

# 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.

## Status and Details

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| <b>Status</b>             | Current                                 |
| <b>Effective Date</b>     | 15th December 2025                      |
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| <b>Policy Owner</b>       | Fiona Notley<br>Chief Operating Officer |
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