

# Travel Procedure Schedule 2 - Travel Allowance RMIT Europe

## Section 1 - Purpose

(1) The purpose of this schedule is to outline the claim limits for travel expenses for employees of RMIT Europe travelling for business-related activities.

## Section 2 - Authority

(2) Authority for this document is established by the [Travel Policy](#).

## Section 3 - Travel Allowance

(3) Due to European Commission reporting requirements, RMIT Europe staff members cannot be paid a per diem allowance prior to traveling.

(4) Staff issued with a corporate credit card must pay their travel expenses via their corporate card. Frequent travellers (more than three [3] times per year) should apply for an RMIT corporate card to pay for travel expenses.

(5) Staff without a corporate credit card can submit an expense claim for their travel-related expenses incurred.

(6) A tax invoice must be retained for all travel expenses.

(7) The maximum tax-free allowances for non-accommodation travel expenses by RMIT Europe staff members are contained in the sections below.

### For domestic travel within Europe

(8) Reasonable amounts are provided in the tables below for meals (breakfast, lunch and dinner).

(9) Any expenditure on accommodation overseas must be fully substantiated.

**Table 1 - Europe Domestic maximum travel expense (Euro)**

Cost Group	Accommodation (Max.)	Expense	Expense Breakdown			
			Breakfast	Lunch	Dinner	Incidentals
All	€200	€83.34	€13.34	€14.94	€25.06	€30

\*exceptions apply. For London, Paris and Brussels, a maximum accommodation budget of €250 applies.

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	1st August 2024
<b>Review Date</b>	1st August 2029
<b>Approval Authority</b>	Chief Operating Officer
<b>Approval Date</b>	2nd May 2024
<b>Expiry Date</b>	Not Applicable
<b>Policy Owner</b>	Fiona Notley Chief Operating Officer
<b>Policy Author</b>	James Morgan Chief Financial Officer
<b>Enquiries Contact</b>	Procurement