

Senate and Corporation Travel Protocol

Section 1 - Purpose and scope

(1) This Protocol outlines the processes relating to travel, accommodation and ancillary expenses associated with Senate and Corporation meetings and activities charged to the project codes managed by the Legal, Assurance and Governance Directorate. It is a protocol of the [Travel Policy](#). It is also subject to the [Delegations of Authority Policy and Register](#), the [Purchase Card Policy](#) and the [Reimbursement of Actual Expenses Policy](#).

(2) This Protocol applies to all staff and external participants who seek to charge expenses against the various project codes managed by the Legal, Assurance and Governance Directorate applied to fund these expenses. All such expenses must be approved by the Chief Legal Assurance and Governance Officer.

Section 2 - Principles

(3) Only expenses properly incurred in undertaking activities for Senate or Corporation that fall within the scope of the [Travel Policy](#) will be met by a University budget, except as stipulated in this Protocol. Any requests to depart from this Protocol due to exceptional circumstances must be approved by the Chief Legal Assurance and Governance Officer.

Flights

(4) Participants who undertake travel associated with Senate or Corporation are encouraged to take advantage of the best available fare defined in clause (21) of the [Travel Policy](#).

(5) Notwithstanding clause (4), Senators and Members may choose preferred flights, carriers and flexibility options. This includes requesting specific flights, accommodating existing lounge access privileges, and opting for flexible fares. However, the class of travel outlined in clause (23) of the [Travel Policy](#) shall continue to apply.

(6) Except with prior approval by the Chief Legal Assurance and Governance Officer, bookings for flights to attend Senate or Corporation meetings or other approved functions will be made by the Legal, Assurance and Governance Directorate. Where permitted, bookings may be made by the Senator or Member (or their authorised representative); in such instances, a request for reimbursement must be submitted to the Chief Legal Assurance and Governance Officer with evidence of the expense incurred. Flights arranged by the Senator or Member will only be reimbursed to the extent that they accord with clause (7).

(7) The Legal, Assurance and Governance Directorate will assist staff with details of flights to comply with the operational requirements of the meeting, including consideration of the home city of the staff member, the start and finish times of the meeting, daylight savings and sanctioned events a day either side of the meeting.

(8) Unless specifically approved by the Chief Legal Assurance and Governance Officer, flights will be booked only to facilitate travel to and from a meeting or event and may not be brought forward or deferred to accommodate other, non-Senate or Corporation activities. Senators and Members who wish to extend travel either side of the meeting or event will be required to pay for the affected portion of travel at their own expense, including flights, airport transfers, incidental expenses and accommodation.

(9) Staff seeking assistance from the Legal, Assurance and Governance Directorate will be required to notify the Legal, Assurance and Governance Directorate no later than one (1) week prior to the date of intended travel.

Accommodation

(10) Where travel arrangements for a participant's attendance at a meeting (and any approved function preceding or following the meeting such as a Mass or other University event) are such that the travel cannot reasonably be undertaken within the envelope of a single day's travel, accommodation will be provided as appropriate at the University's expense.

(11) Where accommodation is provided, the accommodation will be booked by the Legal, Assurance and Governance Directorate in accordance with Section 8 of the [Travel Policy](#).

Incidentals including transfers and sustenance

(12) Any incidental expenses incurred on an ACU credit card coded against the Senate Project Code require the approval of the Chief Legal Assurance and Governance Officer. Copies of tax invoices for incidental expenses charged against the Senate Project Code are to be provided to the Legal, Assurance and Governance Directorate for reconciliation purposes.

(13) Senators and Members are expected to take advantage of economical forms of transport to and from the airport and/or relevant campus in accordance with the [Travel Policy](#), where appropriate, including travel by public transport and mini-bus (which may be organised by the University from time to time), and coordinating taxi and Uber transfers with other members of Senate or Corporation, where feasible. Senators may also register to use ACU's Uber for Business account.

Section 3 - Further assistance

(14) The Chief Legal Assurance and Governance Officer is the Responsible Officer for this Protocol. Further assistance in relation to this Protocol may be obtained by contacting the Legal, Assurance and Governance Directorate (governance@acu.edu.au).

Status and Details

Status	Current
Effective Date	19th December 2023
Review Date	20th July 2024
Approval Authority	Director, Governance
Approval Date	19th December 2023
Expiry Date	Not Applicable
Responsible Executive	Diane Barker Chief Legal Assurance and Governance Officer
Responsible Manager	Matthew Charet National Manager, Governance
Enquiries Contact	Legal, Assurance and Governance Directorate