The School of Chemistry & Biochemistry
Travel Policy and Procedure

The following outlines the travel policy and procedure for the School of Chemistry and Biochemistry:

Travel for University purposes is subject to the UWA Travel Policy. All staff and student travel approval and bookings are to be made via Trobexis, the UWA Travel Requisitioning System. All travellers regardless of the source of funding must submit a travel requisition using Trobexis.

Travel Approval
- All University travel must be approved by the appropriate University delegated authority referring to the UWA Financial Delegations.
- Trobexis replaces paper based travel forms used for prior approval and the process of phoning a travel agent to make the required booking and then passing on an itinerary to the School to pay. If a paper based travel approval form is submitted for signing by the Head of School, the traveller will be asked to transfer the information into Trobexis. The current UWA policy however, does make provision in the event that Trobexis is unavailable; a manual contingency process should be followed using the form via the link: UWA Travel Approval Form
- External parties travelling on University business funded by the University must have their air travel and where possible all other forms of travel, approved, managed and booked through Trobexis.
- Where an external organisation is booking and paying for Air Travel, the traveler is required to submit a travel requisition within the Travel Requisitioning System for approval. The e-ticket or itinerary must then be emailed to travel@uwa.edu.au. This enables the travel details to be entered into the UWA Traveler Locator System and for emergency assistance to be provided as required.
- Adequate time must be allowed for processing your travel requirements as it can take time for the various electronic approvals to be added to the requisition. The approvers will receive a “Travel Requisition Requires Your Approval” email request. School approvers are Nehal Shah (Purchasing Officer) and Julie La Spina (School Manager).
  ~ 1st Approval level Nehal Shah (Purchasing Officer)
  ~ 2nd Approver level Julie La Spina (School Manager)
- When a travel arranger organizes travel on behalf of others, a request for this travel still needs to be approved. Trobexis is set up so an email is sent to the traveler who must accept it first. Only then will a School approver (level 1 or level 2) receive a “Travel Requisition Requires Your Approval” email. If the travel is arranged by the approver level 1, Financial Services will approve in this instance.

How to get started in Trobexis
- The link to Trobexis is Login to Trobexis
- Trobexis login on is your staff number and password is your Pheme password.
- Individuals are responsible for entering their own travel details into Trobexis.
- Students and staff without an active University staff number and or access to Trobexis will need to have their travel request inputted by a travel arranger (see School Support for travel booking through Trobexis).

University Trobexis Support
- The University does provide Trobexis training courses. The following link contains web page training notes and “Hints and Tips”: Travel Requisitions - Trobexis
- An online manual for Trobexis is available.
- For Trobexis system support please call Financial Services on ext 8777.

School Support for travel booking through Trobexis
The School Purchasing Officer, Nehal Shah, is the main School contact and support for travel booking through the Trobexis system. Nehal can also help organise group bookings (if required). Urgent travel bookings – please see Urgent Travel.
University Preferred Travel Service Providers

- All travel must be booked through the Universities preferred suppliers:
  ~ Tertiary Travel
  ~ Campus Travel

The agents are setup in Trobexis and can be contacted for travel quotes within the system.

If you find a cheap fare?
Evidence of this can be attached and sent to the preferred supplier through Trobexis. In a 24 hr time frame of receiving a preferred supplier's quote, this can be challenged and requests to match the price of the one sourced can be made as long as evidence can be provided.

- If a ‘red hot deal’ is sourced, travel arrangements should still be organized through Trobexis – the system will generate a requisition number. Please then contact Nehal with this requisition number and he can assist the acceleration of the process of approvals and the travel booking with the preferred supplier.

Urgent Travel
Please contact Nehal with the Trobexis requisition number and he can assist the acceleration of the process of approvals and the travel booking with the preferred supplier.

Should a traveler require flights whilst away, due to an Emergency Situation, the traveler should use the Travel Service Providers where practicable. Where impractical the traveler is required to ensure that their e-ticket or itinerary is emailed to travel@uwa.edu.au. A 24 hour emergency service is available from the Travel Service Providers. Approval should be sought prior to booking Impromptu travel.

Travel Diaries
Trobexis provides on-line remote access to travelers and/or travel bookers to maintain all travel diaries. To meet legislative tax requirements, travelers on University business are to ensure accurate travel diaries are maintained for:

- all international travel.
- all travel within Australia of 5 or more consecutive days

For further essential information on related process and guidelines, please refer to the section in the Finance Manual on UWA Travel Diaries

FBT
Trobexis provides estimated fringe benefits tax (FBT) calculations (travelers must contact the UWA Taxation team to fully access FBT calculations). Ask your School contacts for assistance if necessary. Please see the following link: UWA FBT Information

Travel Payments/Reimbursement

- Personal credit cards must not be used for payment of official University travel airfares. (Only staff that have approval from a Band 3 Officer – Senior Deputy Vice Chancellor are exempt from this requirement). UWA Credit Card policy

- To arrange reimbursements especially from overseas trips, please complete a School Reimbursement Form and return to School accounts staff, Nehal Shah and Marie Hughes. The form contains a “currency converter” link (if required) which can provide the correct amount in AUS$. At all times, supporting documents (receipts, tax invoices etc) must accompany the School Reimbursement Form. Reimbursement for airfares is not applicable. Other forms of travel activities such as expenditure for travel on public transport and by taxi need to be managed using local processes i.e. reimbursement form. UWA Travel Reimbursements

ESS

- Any leave including conference leave must be submitted for approval via the ESS system. Where travelers wish to incorporate personal leave for private travel within UWA business travel, they must ensure that a leave request is submitted for approval through ESS prior to booking.

- Study leave travel procedures are outlined in section 4.2.5 and 4.2.6 of the UWA study leave policy.
Per Diem
A travel or Per Diem allowance is available to staff for domestic or international travel. The allowance is a predetermined amount to cover the estimated reasonable travel costs of the recipient. The approved allowance is paid regardless of the actual travel costs incurred. Please contact Marie Hughes.

Travel Insurance
Travellers conducting authorised University activities are covered under insurance by the UWA Corporate Travel Insurance. The University has standard insurance cover for all staff/student travelling on official University business. The value of coverage changes periodically, therefore staff/student should check with the Insurance Officer for current limits. Please follow the following link for UWA insurance contacts and further information: UWA Insurance information

Currently the cover extends to:
~ Death & Permanent disablement
~ Medical and additional expenses
~ Loss to baggage, money and credit cards
~ Loss of deposit where unable to travel

To ensure appropriate coverage, the UWA's Insurance Officer should be notified before travelling if any University equipment (such as portable computer or scientific equipment) is to be taken overseas. Any additional cover, separately negotiated, will be a personal cost of the staff member/student and will not be paid from University funds unless specifically authorised by the Insurance Officer.

Exclusions to the UWA Travel policy
- The policy does not cover the use of personal or UWA vehicles for Perth Metropolitan, intrastate and interstate travel. These have to be in compliance with other relevant policies, procedures and guidelines such as
  - Use of UWA vehicles, Driving in Remote Locations, Field Work Procedures in Rural and Remote Areas
- The policy does not cover expenditure for travel on WA public transport and taxi but they are covered by local processes.
- The policy does not cover travel in the Perth Metropolitan area unless involving air travel or sea craft.

School Contacts:

<table>
<thead>
<tr>
<th>Staff Contact</th>
<th>Title</th>
<th>Phone</th>
<th>Duties</th>
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</thead>
<tbody>
<tr>
<td>Nehal Shah</td>
<td>Purchasing Officer</td>
<td>6488 2978</td>
<td>1st Approver/Travel Arranger (if required), Reimbursements, Support</td>
</tr>
<tr>
<td>Julie La Spina</td>
<td>School Manager</td>
<td>6488 3395</td>
<td>2nd Approver, Support</td>
</tr>
<tr>
<td>Animesh Ghosh</td>
<td>Finance Manager</td>
<td>6488 8511</td>
<td>Account assistance (incl Reimbursement Issues), Support. Approval backup for level 1 or 2</td>
</tr>
<tr>
<td>Marie Hughes</td>
<td>Accounts Officer</td>
<td>6488 4412</td>
<td>Reimbursements</td>
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</tbody>
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The School administrative and accounts staff are here to assist you. Please don’t hesitate to contact staff if necessary. Amendments or suggestions to this written policy, please contact Julie La Spina.