

University of Southern Queensland

CORPORATE TRAVEL NEWSLETTER

Volume 6 Issue 2 February 2011









Mobile number and Emergency contact person

It is your responsibility to update your personal information in E-Traveller and the start of the year is a perfect time to do this.

Emergency contact details & mobile numbers are especially important to keep updated ensuring they are relevant to the trip you are about to undertake. Please don't add your partner as the contact if they are travelling with you. Also update your membership and passport details i.e. Qantas Frequent Flyers. If you obtain a USA visa online, please add the visa number to the passport/visa tab in e-traveller. Current addresses is another area that is often forgotten to be updated. It can be a costly error if the Airport Flyer shows up at your old address. If you have changed the department you work for, this also needs to be updated. Please contact your travel officer if you need any help.

Changes to Travel Policy:

On the recommendation of the Vice-Chancellor's Committee, the Vice-Chancellor has approved several important changes to USQ's Directed Travel and Conference and Assisted Travel policies. A number of changes have been made in response to issues regarding 'process improvement' in last year's U Count! survey and other employee concerns related to the reimbursement process. The principal changes are:

Introduction of the upfront payment of eligible meal and incidental allowances for domestic directed travel, instead of the current process of reimbursement of actual expenses upon return from travel:

Clarification of the requirements for combining business and private travel;

Increased flexibility for employees who stay in accommodation at no cost to USQ (eg relatives, friends etc) to claim meal and incidental allowances; and

Increases to the Domestic and International maximum daily rates to reflect the 2010/2011 Australian Taxation Office reasonable rates.

These changes are designed to ensure staff are not 'out of pocket' during domestic travel on USQ business as allowances will be paid in advance of the travel, deliver increased flexibility to staff in the manner in which they spend the allowance and remove the requirement to retain receipts for expenses. It will also deliver efficiencies and streamline processes and timeframes for the Corporate Travel Office and Financial Services in monitoring and reimbursing expenses.

These changes will apply to all directed domestic travel undertaken from 1 March 2011 onwards.

Note: there is no change to the current process for the reimbursement of actual meal and incidental expenses for international travel.

The revised polices are available from the USQ Policy Library at: https://policy.usq.edu.au/portal/custom/detail/ and https://policy.usq.edu.au/portal/custom/detail/

Due to a reduction in staffing in the Corporate Travel Office it will be extremely important for staff to give the Travel Office as much notice as possible about upcoming travel.

Advance Notice for Travel

All staff are reminded that the following time is required for all bookings.

Domestic:- Minimum of 3 weeks notice

International:- Minimum of 6 weeks notice.

USQ

CORPORATE TRAVEL NEWSLETTER

Update Passport details in E-Traveller Please be advised that World Travel Professionals require your passport details to be entered into your booking prior to issuing your tickets. This means you must update your passport details in e-traveller through the travel portal before you submit an e-book request. This is due to security measures that has been put in place by all airlines.



Why do I need six months validity on my passport before I can travel

It is the right of any country to control entry into their borders and this is usually done via visas or ensuring sufficient validity remains on the visitor's travel document. Entry requirements are decided by foreign governments and are not something that the Australian Government can influence.

You need to ensure that your passport has adequate validity to meet the entry requirements of the countries you intend to visit (or transit). Most countries require travellers to have at least six months validity remaining on their passports beyond the period of intended stay, and immigration authorities may refuse entry if you arrive with less than this. Airlines and passenger shipping lines may refuse to carry you if your passport has inadequate validity.

Source: Department of Foreign Affairs and Trade website

Leisure Travel

The Corporate Travel Office cannot organise private or leisure travel. All travel booked by the Travel Office is paid for by USQ departments and thus is for business travel. No Travel can be booked unless it has been signed off by the Department's approving Financial Delegate.

However, USQ staff can access the 'Staff Benefits' tab on our website and make their own discounted holiday bookings through our suppliers. Alternately, World Travel Professionals have a leisure travel consultant who can do all of your holiday bookings. The consultant is Michele Smith (Michele.smith@worldtravel.com.au) or Phone 07 5556 7222. World Travel Professionals will be available at the Employee Benefit and Travel Expo on April 12 in the USQ Refect.



CORPORATE TRAVEL NEWSLETTER

Essential Tips to Arrive in Top Shape

At 30,000 feet, the altitude takes its toll on the human body. Below are some handy tips that should ensure you arrive in your destination in tip-top, if not, more cheerful form.

1. Drink plenty of liquids

Air humidity falls to approximately 6 percent in airplane cabins, which severely lowers the body's water supply.

Tip: Tomato juice and green tea are good choices as they keep the digestive system functioning without using up the body's water supply.

Avoid: Carbonated "fizzy" drinks, alcohol and caffeine, which quickly dehydrate the body. Moreover, caffeine disturbs the body's circadian rhythm, further aggravating jet lag.

2. Eat light

Increased air pressure at high altitude expands gases in the body, making digestion much harder.

Tip: Munching on fruits prevents gas build up and helps hydrate the body. However, make sure you eat something during the flight so that your body can begin synchronising to the local time at your destination. This will minimise the effects of jet lag.

Avoid: "Gassy" foods, such as lentils, beans, cabbage. Stay away from starchy foods like potatoes and too much pasta.

3. Moisturise

Low humidity causes the body to absorb fluids faster, leaving your skin and eyes dry

Tip: For long-haul flights, apply a thicker moisturiser, such as body lotion, onto the face to lock in the water longer. Carry a small bottle of eyedrops (3.4oz or less) in your hand carry. Apply plenty of lip balm to prevent lips from cracking.

Avoid: Steer clear from caffeine, carbonated drinks and alcohol as these only exacerbate dehydration.

4. Perform in-seat excercises

The risk of Deep Vein Thrombosis (DVT) triples on long-haul flights because of lack of movement.

Tip: Try sitting on an aisle seat as it will encourage you to walk around more and stretch your legs. Walk around the aircraft and carry out leg exercises.

Avoid: Sitting cross legged will not only give you pins and needles but also increases the risk of DVT.

5. Adjust to the local time

There are several symptoms that people do not generally associate with jet lag, such as irritability, headaches and sometimes even mild depression.

Tip: Let your body clock quickly adapt to the local time at destination even while on mid-flight. Look out the window frequently to capture natural light as an indicator to the body of what time zone it should be functioning in. On arrival, take a walk around to get your body clock back in sync.

Avoid: Stay awake on Eastward bound flights so that when you arrive, you can fall asleep according to the local time.

6. Choose a seat least affected by turbulance

Motion sickness is triggered by a disturbance of the inner ear because of repeated motion. It can cause dizziness, sweating or nausea.

Tip: Opt for a seat where there is the least motion, preferably the middle seat by the wings of the plane. If available, try drinking hot ginger or peppermint tea to reduce nausea. If symptoms are bad, see a doctor before your flight to get a prescription for motion sickness.

Avoid: Overeating, especially greasy or gassy food as these together with the high altitude may cause bloatedness and discomfort.

7. Boost your immune system

According to the UK Civil Aviation Authority, 50 percent of air in the plane is recycled, including the bacteria, viruses and germs floating around.

Tip: Take a few Vitamin C pills to avoid catching the bug. Get plenty of exercise before the flight. This gets the blood circulating properly, thus improving the immune system and reducing DVT.

Avoid: Alcohol before and during the flight as this suppresses the immune system.

Article courtesy of businesstraveller.asia.

CORPORATE TRAVEL NEWSLETTER

This is the "new" Motor Vehicle Allowance Claim form which now includes the Finance and HR sections on it.



PeopleSoft Financials University of Southern Queensland Motor Vehicle Allowance Claim



Version 1/1

Please forward completed form to your Respective Travel Officer if travel was arranged by Corporate Travel Office otherwise to your department Finance Officer.

| Applicant's Name: | Faculty/Section: | | | | | |
|---|--------------------|-----------------|---------------------|----------------|------------|------------|
| Staff/Vendor /Student ID:Contact No | | | | | | |
| PeopleSoft Chartfield: Mandatory | VCK | 33603 | 2 | | | |
| | HR Code | Account | Fund | Dept | Prog | Project |
| Mandatory: Please attach a copy of the approved Travel Approval/Request as it is required for processing this claim. (Failure to comply may cause a delay in the re-imbursement/payment process.) | | | | | | |
| Vehicle (tick applicable) Hire Pool Department Springfield Bus Private Other Details: | | | | | | |
| Purpose of Motor Vehicle Use: | | | | | | |
| | | | | | | |
| | | | | | | |
| Destination(s): | | | | | | |
| Date/s of Use: | to: | | | | | |
| Make of Motor Vehicle: | Mode | el: | E | ngine Capac | ity: | ccs/litres |
| ALLOWANCE CLAIMED (refer to HR Policy E7 – Schedule E7.1) | | | | | | |
| Engine capacity up to 1600cc (1.6 l | | | |) cents per ki | lometre | \$ |
| Engine capacity 1601cc up to 2600 (1.601 litre to 2.6 litre) | | kilom | etres @ 60.0 |) cents per ki | lometre | \$ |
| Engine capacity 2601cc (2.601 litre |) and over | kilom | etres @ 61.0 |) cents per ki | lometre | \$ |
| Other agreed rate* | | kilom | etres @ | cents | per kilome | tre \$ |
| *If Other rate, indicate reasons: | | _ | | | • | |
| NOTES: | | | | | | |
| Any other agreed rate per kilometre must be less than the applicable rate indicated above for a motor vehicle with that engine | | | | | | |
| capacity. 2. The amount claimed must not exceed the cost of the lowest priced practical alternative transport available to the university. | | | | | | |
| For rotary engined motor vehicles the engine capacities applicable for each class are 50% of the above capacities ie 50.0 cents applies to rotary engine capacities up to 800cc (0.8 litres). | | | | | | |
| I certify that the above information is correct and I apply for payment of the above amount. | | | | | | |
| | | | | | | |
| | | | Clair | mant's Signatu | ıre | Date |
| I cortify that the yea of the above we | otor mahiela mee * | ha most cost of | | | | |
| I certify that the use of the above motor vehicle was the most cost-effective option for meeting this transport requirement of the University (and is in accordance with HR Policy E7.4.5(c) where the vehicle was used for University Business Travel or Assisted | | | | | | |
| Travel) and I authorise payment of th | e above amount t | o the claimant. | | | | |
| \$: | | | | | | //20 |
| AMOUNT Financial Delegate's Signature Print Name Date Please forward claim to Accounts Receivable – Financial Services | | | | | | |
| USQ Finance and Human Resource (PAYROLL) use only | | | | | | |
| I certify that the above claims are correct in every detail and that this was approved in accordance with the University's policies, regulations and procedures. I certify that the payment detailed herein is necessary for the proper operation of the University's, that this expenditure is within my level of delegated authority, and I hereby authorise this expenditure. | | | | | | |
| Signature (Requesting Officer) | Date | Sign | ature (Authori | sing Officer) | | Date |
| Claim entered for payment | | Entry | checked | | | |
| in HR by: Signature: | Date: | In HE | l by: Signature: | | | Date: |

CORPORATE TRAVEL NEWSLETTER

What in the World??

Source —Travel Daily

ESCAPING Christmas.

A recent survey has found that around 23% of all Australians plan a holiday in the Christmas break to avoid their relatives on Christmas Day.

The lastminute.com survey also named the top 'hideouts' as Noosa, Perth, Bali and New York. "One cheeky respondent was so desperate to escape the inlaws, she sneakily stayed in a motel in the next street one Christmas without telling anyone," said lastminute's Courtney Maywald.

SCIENTISTS in Israel have come up with a unique way to screen passengers for drugs and bombs. They've developed a scanner which uses "specially trained mice" to detect contraband. The rodents work in four hour shifts, and are claimed to be more accurate than sniffer dogs and X-ray machines. Air samples from around the person being scanned are pumped into cartridges housing the mice, and when they detect drugs or explosives they run to a side chamber to trigger an alarm. "It is as if they are smelling a cat and escaping," said one of the researchers, who claimed that in a test last year of 1000 people in a Tel Aviv shopping centre the device successfully detected 22 people carrying mock explosives.



QF to JFK daily

QANTAS has announced it will increase capacity from six times weekly to daily on flight numbers QF107/108, between Los Angeles and New York's JFK airport, from Jun 2011.



Travel News

Source -Travel Daily, USA Today

Heated runways

AIRPORTS in regions across the United States that are susceptible to heavy snow coverings in winter could get heated tarmacs to speed up the clearing process. The US Federal Aviaition

Administration's plan involves laying pipes beneath the tarmac of some airports, and circulating.

laying pipes beneath the tarmac of some airports, and circulating warm liquids which could melt the accumulated snow, said *USA Today*.

In-flight mobiles for Air New Zealand

AIR New Zealand will allow NZ domestic passengers to use mobile phones during flights, with an A320 to be fitted with the technology in the next month. The move is in partnership with Vodafone and OnAir, utilising a base station on the plane which links to Inmarsat satellites. The system will cost NZ\$0.80 for outbound text messages, NZ\$3.50 per minute for outgoing phone calls, NZ\$2 per minute for received calls and NZ\$20 per megabyte of data.

It will be installed on NZ's new All Black A320 which debuts today.

Dates to consider when booking accommodation in 2011

28 Feb - 3 Mar Parliament sitting (both houses), Canberra

1-6 March
 5 March
 11 March
 International Air Show, Melbourne
 Gay & Lesbian Mardi Gras, Sydney
 NRL Broncos vs Cowboys, Brisbane

11-14 March Womadelaide, Adelaide14-20 March Melbourne Fashion week

21-24 March Parliament sitting (both houses), Canberra 24-27 March Qantas Australian Grand Prix, Melbourne

31 March Toowoomba Royal Show Holiday

12 April Employee's Benefits and Travel Expo—USQ Refect

15-26 April Qld School term one Holidays (state schools)

22 April Good Friday

25 April Anzac Day Holiday 26 April Easter Monday Holiday 2 May Labour Day Holiday

25 May State of Origin 1, Brisbane
13 June Queens Birthday Holiday