The following Guidelines are to provide a definition of Amendment to Travel and how it should be applied.

### Purpose

These guidelines are designed to ensure that the College:

1. Fulfils its duty of care obligations to travellers; and
2. Maintains accurate records for all travel approval and travel related expenditure

### Overview

This guideline applies to all domestic and international travel arrangements of travellers on approved University business regardless of the source of funds, the duration of travel, or the purpose of travel.

Once the traveller has received formal approval, any amendments made must be made through the College Amendment to Travel form. Depending on the type of amendment being sought, travellers may be required to complete a new Approval to Travel form.

### Scope

The Guideline applies across the College.

### Principles

These Guidelines must be read in conjunction with the following University and College Policies and Procedures

- a) Finance Procedures
  - i. Travel Procedures
- b) Human Resources Procedures
  - i. Class of Air Travel
  - ii. Travel by University Staff and Students to High Risk Destinations
  - iii. Travel to High Risk Destinations, Procedures for Risk Assessment
  - iv. Fieldwork health and off-campus work safety

### Definition

An Amendment to Travel is defined as requesting a change prior to departure subject to the following:

- **Duration:** A slight change in departure / arrival dates ie up to five (5) days;
- **Purpose:** some amendments to travel are expected and can be covered by completing either an Amendment to Travel form or a Travel Diary. If however the primary purpose for travel is changed (ie a Conference is cancelled) then a new Approval to Travel form would be required.
- **Destination:** Changes in destination that have no other budgetary or leave implications and are not significantly different (ie domestic to international)
Where a significant amendment to travel is sought, such as:

- Changing from self-funded or Third-Party funded to ANU funded;
- Increase in estimated costs greater than $500
- Domestic to International;
- Increased duration (i.e., an increase that is in excess of 5 days)

Then the College would require a new Approval to Travel form be submitted.