



**ANU COVID Pathway: Travel Guidance**

**Version 3.0**

**16 November 2021**

**1. Purpose**

- a. The purpose of this document is to provide practical and pragmatic advice for our staff and students to determine appropriate course of action related to travel including:
  - Outbound travel request and booking process;
  - Approval to book travel;
  - Approval to travel (at time of travel); and
  - Considerations during the travel period.

**2. Scope**

- a. The immediate objective is to enable safe and efficient outbound travel for our staff and students to ensure the continuation of their education and research related activities.
- b. This relates to research, teaching, learning and engagement activity including but not limited to, meetings, teaching, conference attendance and/or presentations, and field trips.
- c. The return to travel pathway is relevant for all current and incoming staff, HDR candidates, postgraduate and undergraduate students.
- d. Not included at this stage are visitors, honorary appointments or potential staff hires / candidates for vacant positions as part of a recruitment process.

**3. Guiding Principles**

- a. The safety of staff and students is paramount.
- b. ANU is committed to reducing its greenhouse gas emissions to below zero by 2030. Business travel is a significant contributor to the greenhouse gas emissions for the ANU. Whilst recognising that travel is an important part of the work of the staff and students of the University, the ANU encourages its community to always consider alternatives to travel.
- c. All University official business travel must comply with State/Territory based health advice and relevant DFAT advice ([smartraveller.gov.au](https://smartraveller.gov.au)) at the time of travel.
- d. Staff and students must continue to comply with the Human Resources Procedures on [Travel by University Staff and Students to High Risk Destinations](#).
- e. All official business travel related expenses must be reasonable and comply with the relevant ANU policies and procedures including the use of a purchase card and acquittal of purchase card transactions.
- f. Dean or Portfolio Head has overall responsibility for the safe travel of individuals within their respective College or Portfolio.
- g. Responsibility for travel approvals will be at the original delegation levels:
  - All international travel - D3.
  - Domestic travel for general staff – D5
  - Domestic travel for academic staff and students – D4

#### 4. Conditions of Travel

The following travel conditions are described to support our staff and students:

##### a. ANU Travel Policy

- i. Unless specifically stated, all conditions of the ANU Travel Policy remain relevant and current, and must be complied with at all times.
- ii. The ANU travel approval e-form **must be completed (in full)** for all domestic and international travel.

##### b. Insurance

- i. Travel arrangements must comply with University insurance policy conditions.
- ii. Insurance arrangements are only applicable for travel to destinations with DFAT travel advice levels 1 and 2 ([smartraveller.gov.au](http://smartraveller.gov.au)).
- iii. Due to COVID, a number of insurance restrictions are in place:
  - COVID medical coverage is for international travel only.
  - Traveller must adhere to local laws and regulations and have the proper exemptions to be leaving Australia.
  - There is no coverage for domestic COVID related expenses.
  - There is no coverage for any quarantine or testing expenses.
  - There is no cancellation coverage for any new trips booked (as COVID is designated as a known event).
- iv. There are currently no insurance cover arrangements in place for travel to destinations with DFAT travel advice levels 3 and 4 ([smartraveller.gov.au](http://smartraveller.gov.au)).
- v. It is not recommended that travellers take out alternate insurance cover from other providers. Most insurance cover will not safeguard COVID related expenses as it is designated as a known event.
- vi. Further information regarding insurance cover is available [here](#).
- vii. Additional enquiries regarding insurance should be emailed to: [insurance.office@anu.edu.au](mailto:insurance.office@anu.edu.au)

##### c. Booking Approval

- i. All travel requests to be completed via the existing University Travel Approval process.
- ii. All bookings, where possible, should be made with the ANU preferred travel agent, [Travel Edge](#). Bookings can be made over the phone (1300 014 962) or email: [TravelEdgeService@traveledge.com.au](mailto:TravelEdgeService@traveledge.com.au)
- iii. Services staff and students can expect from Travel Edge are as follows:
  - Discounts on domestic and international air fares.
  - Best price guaranteed on vehicle hire or accommodation.
  - 24 x 7 call centre operations.
  - Any changes required to bookings made through Travel Edge are to be made through Travel Edge.
  - VISA support is not available through Travel Edge.
- iv. Booking through the preferred agent will help the ANU more easily monitor and manage the whereabouts of staff and students, as well as support any required changes to travel booking arrangements.
- v. While State/Territory borders remain in flux with respect to interstate travel and entry exemptions requirements (depending on the traveller's State/Territory of origin), it is strongly recommended that anyone flying into Australia flies directly into the State/Territory which is intended to be their final destination. Relying on connecting flights and freedom of travel may require the need for double quarantine or the inability to enter the destination State/Territory.
- vi. A WHS Hazard and Risk Assessment must be completed for all international travel immediately prior to travel approval. A link to the risk assessment

template can be found as part of the Travel Approval e-form and is also available [here](#).

- vii. For fieldwork, the WHS Hazard and Risk Assessment template can be found as part of the Travel Approval e-form and is also available [here](#).
- viii. Dean or Portfolio Head has overall responsibility for the safe travel of individuals within their respective College or Portfolio.
- ix. Responsibility for travel approvals will be at the original delegation levels (D3).
- x. Further advice regarding travel to destinations with 'Reconsider your need to travel' (Level 3) or 'Do Not Travel' (Level 4) DFAT advice levels will be provided by early December 2021.
- xi. Until that time, no bookings are permitted to any Level 3 or Level 4 destinations as advised by DFAT ([smartraveller.gov.au](http://smartraveller.gov.au)) unless received an exemption from Department of Home Affairs.

d. Travel Approval

- i. For domestic travel, it is the responsibility of the traveller to ensure that, at the time of travel, appropriate state or territory health restrictions and travel advice allows travel without the need for quarantine.
- ii. For international travel, it is the responsibility of the traveller to ensure that, at the time of travel, the planned travel arrangements still comply with the relevant DFAT advice ([smartraveller.gov.au](http://smartraveller.gov.au)).
- iii. Dean or Portfolio Head has overall responsibility for the safe travel of individuals within their respective College or Portfolio.
- iv. If relevant state / territory or country health restrictions and travel advice changes between the time of booking and date of actual travel, ANU officers responsible for the delegated approval of travel can, and should, modify or cancel any planned travel arrangements to ensure the safety of their staff or students.

e. Vaccinations & Testing

- i. All travellers must comply with the vaccination requirements of relevant State/Territory or country and travel provider (i.e. airline, transport company, etc.) prior to the date of travel.
- ii. The cost of any mandated vaccinations / boosters or testing (e.g. polymerase chain reaction (PCR) testing) for official business travel will be covered by the relevant local business unit (who approved the travel) of the ANU. The ANU encourages the use of a corporate travel credit card to pay for such travel related expenses. Where possible, payment and acquittal for all travel expenses are to be made via the corporate travel card.
- iii. High risks activities (e.g. working with vulnerable populations) will require all staff and / or students to show proof of vaccination status prior to the date of travel.

f. VISAs

- i. For those who are Australian citizens or who have already been granted permanent residency and who are fully vaccinated with an approved or recognised vaccine, it is no longer necessary to secure an exemption to exit Australia.
- ii. The University recognises a significant number of our staff and students have Temporary Resident Visa impacting their ability to travel internationally without major restrictions. Travel for these individuals should be limited to minimise risk to the traveller due to any changes to state / territory and national borders.
- iii. Under the current Australian border measures, a temporary visa holder who leaves Australia, at the present time, will still require a critical skills/compelling

- and compassionate travel exemption grant to be permitted to re-enter Australia.
- iv. Temporary visa holders who are currently offshore will still require a critical skills/compelling and compassionate travel exemption grant to be permitted to enter Australia.
  - v. Any impact, including all associated costs, to the individual's ability to return to their official work or study location and / or undertake normal duties or activities is the responsibility of the individual. These costs will not be met by the ANU.
- g. COVID related illness during official business travel
- i. If an individual is unwell or tests COVID positive during official business travel, they must adhere to appropriate state / territory or national health advice and practice.
  - ii. For international travel to destinations with DFAT travel advice levels 1 and 2, general medical costs, including COVID related illness, is covered by ANU insurance.
  - iii. For domestic travel, general medical costs related to COVID are not covered by ANU insurance. However, any medical costs associated with COVID related illness that are not covered by Medicare will be covered by the relevant local business unit (who approved the travel) of the ANU. Staff and students not able to access Medicare services will be addressed on a case by case basis.
  - iv. Whilst specific COVID related medical cover is in place for international travel to destinations with DFAT advice levels 1 and 2, ANU still has a primary duty of care to ensure, so far as is reasonably practicable, the health and safety of all staff and students while they are in an ANU workplace, including locations as part of official business travel. Staff can submit a workers compensation claim if they think they have sustained an injury or illness in the course of their work, whilst travelling for work.
- h. Cancellation, rescheduling or modifications to travel
- i. Cancellation, rescheduling or modification costs associated with official business travel will be covered by the relevant local business unit (who approved the travel) of the ANU.
  - ii. Costs may include, but are not limited to, airfares, accommodation, vehicle hire / use, meals and appropriate incidentals.
  - iii. The purchase of flexible fare options, particularly for international travel, might mitigate some of the additional costs possible due to cancellations or modifications. Travellers should agree the appropriate fare options with their approver before making any bookings.
  - iv. The ANU encourages the use of a corporate travel credit card to pay for such travel related expenses. Where possible, payment and acquittal for all travel expenses are to be made via the corporate travel card.
- i. Quarantining during travel
- i. Hotel quarantine costs and any mandated private pathology or rapid antigen test costs incurred by the individual during the period of official business travel will be covered by the relevant local business unit of the ANU. The ANU encourages the use of a corporate travel credit card to pay for such travel related expenses. Where possible, payment and acquittal for all travel expenses are to be made via the corporate travel card.
- j. Travelling with Dependents
- i. The University recognises that dependents sometimes accompany individuals whilst on official business travel. Any costs associated with dependents

including, but not limited to, flights, insurance, cancellations, testing, quarantine or personal effects is the responsibility of the individual. These costs will not be met by the ANU.

k. Private Travel

- i. The University recognises that private travel does occur as part of official business travel.
- ii. Private travel taken separate to, or greater than 40% of the official business travel period is the responsibility of the individual. Any impact, including all associated costs, to the individual's ability to return to their official work or study location and / or undertake normal duties or activities is the responsibility of the individual. These costs will not be met by the ANU.

**5. Escalation pathway for complex cases**

An escalation pathway has been provided for staff and students to assist with any complex cases. Any enquiries related to travel not addressed in this document should be emailed to [covid.pathway@anu.edu.au](mailto:covid.pathway@anu.edu.au)

Version	Released	Updates
1.0	Released 10 November 2021 (document date 9/11/21)	<ul style="list-style-type: none"> <li>• Travel Guidance published</li> </ul>
2.0	Updated and published 11 November 2021	<ul style="list-style-type: none"> <li>• Removed reference to 'HSW' and replaced with 'WHS Hazard and Risk Assessment'</li> </ul>
3.0	Updated and published 16 November 2021	<ul style="list-style-type: none"> <li>• Updated principles to include information relating to business expenses and delegation levels.</li> <li>• Provided further guidance with respect to insurance.</li> <li>• Updated information relating to Travel Edge.</li> <li>• Provided further guidance with respect to COVID related illness whilst travelling.</li> <li>• Provided further guidance with respect to cancellation, rescheduling or modifications to travel.</li> </ul>