

# Division of ELS Travel Compliance Statement

Under the Public Finance and Audit Act and the Higher Education Funding Act, the University is accountable for the application of University funds. These funds include all income funds received by the University (including consulting fees, research grants and all other special purpose funds). University funds may only be used for University purposes, that is, teaching and research or functions supporting teaching and research.

Divisions are responsible to ensure that funds meet the university requirements<sup>1</sup>. In the area of travel, there are a few key features which are highlighted in the statement below.

Where travel claims are demonstrated not to meet the requirements and the statement has been signed, these will be sent to University administration with notation by the Division.

Please sign the statement and attach to your travel claim form or pre-travel application. The form should be used for all travel with the exception of Field Trips (but including OSP) and for all sources of university managed funds (including grant funding) and is effective from 1<sup>st</sup> June 2002.

I confirm that all travel costs claimed (either as an advance or post travel payment) conform to the University guidelines in that:

- All costs were incurred on official business, that is, teaching and research or functions supporting teaching and research and associated administration.
- The travel expenses are appropriate for the source of funding nominated. (For grant funded travel, budget and justification details are attached. Where the travel was not specifically requested in the grant application, please attach justification for the variation and budget.)
- Funds were spent economically with a bias to being frugal.
- Air fares are economy class or discount economy class.
- No costs of a personal or private nature are included. (Specifically, no private entertaining, private travel, meals or travel of spouse/guests is included.)
- The travel has been approved in advance. The "Application for approved absence on duty" is the form to be used for such approval and a copy of this approval should be attached to any request for any payment in respect of travel. (Form 17.04a or 17.04b in Personnel Handbook).
- All travel changes were approved in advance.
- Final payment request does not exceed pre-travel estimate.
- Subsistence expenses are within the University's maximum sustenance allowance (if claiming a per-diem)
- Receipts have/will be provided for all expenditure (if not claiming a per-diem allowance). Where receipts were not available for nominal amounts, this has been noted in the submitted documentation (e.g. travel diary).
- Documents relating to proposed travel, including itinerary, invitations and conference details are attached to pre-travel request.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Commencement Date of Travel: \_\_\_/\_\_\_/200\_\_

Date of Signing: \_\_\_/\_\_\_/200\_\_

<sup>1</sup> Refer to Travel Policy at [http://www.ofs.mq.edu.au/ofs\\_web/](http://www.ofs.mq.edu.au/ofs_web/) select Travel Policy and Macquarie University Enterprise Agreement 2000-2003 clause 4.11