



# TRAVEL POLICY

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**Approving Authority:** Council  
**Date Approved:** November 2023  
**Date Revised:**  
**Next Review:** December 2024  
**Version Number:** 1

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## 1. Purpose

The purpose of this policy is to:

- Provide a framework for all official travels.
- Define accountability and ensure compliance associated with managing travel in obtaining value for money.

## 2. Objective

This policy is applicable to all travellers who shall undertake any University approved business travels, regardless of the funding source.

## 3. Definitions

"University" means the Fiji National University

"Traveller" – A person travelling for an approved official business-related travel.

"International Travel Time" – measure of the length of travel from departure to destination country.

"Domestic"-all travel within the country where traveller resides.

"International travel" -any official travel made by a traveller outside of their own country.

"University Funds"- All funds controlled by the University.

## 4. Policy

4.1. All air travel ticket purchase are to be done in compliance to the procurement policy

4.2. All Travel to be approved in accordance to Financial Delegation scheme.

4.3. Colleges/Sections/Travelers are responsible for providing valid passport and obtaining any necessary visas as required by immigration well ahead in advance for their international travels.

4.4. University is not liable for any costs associated with obtaining, renewing, or replacing a passport.

4.5. University will only pay for the business-related travels expenses and visa.

4.6. The traveler is responsible for paying any personal travel expenses, and the university shouldn't be disadvantaged as a result of combining business related and personal travel.

4.7. University will provide air travel for most economical route and available rate at the time of booking.

4.8. All University travel will be economy class except for the below travel hours where business class will be considered.



- i. International Travel time is 10 hours or more.
- ii. International travel time is more than 10 hours including its transit hours where transit hours is less than 5 hours.
- iii. As per the contract entitlements.

4.9. Traveller is required to complete and submit Air Travel request form with requisition.

4.10. Travel insurance is provided for all business-related travel, travellers must obtain travel insurance card from the insurance officer in the Division of Finance before to departure and adhere to travel insurance regulations.

4.11. All travelling staffs will either receive Per-Diem or Accommodation by the University for all Official Travel(s) as per below:

- i. All International travel Per-Diem will be paid as per the UN Per-Diem rate which is accessible through <https://icsc.un.org/>
- ii. All local travel allowances will be paid as per the Human Resources [Allowances Policy](#).

## 5. Roles and Responsibilities

5.1. **The Chief Financial Officer** is responsible for overall oversight, implementation, and enforcement of the travel policy in conjunction with procurement policy.

5.2. **Heads of colleges/sections** are responsible to fully adhere and comply with the policy.

5.3. **Procurement Office** - Implementation, enforcement and compliance to this policy and provide guidance and training to all departments as and when required. Continuous improvement of the policy.

## 6. Related Policies

This policy should be read in conjunction with:

- Scheme of Financial Delegation
- Procurement policy
- Human Resources Allowances Policy