

# Travel Procedure Schedule 3 - RMIT Vietnam Per Diem Guide

## Section 1 - Purpose

(1) The purpose of this Schedule is to outline the rules for RMIT Vietnam staff receiving and spending a per diem allowance when travelling for RMIT business within Vietnam. It enables per diem allowances to be consistently and equitably applied to all eligible RMIT Vietnam staff as allowable by Vietnam's tax laws.

## Section 2 - Authority

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

## Section 3 - Scope

(3) This Schedule only applies to full time, continuing and fixed-term staff employed at RMIT Vietnam.

## Section 4 - Guide

(4) RMIT Vietnam staff who are required to travel away from their core campus for business-related activities for more than one day can apply for a per diem allowance to cover meals and incidental costs incurred while travelling. The per diem allowance does not cover accommodation or ground transportation, e.g. taxis, trains.

(5) Per diem allowances include reasonable amounts for meals and incidentals for each full day of travel. The daily amount is VND 1 million.

(6) Valid business-related expenses incurred for travel that are not covered by the per diem allowance can be claimed by submitting the Claim a Reimbursement Expense Report in [Workday](#).

(7) Staff members electing to use a per diem payment are prohibited from incurring similar costs on their RMIT corporate credit card or seeking reimbursement of expenditure via [Workday](#).

(8) Staff receiving a per diem allowance do not have to submit a record of purchases made with the per diem, but must keep a travel record in case called on for tax or internal audit purposes. Travel records may include ticketing information, diary entries, or other information setting out the nature of the travel, the day and time it began, how long it lasted and where they travelled.

## 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>	Teresa Finlayson Chief Operating Officer
<b>Policy Author</b>	Clare Lezaja Chief Financial Officer
<b>Enquiries Contact</b>	Travel Team