



Operations Division International Travel Approval Policy

Date Policy will take effect

30th August 2016

Responsible Officer

Chief Operating Officer

Last Reviewed

February 2018

Review date

February 2023

Purpose

The purpose of this policy is to define the approval process and approval delegations for International travel of all staff within the Operations Division. This should be read in conjunction with the Operations *Guidelines for Conference Attendance*, the University's *Travel Planning Procedure and Travel and Travel Related Costs Policy*.

Organisational Scope

The policy applies to all Departments and work groups of the Divisions of the Operations Group i.e. Campus and Collegiate Life Services Division, Campus Development Division, Health & Safety Compliance Office, Information Technology Services Division, Project Management Office, Property Services Division, Shared Services Division, Office of Sustainability and the Office of Risk Assurance and Compliance.

Content

Summary:

All staff members within the Operations Division must obtain prior written approval **for all international travel** from the Chief Operating Officer.

General Guidelines:

- a) All air travel should be booked in accordance with the University's Travel Planning Procedures and Travel and Travel Related Costs Policy.
- b) Travel and accommodation expenditure should be economical and efficient, having regard to purpose, distance, time, urgency, personal health, security and safety considerations. The principles of a justified business purpose, and moderate and conservative expenditure, are particularly relevant.
- c) Travel must be re-approved prior to departure if changes are made to itineraries which increase the originally approved cost of travel.

Approval Process:

Approval for all international travel must be sought from the Chief Operating Officer at least six weeks before the proposed departure date by emailing coo@otago.ac.nz with details including:

- a) Purpose of travel
- b) Dates and destination of travel
- c) A quote from a University MTA approved travel agent covering the itinerary and any special conditions that apply to the fares
- d) Details of how the travel will be funded and from which budget

If staff are travelling internationally to attend a conference, the *Operations Division Conference Leave and Funding Application* can be submitted for approval in place of emailing the Chief Operating Officer.

Related Policies, Procedures and Forms

- University Travel Planning Procedure
<http://www.otago.ac.nz/administration/policies/otago003314.html>
- University Travel and Travel Related Costs Policy
<http://www.otago.ac.nz/administration/policies/otago025562.html>
- Operations Division Conference Leave and Funding Policy
- Operations Division Conference Leave and Funding Application

Contact for further information about this Policy

If you have any queries regarding the content of this policy or need further clarification, contact the Chief Operating Officer at coo@otago.ac.nz

Implementation Process

Person responsible	Managers and Directors of each Division.
Communication strategy	Policy to be sent to Directors and Senior Management Teams of Divisions within Operations. Managers to disseminate the policy to their departments.