

## GUIDELINES FREQUENT TRAVELLER'S ALLOWANCE

### 1.0 Introduction

Edith Cowan University recognises that staff may be required frequently to travel internationally and interstate on University business to undertake the requirements of their role. Staff undertaking frequent travel on University business may be eligible for payment of a Frequent Traveller's Allowance (FTA), subject to these Guidelines.

While all reasonable travel, accommodation and associated expenses incurred while undertaking travel on University business are met through the [Travel Policy](#) (AD027), the University recognises that staff members may incur other costs that are associated with being required to travel internationally on a frequent basis to undertake University business.

### 2.0 Definitions

<b>Frequent Traveller</b>	A staff member of the University whose position is identified as a Frequent Travelling Position.
<b>Frequent Travelling Position</b>	An identified position within the University in which there is a requirement to travel internationally on University business on more than three occasions, each of which exceeds five (5) days duration. See table below. Excludes senior executive positions.
<b>Authorised Business Travel / Travel on University Business</b>	Travel in order to conduct business on behalf of the University, as directed by the University, excluding offshore teaching responsibilities and which has been approved in accordance with the <a href="#">Travel Policy</a> (AD027).
<b>Allocated Frequent Traveller's Allowance Rate</b>	The per day rate is \$36.50

### 3.0 Principles

- 3.1 The Frequent Traveller's Allowance is designed to take into consideration the incidental costs incurred by staff that travel frequently on University business.
- 3.2 The payment of a Frequent Traveller's Allowance is over and above those payments for travel on University business outlined in the [Travel Policy](#) (AD027), which includes payment of flights, accommodation and rental cars normally arranged through the University's travel agents and payment for travel related expenditure incurred that would be paid by the use of a corporate credit card, such as meals, or reimbursed in accordance with that policy.

#### 4.0 Payment of a Frequent Traveller's Allowance

- 4.1 The Frequent Traveller's Allowance is a per annum allowance paid to the occupant of a Frequent Travelling Position and paid on a fortnightly basis.
- 4.2 The Frequent Traveller's Allowance is calculated by multiplying the allocated frequent travelling allowance per day rate by the number of days for which the position is normally required to travel over the course of a calendar year. Normal days of travel will be judged on the basis of the pattern of travel in previous years and the anticipated travel for the year for which the allowance is to be paid.
- 4.3 The calculation and payment of a Frequent Traveller's Allowance shall be approved by the relevant Director, or Head of Faculty, using the Frequent Traveller's Allowance Form.
- 4.4 Payment of the allowance:
- is made through salary and subject to normal income taxation treatment;
  - is not superannuable.
  - may be approved for up to one calendar year; and
  - does not attract fringe benefits tax.

#### 5.0 Eligible Frequent Travelling Positions

Position Number	Position Title	Faculty / Centre
<b>Recipients</b>		
24302	International Partnerships Manager	Marketing and Communications Service Centre
24310	International Account Manager	Marketing and Communications Service Centre
24311	International Account Manager	Marketing and Communications Service Centre
24313	International Account Manager	Marketing and Communications Service Centre
23591	International Account Manager	Marketing and Communications Service Centre
04643	Associate Dean, International	Faculty of BL
21385	Associate Dean, International	Faculty of EA
21237	Associate Dean, International	Faculty of HES

#### 6.0 Contact Information

For general advice, contact your Line Manager in the first instance, or your relevant Senior HR Officer.

For feedback on these guidelines, please contact Michelle Lim, Senior HR Policy Advisor, Strategic HR via email [michelle.lim@ecu.edu.au](mailto:michelle.lim@ecu.edu.au)

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