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 is a University Executive member or the Chief of Staff to the Vice-Chancellor – each in respect of travellers from the portfolio they lead - or the Vice-Chancellor in respect of 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 standard 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 standard; or
b. the employee's health circumstances warrant a seating class other than standard; or
c. there is evidence that the travel expenditure is permitted by the relevant external funding body.

(4) Approval for travel by fare class other than standard:

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.

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Status and Details

Status	Current
Effective Date	15th December 2025
Review Date	1st August 2029
Approval Authority	University Executive Committee
Approval Date	2nd May 2024
Expiry Date	Not Applicable
Policy Owner	Fiona Notley Chief Operating Officer
Policy Author	James Morgan Chief Financial Officer
Enquiries Contact	Procurement

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