further information and to access the 'UC Travel Insurance Declaration Form'.
- d) If travel to a high risk destination has been approved under [section 4: Risk Assessment and Personal Safety](#), the policy terms and conditions issued by the travel insurer will apply.
- e) Insurance cover for rental vehicles booked outside New Zealand should be purchased when booking or picking up the vehicle. The University's Travel Insurance policy will cover the excess to a certain limit if a claim ensues. For assistance with arranging international insurance cover, please contact [travelinsurance@canterbury.ac.nz](mailto:travelinsurance@canterbury.ac.nz).

## Related Documents and Information

### New Zealand Legislation

- [Education and Training Act 2020 \(New Zealand Legislation website\)](#)
- [Protected Disclosures \(Protection of Whistleblowers\) Act 2022 \(New Zealand Legislation website\)](#)

### UC Policy Library

- [Delegations of Authority Policy \(PDF, 990KB\)](#)
- [Fraud Response Policy and Procedures \(PDF, 453KB\)](#)
- [Protected Disclosures Act – Internal Procedures and Code of Conduct \(PDF, 442KB\)](#)
- [Purchasing Card Policy \(PDF, 307KB\)](#)
- [Sensitive Expenditure Policy \(PDF, 267KB\)](#)
- [Staff Code of Conduct \(PDF, 481KB\)](#)

- [Vehicle Use and Fleet Management Policy \(PDF, 291KB\)](#)

### UC Website and Intranet

- [Essential Travel Information \(University Essential Travel Information website\)](#)
- [Field Activities \(University Health & Safety website\)](#)
- [Financial Shared Services Forms \(Financial Services intranet\) \(Staff only\)](#)
- [Health, Safety & Well-being Information \(University Health & Safety website\)](#)
- [University Insurance intranet \(University Insurance intranet\) \(Staff only\)](#)
- [University Travel Insurance intranet \(University Insurance intranet\) \(Staff only\)](#)
- [University Travel intranet \(University Travel intranet\) \(Staff only\)](#)

### External

- [Mileage rates \(Inland Revenue Department website\)](#)
- [Safe Travel website \(Ministry of Foreign Affairs and Trade \(MFAT\) website\)](#)

Document History and Version Control Table			
Version	Action	Approval Authority	Action Date
For document history and versioning prior to 2013 contact <a href="mailto:ucpolicy@canterbury.ac.nz">ucpolicy@canterbury.ac.nz</a>			
1.00	Major review of document and conversion into new template.	Chief Financial Officer	Sep 2013
1.01	Minor revision of wording in section 15.	Strategic Procurement Manager	Sep 2013
1.02	Updated hyperlinks	Policy Unit	Nov 2013
1.03	Review date pushed out.	Policy Unit	Sep 2014
1.04	Fully reviewed by CO, minor changes. Hyperlinks updated, general formatting.	Policy Unit	Sep 2014
1.05	Minor revision by CO.	Policy Unit	Dec 2014
1.06	'Vero' updated to 'Allianz' to reflect current insurance.	Policy Unit	Feb 2015
1.07	CO changed from Strategic Recruitment Manager to Procurement Services Analyst.	Policy Unit	Sep 2015
1.08	Changes made to bring in line with 2016 Delegations Schedule: removal of reference to MFAT identification and classification under 6.1, Risk Assessment.	Policy Unit	March 2016
2.00	Scheduled review by CO, major changes, formatting, PU added clause relating to travel briefings under 4.2, removal of some definitions.	Chief Financial Officer	Sep 2017
2.01	Unscheduled review by Contact Officer, major changes due to feedback from	Chief Financial Officer	March 2018



	Colleges and staff since publication of last revision.		
2.02	Unscheduled review by Contact Officer, minor changes, additional content added.	Chief Financial Officer	Feb 2019
2.03	Grammatical error correction.	Policy Unit	March 2019
3.00	Scheduled review by Contact Officer, minor edits to <i>14. Insurance Coverage, 3. Travel Approval.</i>	Policy Unit	March 2020
3.01	Unscheduled review, minor edits to content.	Policy Unit	July 2020
4.00	Scheduled review by Contact Officer.	Policy Unit	March 2021
4.01	Unscheduled review by Contact Officer with major changes.	Approval Authority	June 2022
4.02	Unscheduled review by Contact Officer with minor changes.	Approval Authority	Aug 2022
4.03	Accommodation value increased	Approval Authority	Jan 2023
4.04	Inserted "or delegate" for international travel approval	Approval Authority	May 2023
4.05	Minor updates and changes to hyperlinks and procedures	Approval Authority	Nov 2023

**This document remains in force until it is updated.**