

Summary of Travel Related Expenses Issued by Commercial Services 11 March 2010

1. Purchasing Cards

Purpose	To provide staff the ability to purchase low value goods and services for operational purposes or for the payment of travelling expenses.
Eligibility	All staff, conjoints (for research purposes), seconded staff from external parties in which the University has a strategic operational or research partnership with and require the ability to procure for the University.
Applying/Approvals Process	<u>Application</u>: PVC / DVC, Via NAB application form found on the Credit Card webpage. <u>Transactions</u>: Line Manager Staff will also need to complete an International Travel requisition in the Trobexis System. Approved by Line Manager and PVC / DVC.
Payment	N/A
Limits	Determined by applicant and generally supervisor (and forms part of the approval process) based on expected operational needs. <u>Transactional limits</u>: Goods and services (less than \$1,000) - excluding travel related expenses.
Acquittable	Yes, fully acquittable by specifying, and justifying, all transactions in the allocation of transactions to University accounts.
Documentation	Policy, procedures, user guides, and multimedia resources will be available from the Spendvision resource webpage: http://www.newcastle.edu.au/service/purchasing-cards/spendvision-resources.html
For Noting	Timely allocating and approvals of transactions is essential for up-to-date financial information. All card statements must be signed with all supporting documentation attached and sent centrally to Card Services, The Chancellery.

2. Reimbursements

Purpose	To provide staff the ability to claim reimbursement for business related out of pocket expenses incurred while conducting business on behalf of the University.
Eligibility	All staff who have a current HR position record and banking details in the HR system.
Approvals	Approvals are based on the value of reimbursement (incl. GST): \$1 – \$1,000 Line Manger \$1,000.01+ PVC / DVC
Applying	Via Spendvision by creating a cash expense transaction.
Payment	Via Staff payroll system
Limits	Airfares cannot be claimed through a staff reimbursement. Generally reimbursement amounts should be of a small nature. Goods/services of a large nature should be procured through a Finance One purchase requisition or purchasing card.
Acquittable	Yes, fully acquittable by specifying, and justifying, all claims before payment can be made.
Documentation	Policy, procedures, user guides, and multimedia resources will be available from the Spendvision resource webpage: http://www.newcastle.edu.au/service/purchasing-cards/spendvision-resources.html
For Noting	As with purchasing cards, reimbursements all cash statements must be signed with all supporting documentation attached and sent centrally to Card Services, The Chancellery in a timely manner after the end of the month in which a claim was made. Payments are not paid until claim statement is received.

3. Companion Card

Purpose	To provide for direct access to cash withdrawals for staff while travelling overseas, especially in countries with limited access for credit card purchases of goods and services, and/or if unforeseen circumstances arise. The Companion Card can be used instead of claiming a cash advance.
Eligibility	The University Travel Policy states, "certain staff that travel extensively as a required part of their employment". Currently this is limited to marketing and student recruitment staff in the International Office and within ELFS. Companion Cards are not available automatically to all staff in the International Office or ELFS.
Approvals	An application for a Companion Card must be approved by a DVC or PVC. A cash withdrawal on a Companion Card requires the approval of the Line Manager. Cash acquittals of expenses are approved by the Line Manager. In the unusual situation where an expense is greater than \$1000 this will require approval of the PVC or DVC. Approvals generally should be approved within 4 weeks from the end of the month.
Applying	Companion Card application form.
Payment	N/A
Limits	The maximum monthly limit on a companion card is \$5,000. Transaction limit is \$1,000 per day.
Acquittable	Yes, fully acquittable by allocating expenses against the total cash withdrawals in the Spendvision system.
Documentation	Policy, procedures, user guides, and multimedia resources will be available from the Spendvision resource webpage: http://www.newcastle.edu.au/service/purchasing-cards/spendvision-resources.html
For Noting	Companion card is not the preferred method for paying expenses when travelling Internationally. Staff travelling internationally must have their own University purchasing card whilst travelling and utilise it where possible. The companion card can be used if card facilities are not generally available at the destination(s) travelled to. All cash withdrawals on a Companion Card are fully acquittable.

4. Travel Inconvenience Allowance

Purpose	Is provided to compensate for various inconveniences and costs associated with travelling for extended periods of time on behalf of the University.
Eligibility	Staff whom the University directs to travel when travel is not part of their normal conditions of employment.
Approvals	PVC / DVC – Via Spendvision
Applying	Online via the Spendvision requisition “Travel Inconvenience Allowance”. There will be a requisition for Academic staff and General staff. Separating the requisitions into Academic and General staff is purely for accounting purposes and in no way reflects any difference in eligibility or allowance amounts paid.
Payment	Paid via staff payroll system
Limits	\$100 per day (includes weekends) for the business portion of your trip.
Acquittable	No – But the allowance is fully taxable.
Documentation	Policy, procedures, user guides, and multimedia resources will be available from the Spendvision resource webpage: http://www.newcastle.edu.au/service/purchasing-cards/spendvision-resources.html
For Noting	Staff will generally not be entitled to access the allowance if: • For domestic travel (if part of an international trip only the International portion is eligible for calculation purposes); • Travel is part of their normal conditions of employment (Executive Committee members, International Office, and ELFS staff; • Travel for teaching, marketing recruitment where another form of remuneration for comparable costs is received; • Discretionary or optional travel.

Detailed information is available at:

Travel Policy <http://www.newcastle.edu.au/policy/000782.html>

Travel Procedure <http://www.newcastle.edu.au/policy/000787.html>

Inconvenience Allowance Procedure <http://www.newcastle.edu.au/policy/000788.html>

Companion Card Procedure <http://www.newcastle.edu.au/policy/000790.html>

Spendvision Resources: <http://www.newcastle.edu.au/service/purchasing-cards/spendvision-resources.html>
(includes contacts for further information)