

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 RMIT Vietnam employees who have signed a Labour Contract with the University (including a probationary employee).

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 night 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

Status	Current
Effective Date	8th July 2025
Review Date	1st August 2029
Approval Authority	Manager, Central Policy
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	Travel Team