

# Travel Procedure Schedule 1 - Class of Travel

- (1) The standard class of travel for RMIT staff is economy, in accordance with the [Travel Procedure - Staff](#).
- (2) An authorising officer must be a specified college or portfolio head (i.e. Chief Operating Officer, Executive Director – Policy & Impact or Deputy Vice-Chancellor) in relation to travellers from their college or portfolio, or the Vice-Chancellor for senior executive direct reports to the Vice-Chancellor; The authority for approving class of travel cannot be delegated.
- (3) An authorising officer may approve fare classes other than economy if:
  - a. The proposed journey is longer than seven hours from the initial flight departure time, and there are circumstances requiring a fare class other than economy, or
  - b. The employee health circumstances warrant a seating class other than economy, or
  - c. there is evidence that the travel expenditure is permitted by the relevant external funding body.
- (4) Approval for a premium economy or business class fare:
  - a. must be received from an authorising officer and obtained through the University's travel booking systems, and
  - b. can only occur if the authorising officer has given due consideration to the purpose and circumstances to justify the cost of the travel.
- (5) Travellers must exercise practical judgment and book the lowest practical fare available for their circumstances, consistent with this policy and the terms of their employment contract.
- (6) When exercising practical judgment, travellers should consider the following guidelines:
  - a. travel must be essential and planned to benefit the University and the traveller
  - b. travellers should choose travel modes, routes and service providers that minimise climate impact
  - c. line managers approving travel must ensure efficient use of resources and give consideration to budgets.

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	1st August 2024
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<b>Approval Authority</b>	Senior Policy Advisor
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<b>Expiry Date</b>	Not Applicable
<b>Policy Owner</b>	Teresa Finlayson Chief Operating Officer
<b>Policy Author</b>	Clare Lezaja Chief Financial Officer
<b>Enquiries Contact</b>	Procurement