



CATHOLIC ARCHDIOCESE OF MELBOURNE

Guidelines relating to working overseas and interstate

8 April 2015

Purpose

1. To promulgate guidelines relating to working overseas and interstate and related matters.
2. This policy is not a term of any contract, including any contract of employment. This policy may be varied by the Archdiocese from time to time.
3. These arrangements are written with full time staff in mind, be they employees or religious brothers and sisters. Part time employees are to seek advice on the application of these guidelines in advance of the circumstances described arising.

Overseas travel guidelines

4. Overseas travel requires the approval of the Archbishop, Vicar General or the Executive Director Administration, as appropriate prior to any bookings being made. Applications in the first instance must be made through the Executive Director Administration.
5. The applicant will need to comprehensively address the following in his or her application
 - a. Purpose of travel
 - b. Value to the Archdiocese
 - c. Dates and duration of travel
 - d. Places and persons to be visited
 - e. Cost and budget implications
 - f. Travelling companions
 - g. The alternative to this travel
6. The Executive Director Administration or his delegate will inform the employee of the parameters of the approval. This will include items such as
 - a. Travel insurance requirements
 - b. Standard of air fare and accommodation allowable
 - c. Reporting requirements at the conclusion of the travel
7. Generally speaking, the employee will meet any additional costs associated with travel and accommodation if he or she travels with his wife or husband.

Interstate travel guidelines

8. The approval of the agency head is required for interstate travel where there is either no stopover or a one night stopover, unless the particular form of travel is exempted by the Executive Director Administration.
9. Other interstate travel requires the approval of the Archbishop, Vicar General or the Executive Director Administration, as appropriate, prior to any bookings being made. Applications in the first instance must be made through the Executive Director Administration.

10. The applicant will need to comprehensively address the following in his or her application
 - a. Purpose of travel
 - b. Value to the Archdiocese
 - c. Dates and duration of travel
 - d. Places and persons to be visited
 - e. Cost and budget implications
 - f. Travelling companions
 - g. The alternative to this travel
11. The Executive Director Administration or his delegate will inform the employee of the parameters of the approval. This will include items such as
 - a. Standard of air fare and accommodation allowable (economy class travel is the norm)
 - b. Reporting requirements at the conclusion of the travel
12. Generally speaking, the employee will meet any additional costs associated with travel and accommodation if he or she travels with his wife or husband.

Mixed purpose travel

13. It is appropriate to mix work with recreation. However, the two need to be quarantined.
14. It is inappropriate for example, to claim expenses on days where the employee is not engaged in either work or work associated travel for what could reasonably be regarded as a full day.
15. Advice on what can be claimed is sought from the Human Resources Office, in advance of the travel occurring.

Record keeping requirements for employees

16. The Australian Tax Office requires that an employee must keep a travel diary whenever the travel is:
 - a. Overseas for a period of more than five nights
 - b. Within Australia for a duration of more than five nights and the travel was not exclusively for the purpose of performing university duties. This does not include circumstances where the business travel requires a stay over a weekend.
17. A travel diary is not required where the travel is:
 - a. Overseas and for a period of five nights or less
 - b. Within Australia and the travel expenses claimed consist entirely of allowances. No actual expenditure, such as hotel, meal and taxi costs are claimed
18. Failure to comply with the Taxation Office requirements will result in the payment to the claimant being deemed a "fringe benefit" under the Fringe Benefits Tax Act and hence an additional cost to the Archdiocese.

19. These requirements do not apply to religious brothers or sisters.