



QUT

TRAVEL ALLOWANCE

CLAIM

Step-by-Step Guide

How to Process and Claim Travel Allowances



General Information about Travel Allowances

Travel Allowances can be claimed when travelling on University business either for domestic or international travel, and **can only** be claimed where the travel involves an overnight stay.

Travel Allowance rates are updated on a yearly basis, in July each year from the ATO Website. The Travel allowance rates are available from the HR website link: <http://www.hrd.qut.edu.au/staff/salary/allowances/>

Any travel for 6 or more nights will require the completion of a **Travel Diary**. The **Travel Diary** is required to be completed and submitted within 30 days of return travel. Failure to provide the **Travel Diary** within this timeframe will have **FBT** consequences in relation to the travel trip allowance.

Travel allowance claims do not require reconciliation or be justified with receipts or invoices.

Note NB: Staff submitting claims are **not** permitted to approve their own expenditure claims.

All travel allowance claims are reimbursed through Accounts Payable by the completion of specific claim forms. The *Type of claim* being made is the important criteria. (*Type of Claim* is selected at Tab 1, "Instructions" of the Reimbursement claims for staff and students under FRP forms (Accounts Payable).

Glossary of Forms

Part 1 – Travel Allowance claim form

The **Travel Allowance claim form** will be used to complete all expenditure claims where a person is travelling either domestically or internationally.

Note: separate instructions for completing a PDL Allowance claim can be found in the [Step-by-Step Guide: How to Process and Claim Professional Development Allowances](#). Refer to **Forms 1, 2 and 3**.



Part 2 – Travel Diary form for Travel for 6 or more nights

The *Travel Diary* will be completed for all travel for 6 or more nights. Refer **Form 4**.

Prior to lodging your application for a Travel Allowance, please read the Policy details available on the MOPP at:

http://www.mopp.qut.edu.au/G/G_05_05.jsp (Travel Policy)

CHECKLIST OF DOCUMENTS

What documents do I need to supply to warrant my claim?

- Reimbursement Claim for Allowances together with:
 - Domestic or International Travel Calculator
 - Airline itinerary
 - Travel Approval documents/letter
 - Supporting documents for additional allowance funding

- Travel Diary (all travel for 6 or more nights)

Please ensure that you have ticked all the relevant checklist boxes above of documents required for your Travel Allowance claim

INSTRUCTIONS

Please follow the instructions below to claim Travel Allowances for payment via Accounts Payable.


NOTE: You will need to complete details for Parts 1 and 2 to complete your Travel Allowance claim:

Part 1: Reimbursement Claim Form

Please follow the below instructions to claim Travel Allowance for payment via Accounts Payable.

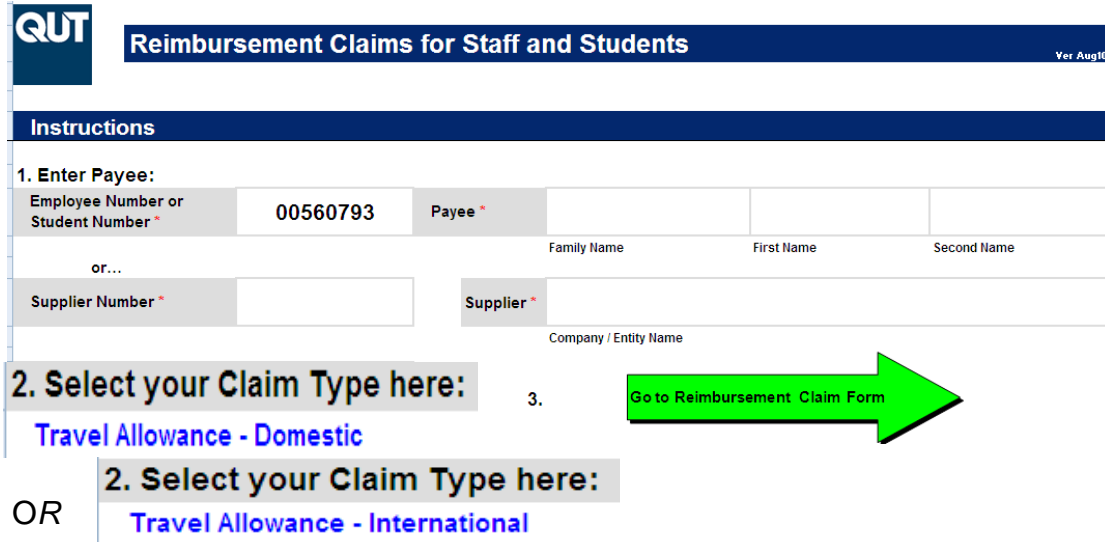
1. Go to <http://www.frp.qut.edu.au/forms/> (form is located under **Accounts Payable**)
2. Click on the **Reimbursement Claims for Staff and Students xls** link

Accounts Payable				
Reimbursement Claims for Staff and Students (Study Assistance, incorporates hospitality, catering, travel diary, travel calculator, study assistance, and travel advance reconciliation form) <i>**the macro will not run on this form if your security settings are too high. 'Enable this content' on the Macro - Alert**</i>		xls		Aug/10
Supplier Maintenance Form (EFT Details)	doc		pdf	Apr/10
Living Away from Home Declaration	doc			Jul/09
Milk Card Application Form	doc			Dec/09
Travel Diary		xls		Feb/08
Statutory Declaration			pdf	Jun/10

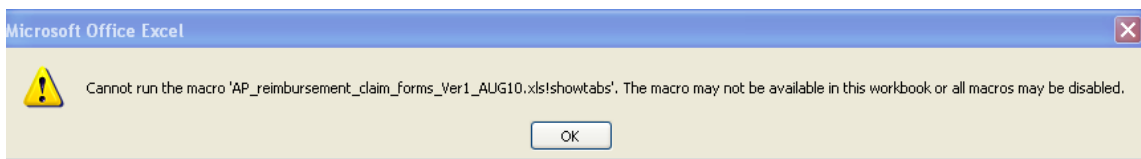
3. A screen will pop up asking if you would like to Open, Save or Cancel, click **Open**
4. On opening the screen, maximise the page using the  icon.

Part 1, Form 1: Reimbursement Claim Form (Instructions Tab)

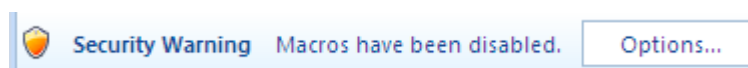
5. **Form 1: Reimbursement Claims for Staff and Students Screen (Instructions tab)** will now appear
6. In the field, '**1. Enter Payee**': type in your **Employee Number** in the blank box
7. Type your **Family Name, First Name** and **Second Name**
8. In the field, '**2. Select your Claim Type here**': click on the arrow and select **Travel Allowance - Domestic Calculator** or **Travel Allowance – International Calculator**
9. In the field, '**3. Go to Reimbursement Claim Form**': click the **green arrow icon**



10. An error message may appear at this point. Click **OK**.



At the top of the page, click on the **Options tab** in the Security warning and select **“Enable this content”**.



Click **OK**.

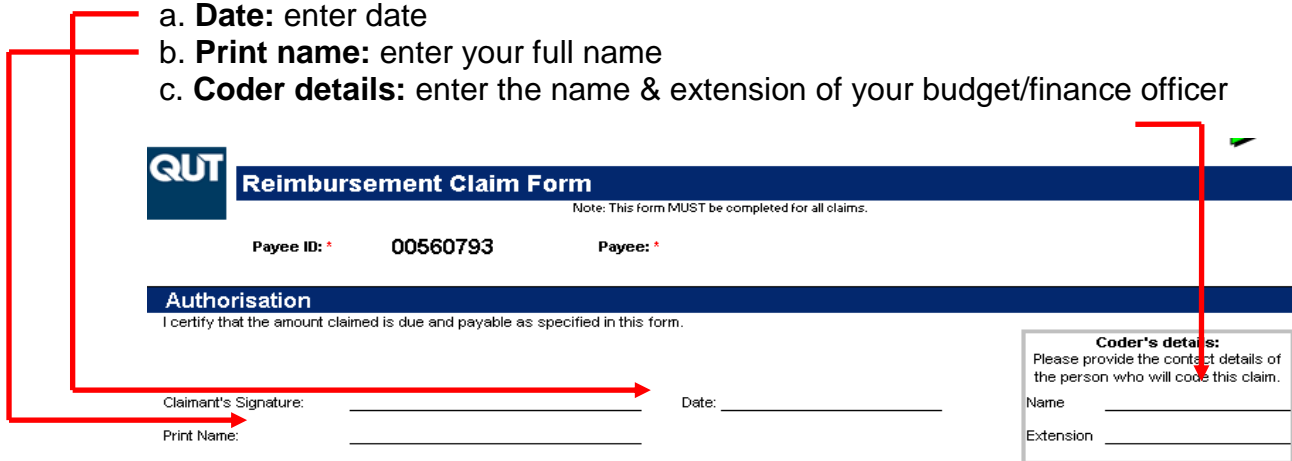
The Reimbursement claim page is now open.

You have now completed the information in Form 1, Instructions tab. Next, complete Form 2, the Reimbursement Claim form.

Form 2: Reimbursement Claim Form

1. The Reimbursement Claim Form screen will open up in a new window
2. Your Staff Number and Name will automatically appear in **Payee ID***: field
3. Enter the following details under the **Authorisation** section

- a. **Date:** enter date
- b. **Print name:** enter your full name
- c. **Coder details:** enter the name & extension of your budget/finance officer



QUT Reimbursement Claim Form
Note: This form MUST be completed for all claims.

Payee ID: * 00560793 Payee: *

Authorisation
 I certify that the amount claimed is due and payable as specified in this form.

Claimant's Signature: _____ Date: _____
 Print Name: _____

Coder's details:
 Please provide the contact details of the person who will code this claim.

Name _____
 Extension _____

4. Enter the following details under the **Claim Details** section.

- a. **Date:** enter date you are entering claim
- b. **Details of Claim:** enter the amount calculated using the Domestic (or International) Travel Calculator. (No other amounts are to be entered into this form)
 - Travel Allowance – no receipts required

Date	Details of Claim	Receipts Attached	Claimed Amount \$ (inc. GST)
06-Sep-2010	Travel Allowance (per Travel Calculator)	no	\$ 3,500.00

Receipts Attached, Yes/No
 Select YES if you have attached the relevant receipt to this claim.

- c. **Receipts Attached:** select No
- d. **Claimed amount \$ (inc. GST):** enter the amount you are claiming, including GST. (Note: travel allowances do not attract GST, but does attract Payroll tax, which is charged by Corporate Finance at the end of each month).

Note: Generally, conference fees and airfares will have been paid separately via a QUT corporate card or submitted as a separate claim with a tax invoice and will not be claimed at this point.

5. Enter the following cost centre details under the **Distribution** section:
- Responsibility – enter the cost centre details – eg. 680210
 - Project – enter the project details – eg. 0000
 - Account – enter one of the following:
 - **5300 (Domestic Travel – QUT Staff only)**
 - **5301 (International Travel – QUT Staff only)**
 - **5306 (Student & Visitor Domestic Travel)**
 - **5307 (Student & Visitor International Travel)**
 - Activity – enter the activity of the project
 - Type – enter 0
 - Campus – enter 0
 - Entity – enter 1
 - Claimed Amount \$ (inc. GST) – enter the amount of the claim (this amount should equal the amount calculated on the *Travel Calculator* form).
6. The final part of this form is the **Remarks** Section.

You are required to indicate in the section, if you are receiving *any additional or further funding*, and the source of these funds.

For example: Additional travel allowance funding of \$3,000 from Faculty XYZ towards trip 28th Aug to 30th Sept 2010.

Next, complete Form 3: Domestic (or International) Travel Calculator

At the top of the **Reimbursement Claim** page there is an icon called **Next Form**. Click on this icon.



The **Domestic (or International) Travel Allowance Calculator** screen will open up in a new window. (There are minimal differences between the two forms and this will be highlighted in the sections below).

Form 3: Domestic (or International) Travel Calculator

This form will be required to be completed where you are claiming a Travel allowance or seeking additional allowance funding support for your Travel trip.

Typical additional funding would generally be for the following types of items:

- The faculty/division has agreed to fund some additional travel allowance money up to the maximum ATO agreed rate (travel calculator required)
- The faculty/division has agreed to pay additional travel allowance rates for the trip (travel calculator required)
- The faculty/division has agreed to fund additional accommodation (for domestic travel only) as an allowance (additional item on travel calculator required)
- Other Faculty/Division allowance funding provided as part of your Travel Trip

1. Your Staff Number will automatically appear in **Payee ID***: field and be carried across from the Reimbursement Claim page.
2. Use the drop down menu to enter in your current salary range, in the **Current Salary Range** field.

Current Salary Range *

Current Salary Range
Select your current salary range from the drop-down list

3. Enter the following details under the **Travel Information Details** section
 - a. **Date of departure:** enter date of departure as XX-MMM-YYYY
 - b. **Date of departure Time:** enter flight departure time from the drop down list provided (from airline itinerary)
 - c. **Date of return:** enter date of departure as XX-MMM-YYYY
 - d. **Date of return Time:** enter flight return time from the drop down list provided (from airline itinerary)
 - e. **Business days:** this figure will automatically calculate on entry of the Date of Departure and Date of Return less any Personal days
 - f. **Personal days:** enter the amount of any personal days taken while on leave
 - g. **Total days:** this figure will automatically calculate on entry of the Date of Departure and Date of Return
 - h. **Total nights away (incl. personal): (Domestic calculator only)** this figure will automatically calculate on the Total days less Date of Return

- i. **Total Business nights: (Domestic calculator only)** this figure will automatically calculate on Total nights away (incl. personal) less personal days
- j. **Travel Requisition Number:** Not required, leave blank
- k. **Travel Purchase Order Number:** Not required, leave blank
- l. **Purpose of Travel:** enter the purpose of the trip eg.

Purpose of Travel

Conference for ABC Project

Purpose of Travel
Enter the purpose of this trip.

4. Enter the following details under the **Claim Details** section.

- a. **Claim is for:** click the cursor into the Claim is for field. A click on the arrow for selections. Select the appropriate item from the drop down list, eg. Meals and Sundry Incidentals only. (Terminology in International calculator varies slightly to the Domestic calculator)

Claim Details	
Claim is for *	Meals and Sundry Incidentals only

5. Enter the following details under the **Accommodation Details** section

Domestic Calculator:

- **Destination 1:** enter in the trip destination and the number of Nights away, for example, Hobart and Melbourne. (The nights figure can be obtained from the previous **Travel Information** section)

Accommodation				
	Destination	Nights	Rate	Total
Destination 1 *	Hobart	30		
Destination 2	Melbourne	2		
Destination 3				
Destination 4				
Destination 5				
Destination 6				
Destination 7				
Destination 8				
Destination 9				
Destination 10				
Total Nights:		32	Sub-Total: \$	-

Nights
Enter the number of nights in each destination

NOTE: Please complete a Travel Diary and submit to qut.fintravel@qut.edu.au

A Note will appear at the bottom of this section, advising that for 6 or more nights requires a **Travel Diary** to be submitted as part of the travel application.



International Calculator:

- **Destination 1:** enter in the trip destination and the number of Nights away, for example, Argentina. (Food and Drink and Incidental sundries figures will automatically populate based on the Travel Information data).

Accommodation					
	Destination	No. of Nights *	Daily Rate - Food and Drink	Incidental Sundries	Total
Destination 1 *	Argentina	32	\$ 85.00	\$ 30.00	\$ 3,680.00
Destination 2			\$ -	\$ -	\$ -
Destination 3			\$ -	\$ -	\$ -
Destination 4			\$ -	\$ -	\$ -
Destination 5			\$ -	\$ -	\$ -
Destination 6			\$ -	\$ -	\$ -
Destination 7			\$ -	\$ -	\$ -
Destination 8			\$ -	\$ -	\$ -
Destination 9			\$ -	\$ -	\$ -
Destination 10			\$ -	\$ -	\$ -
Less Meals included in Accommodation/Conferences (Refer to Related Links in Instructions tab)					\$ -
					Sub-Total: \$ 3,680.00
Add/Deduct any other adjustments as required					-\$ 1,180.00
Total					\$ 2,500.00

- **Less Meals included in Accommodation/Conferences:** (International Calculator) a deduction needs to be made at this item for all meals that are included in your accommodation and conference days. Where the amount is known, deduct this amount. Where amount is not known, deduct based on the percentage indicated below, on the Daily Food and Drink Rate:

6. Use the following % split when calculating Meal amounts separately: *Breakfast (24%), Lunch (28%) and Dinner (48%)*

- **Add/Deduct any other adjustments as required:** depending on the amount that the Faculty/Division has agreed to pay as an allowance, you may be required to deduct an amount to agree to that figure. (Refer to domestic example below).

Meals				
Departure Day			\$ 70.40	\$ 70.40
Number of complete Business days of absence (excl. departure and return days)	31		\$ 93.50	\$ 2,898.50
Return Day			\$ 93.50	\$ 93.50
Same Day Travel				
Less Meals included in Accommodation/Conferences (Refer to Related Links in Instructions tab)				
Sub-Total: \$ 3,062.40				



6. Enter the following details under the **Meals** section (**Domestic calculator only**).

- **Departure Day:** automatically calculates based on Travel Information section data
- **Number of completed Business days of absence:** automatically calculates based on Travel Information section data
- **Return Day:** automatically calculates based on Travel Information section
- **Same Day Travel:** not applicable – leave blank
- **Less Meals included in Accommodation/Conferences:** (Domestic Calculator) a deduction needs to be made at this item for all meals that are included in your accommodation and conference days. Where the amount is known, deduct this amount. Where amount is not known, deduct based on the following meal rates:

5.	Use the following split when calculating meals separately:	Salary Range \$97,100 or below		Salary Range \$97,101 & above	
		Capital City	Country Centre	Capital City	Country Centre
	Breakfast	23.10	20.65	25.10	23.10
	Lunch	25.90	23.60	35.55	23.60
	Dinner	44.50	40.65	49.80	45.95

7. Enter the following details under the **Sundry Incidentals** section.

- **Sundry Incidentals:** automatically calculates
- **Add/Deduct any other adjustments as required:** depending on the amount that the Faculty/Division has agreed to pay as additional allowance, you may be required to deduct an amount to agree to that figure.

For example, completing all the cells in the previous sections has calculated a Total domestic allowance figure of \$3,618.45. However, it has been agreed that additional support will be provided up to \$3,500.

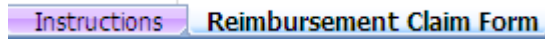
Total		\$	3,618.45
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Enter an amount of -\$118.45 into the **Add/Deduct any other adjustments as required** cell. This will reduce the allowance claim to the Total agreed.

Sundry Incidentals	\$	16.85	\$	556.05
Add/Deduct any other adjustments as required				-\$118.45
Total			\$	3,500.00

You have now completed Form 3 of the Travel Allowance Process.

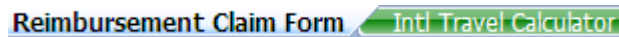
8. Before printing go back and click on the **Reimbursement tab** in the worksheet.



9. Enter in the amount calculated from the **Travel Calculator** form into the **Claimed Amount \$ (inc. GST)** column – as shown below.

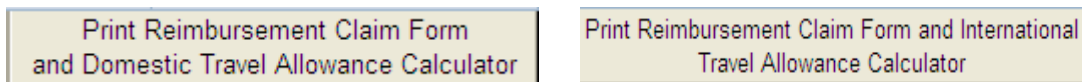
Date	Details of Claim	Receipts Attached	Claimed Amount \$ (inc. GST)
06-Sep-2010	Travel Allowance (per Travel calculator)	no	\$ 3,500.00

10. Click on the **Domestic (or International Travel Calculator)** tab in the worksheet.



Print and attach the **Domestic (or International) Travel Allowance** form with the **Reimbursement Claim** form for Travel Allowance.

11. Click on “**Print the Reimbursement Claim Form and Domestic (or International) Travel Allowance Calculator**” button at the top of the page.



12. Sign the reimbursement claim form once printed.
13. The following **Checklist** of documents must be provided before submitting to Accounts Payable.

Checklist:

Travel Allowance Claim

- Reimbursement Claim form (Travel Allowances)
 - Domestic (or International) Travel Calculator
 - Airline Itinerary
 - Travel Approval documents/letter
 - Supporting documentation on additional funding support
- Travel Diary (all travel for 6 or more nights)



14. Send to Accounts Payable, Synergy Building, Level 2, 88 Musk Avenue,
Kelvin Grove;

OR

Scan all documents to Accounts Payable with the Reimbursement Claim as
the first page to qut.apinvoices@qut.edu.au

**If your leave is for 6 nights or more, you are required to
complete a Travel Diary form.**

Refer to Part 2: Travel Diary on how to complete this form.


Part 2: Travel Diary

(to be completed on return from Travel)

Form 4: Travel Diary

1. Go to <http://www.frp.qut.edu.au/forms/> (form is located under **Accounts Payable**)
2. Go to **Travel Diary** and click on **xls** link

Accounts Payable				
Reimbursement Claims for Staff and Students (Study Assistance, incorporates hospitality, catering, travel diary, travel calculator, study assistance, and travel advance reconciliation form) <i>**the macro will not run on this form if your security settings are too high. 'Enable this content' on the Macro - Alert**</i>		xls		Aug/10
Supplier Maintenance Form (EFT Details)	doc		pdf	Apr/10
Living Away from Home Declaration	doc			Jul/09
Milk Card Application Form	doc			Dec/08
Travel Diary		xls		Feb/08
Statutory Declaration			pdf	July 10

3. A screen will pop up asking if you would like to Open, Save or Cancel, click **Open**
4. On opening the screen, maximise the page using the  icon
5. **The Travel Diary Screen** will now appear
6. Enter the following details into the Travel Diary form.

- a. **Travel Dates – From:** enter the start date of your travel trip (this is to agree with the airline itinerary)
- b. **To:** enter the return date of your travel trip (this is to agree with the airline itinerary)
- c. **Req/PO No. Related to Travel:** enter details of any PO raised for the travel trip
- d. **Destination:** enter the primary destination of the travel trip
- e. **Do Private Days equal or exceed Business Days?** Enter Yes or No



7. Enter the following details into the body of the **Travel Diary** form.

- **Date of Entry:**
- **Place of Activity:**
- **Commencement (Date and Time):**
- **Duration of Activity:**
- **Nature of Activity:**

At the top of the page there is the icon: “Click for an example”. Click on this link to see the following example of a completed Travel Diary.

Travel - Diary Example

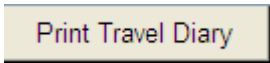
The following is an example of how to complete a travel diary:

<i>Date of entry</i>	<i>Place of activity</i>	<i>Date activity commenced</i>	<i>Time activity commenced</i>	<i>Duration of activity</i>	<i>Nature of activity</i>
8 July 2003	Brisbane - Zurich	7 July 2003	09hoo	23 hours	Plane trip
9 July 2003	Zurich	8 July 2003	00hoo	24 hours	At rest
10 July 2003	Zurich	9 July 2003	09hoo	5 hours	Presentation of conference Paper
			14hoo	3 hours	Discussions with Credit Suisse re consultancy
11 July 2003	Basle	10 July 2003	09hoo	10 hours	Trade Fair
12 July 2003	Zurich	11 July 2003	09hoo	8 hours	Work shop
13 July 2003	Gstaad	12 July 2003	09hoo	7 Days	Private Holiday
24 July 2003	Zurich - Brisbane	19 July 2003	20hoo	23 hours	Plane trip

You have now completed Part 2 of the Allowance Process.

Print and forward the **Travel Diary form** to Accounts Payable.

8. Go to the top of the Travel Diary sheet and click the **Print Travel Diary** icon.



9. Print and then complete the details in the **Date of Completion of Diary** section at the bottom of the form.

DATE OF COMPLETION OF DIARY	
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Claimant Signature: _____

Date: _____

Print Name: _____

Dean/Head Signature: _____

Date: _____

Print Name: _____



10. Send to Accounts Payable, Synergy Building, Level 2, 88 Musk Avenue,
Kelvin Grove;

OR

Scan **Travel Diary** form to Accounts Payable to qut.fintravel@qut.edu.au