



DOCUMENT TYPE	D	
ADMINISTRATIVE	5	
FINANCE AND RESOURCE PLANNING	2	
FINANCIAL OPERATIONS	1	
NUMBER	030	
		Policy Database Document Reference Number 521030D

ACCOMMODATION PROCEDURE

Parent Policy Title	Travel Accommodation Policy							
Associated Documents	https://intranet.latrobe.edu.au/travel/ https://intranet.latrobe.edu.au/travel/help/forms-pubs.html Reasonable Travel Allowance Rates per Country List of positions entitled to a non-aquittable Travel Allowance University Purchasing Card Policy and Procedure							
Preamble	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 governed by the Accommodation policy and the procedures herein.							
General	La Trobe University negotiates specific rates with various hotels and hotel chains. Where possible, University staff should book with contracted hotel chains. Nominated hotels can be found at https://intranet.latrobe.edu.au/travel/ . Hotels may also be booked through contracted travel service providers, who have access to negotiated rates on behalf of the University. Where conference attendance is held at a hotel/motel/serviced apartment building, staff may choose to stay at this location even if outside LTU contract arrangements.							
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Item	Section							
Booking Accommodation	1							
Class of Accommodation	2							
1. Booking Accommodation	Staff may book and pay for accommodation in one of three ways: <ol style="list-style-type: none"> 1. Through a contracted travel service provider 2. Directly with the accommodation provider and paid via university purchase order 3. Directly with the accommodation provider and paid with a university corporate card. 							
2. Class of Accommodation	Staff are not entitled to book accommodation over a 4 star rating. If accommodation is being provided and paid for by an outside organisation, any class of accommodation may apply.							
Status	Revised Content and Revised Format. Approved by the Chair, Planning & Resources Committee in his capacity as Vice-Chancellor, 10 June 2011,							

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	PRC11/78(M), Minute 37.10. The implementation of the latest version of these procedures supersedes all previous versions.
Approval Body	For approval by the Vice-Chancellor on the recommendation of the Planning and Resources Committee.
Initiating Body	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>
Date Effective	10 June 2011
Next Review Date	Reviewed annually on June 1 st in line with the policy document and for benchmarking against ATO regulations.
Keywords	Accommodation; Travel; International; Domestic; Business;
Owner/Sponsor	Vice President (Finance and Resources) / Chief Financial Officer and the Director, Financial Operations.
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