



Procedure: Travel – class of air travel

Purpose

To inform staff travelling on ANU business of the University's procedure on the appropriate selection of class of air travel.

Procedure

1. Members of Council travelling on Council business are entitled to business class air travel.
2. Members of review and selection committees fly economy except if approval to travel premium economy or business class is granted as per the conditions specified in paragraph 5.
3. Staff fly economy except if approval to travel premium economy or business class is granted as per the conditions specified in paragraph 5 or if provided for in the individual's employment contract.
4. For air travel over six hours, and subject to the availability of funds, the occupants of the following positions may travel business class or premium economy:
 - Deputy Vice-Chancellor
 - Pro Vice-Chancellor
 - Executive Director (Administration and Planning)
 - College Deans and Dean of Medical School
 - Director of a Research School
 - Director, Service Division
5. In special cases the College Dean, for College staff, or Executive Director (Administration and Planning), for all other staff, may approve an application to fly premium economy or business class where:
 - the staff member has an identified medical disability or there is some other physical reason that may present a risk to the travellers health or safety; or
 - the staff member pays for the difference between discount economy and the approved higher class at his/her own expense; or

- the trip is paid by outside funds and the external cost is approved by the external body; or
- in rare cases where there are other exceptional circumstances to warrant the higher cost.

6. Normally a discount economy fare should be sought unless the circumstances of the travel require more flexible arrangements on flight changes and there is a reasonable likelihood the penalties involved would exceed that savings made by purchasing the cheaper fare.

Document information

Title	Class of air travel
Document Type	Procedure
Document Number	ANUP_000676
Version	4
Purpose	To inform staff of the University's procedure on the appropriate selection of class of air travel for staff travelling on ANU business.
Audience	Staff
Category	Administrative
Topic	Travel & Transport
Subtopic	Bookings & Expenses
Effective Date	19 Feb 2011
Review Date	1 Apr 2021
Responsible Officer	Director, Human Resources (director.hr@anu.edu.au)
Approved By	Chief Operating Officer (chris.grange@anu.edu.au)
Contact Area	Human Resources Division (director.hr@anu.edu.au)
Authority	
Printed On	17 Jun 2019

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