




DOCUMENT TYPE	P	
ADMINISTRATIVE	5	
FINANCE AND RESOURCE PLANNING	2	
FINANCIAL OPERATIONS	1	
NUMBER	029	
		Policy Database Document Reference Number 521029P

ACCOMMODATION POLICY

Purpose/ objectives	Travel on University Business is conducted both within Australia and Overseas. Business travel which requires University staff to stay one or more nights in a residence other than their permanent residence is covered by this policy document.
Scope/ Application	The policy applies to all continuing and fixed term staff members across all University campuses. It applies to all overnight stays required by staff travelling on University business where accommodation other than permanent residence is required.
Policy Statement	<p>The standard of accommodation chosen must provide a safe and secure environment, which is conveniently located at a reasonable cost.</p> <p>Staff are not entitled to book general accommodation over the limit of 4 star rating. Exceptions may be granted in the case of conferences/functions being held at hotels above 4 star ratings.</p> <p>The payment of all accommodation must remain in line with the University's procurement policy. Bookings via purchasing card, Travel Service Provider or invoiced directly to the University (with covering purchase order) are the acceptable methods of payment. All expenditure on accommodation will require substantiation through the provision of receipts and/or tax invoices.</p> <p>If expenditure on approved accommodation is not incurred for some or all aspects of the business travel, then that approval should not be used for a different form of expenditure, such as meals or gratuities. In this instance a separate approval should be obtained.</p> <p>Upgrades to accommodation above the approved limit, via personal expenditure may be permissible, provided it is inline with the required standards of accommodation, including the convenient location.</p> <p>Any claim for accommodation costs which is not fully substantiated, or in line with policy guides, will result in the costs of the accommodation being incurred the by the claimant.</p>
Supporting Procedures	<p>Accommodation Procedure</p> <p>Travel allowance policy documents</p> <p>https://intranet.latrobe.edu.au/travel/</p>
Responsibility for implementation	Office of the Chief Financial Officer
Responsibility for monitoring implementation and compliance	<p>Chief Financial Officer & Exec Director Finance and Resource Planning</p> <p>Director, Financial Operations</p> <p>Procurement and Systems Manager</p>

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	Taxation Information Officer Procure to Pay Supervisor
Status	New. Approved by the Chair, Planning & Resources Committee in his capacity as Vice-Chancellor, 10 June 2011, PRC11/78(M), Minute 37.10.
Key stakeholders	Office of the Chief Financial Officer Procurement & Business Services Accounts Payable
Approval Body	For approval by the Vice-Chancellor on the recommendation of the Planning and Resources Committee.
Initiating Body or person(s)	Finance and Resources Planning
Definitions	<p>Accommodation; lodging other than that of permanent residence required due to travelling on University business for one or more nights.</p> <p>Reasonable cost; for the purpose of University Accommodation, is a single room, with private facilities in a 3-4 star hotel.</p> <p>Convenient location; assumes that the lodgings are within the shortest possible distance to the required place of University business within the reasonable cost and safe and secure requirements.</p> <p>Business Travel; Travel which includes leave from normal place of work and relates specifically to University business. Categories include: Teaching, Research, Conferences, Meetings, Graduations, Marketing, Field Trips, Outside Studies Programs.</p>
Related legislation	None.
Related Policy and other documents	Travel allowance policy document Class of Travel policy document Travel allowance procedure document
Date Effective	10 June 2011
Next Review Date	Reviewed annually on June 1 st for benchmarking against published rates.
Keywords	Accommodation, Travel; Domestic, Overseas,

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Owner/Sponsor	Vice President (Finance and Resources) / Chief Financial Officer and the Director, Financial Operations.
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