

Staff Guide: Managing your travel expenses

Option A: Apply for your travel allowance (per diem)

Travel allowances are payable to all staff for overnight journeys and are calculated at a fixed rate per overnight stay while travelling on UQ business. You don't have to take the full travel allowance, you can choose to apply for less. Travellers should only claim the allowance if they expect to spend the entire amount on meal and incidental expenses (food, drink, incidentals) while travelling.

! If applying for a travel allowance, you can't then apply for a reimbursement or pay for similar expenses by credit card. This is a **breach** of the Code of Conduct. You will be required to pay back the travel allowance and may face other consequences depending on the nature and extent of the breach.

What does it cover?



Meals (food, water, coffee, tea, etc.)



Incidental expenses (snacks, drinks, gratuities and low-value public transport)



Any other personal services rendered to the UQ traveller (phone or internet charges, laundry, etc.)



Paid directly into your bank account at least 5 days before travel



No need to keep track of receipts or complete an acquittal on your return (unless submission of receipts is required to comply with funding requirements).



How do I apply for a travel allowance?

Travel allowances are created, submitted and approved in [ExpenseMe Pro](#). Please submit your travel allowance at least 10 days before departure.



Scan this QR Code to open the [Expense Management System \(EMS\) training and Quick Reference Guides](#) (applying for travel allowances, setting up the ExpenseMe Pro App, etc).

Option B: Use your corporate card to pay for your expenses (actuals)



Keep all of your receipts and take electronic copies.



Reconcile and submit all of your transactions within 30 days.



Tip: See Commonwealth Bank Australia's (CBA) [Manage your Corporate Card Online page](#) for instructions and FAQs on how to set up [Netbank](#) before travelling.

Keep your card safe while travelling!



Refrain from using public Wi-Fi - it puts your data at risk.



Check your credit card regularly to detect fraudulent activity (via Netbank or ExpenseMe Pro) transactions.



Download the ExpenseMe Pro App to your phone to make it easier to capture and store invoices and/or receipts via photo.



Refer to CBA's [tips for using your credit card overseas](#).

How Cardholders can contact CBA

Notify CBA of future overseas travel plans:



Ph: 1800 031 218 or 131 576

Contact CBA for suspicious/unrecognised transactions, lost or stolen cards:



Ph: 1300 660 700 (from Australia) or
+61 2 9999 3283 (from overseas)

You can also notify CBA via [Netbank](#).



Tip: Save these numbers to your mobile phone contacts.



If you don't have a corporate card you can apply for one, or use your personal funds and seek reimbursement. Refer to the [Outgoing payments overview](#) for more information.



Refer to the [UQ Travel webpage](#) for more detailed information on the UQ Travel process, including planning, booking, paying for travel and returning home.