



CHANGES TO UQ TRAVEL ALLOWANCE

What the new Expense Management System means for you

DO YOU TRAVEL ON UNIVERSITY BUSINESS?

From 14 August, UQ Staff will be able to apply for a travel allowance for domestic travel through the new Expense Management System (ProMaster) by logging in and creating an expense claim.

The UQ travel allowance will cover meals and incidentals. Accommodation will be paid by actuals only, not by travel allowance.



WHAT IS THE NEW PROCESS?

1. Login to ProMaster
2. Create Expense Claim
3. Attach your domestic travel approval (e.g. email from supervisor)
4. Enter description
5. Select Expense Type - Dom. Travel Allowance
6. Enter departure and return dates/times
7. Deselect days where allowance is not payable
8. If needed, update the account that will fund the expense (GL chartstring)
9. Update and Submit

HOW TO CLAIM FOR DOMESTIC TRAVEL ALLOWANCE

Domestic travel allowance will apply to meals and incidentals only and will be paid directly via your personal bank account.

Travellers will not be required to collect receipts for meals and incidentals if they take the domestic travel allowance.

Standard UQ travel allowance rates come into effect from 14 August and you will be paid \$85 for meals and incidentals per overnight stay while on UQ business travel.

This rate applies to all domestic locations.

PROMASTER SUPPORT AND TRAINING

Local: your Professional Service Team
Email: fbs.support@uq.edu.au
Training: learn.uq.edu.au/FBSX0202

www.fbs.uq.edu.au/tem

TRAVEL BOOKINGS

Campus Travel: uq@campustravel.com.au

TRAVEL POLICY

<http://ppl.app.uq.edu.au/content/1.90.01-travel-management>

UQ TRAVEL ALLOWANCE CONTINUED...



WHAT ABOUT TRAVEL CARDS?

UQ plans to phase out Travel Cards for staff travelling domestically in the near future.

In the meantime, the current Travel Card process remains in place, and the standard overnight rate of \$85 will be loaded onto cards.

You will still need to follow the current process of completing a statement for acquittal and travel finalisation.



WHAT ABOUT INTERNATIONAL TRAVEL?

International travel allowance will continue to be loaded onto Travel Cards for now, through the UniFi Travel Request form.

To acquit and finalise travel, you will still need to follow the current process of completing a statement.

Standard rates for international travel are outlined below:

Country Cost Group	Daily Allowance
Country Cost Group 1	\$60
Country Cost Group 2	\$85
Country Cost Group 3	\$115
Country Cost Group 4	\$130
Country Cost Group 5	\$170
Country Cost Group 6	\$200

Note: Country Cost Group for international travel is based on the Australian Taxation Office (ATO) country groups.

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