

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

| | |
|---------------------------|---|
| Status | Current |
| Effective Date | 1st August 2024 |
| Review Date | 1st August 2029 |
| Approval Authority | Chief Operating Officer |
| 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 |