

EMPLOYEE BENEFITS & TRAVEL EXPO 2011



Tuesday 12 April 2011 • 10am to 2pm
USQ Refectory • Toowoomba Campus

Over 40 booths exhibiting a range of travel and employee benefit opportunities, products, services and special offers.

Come along and meet our providers and enter the raffles.

Heaps of great prizes to be won.

See you there!

www.usq.edu.au/hr/jobs/expo.htm

TRAVEL DIARY

A Travel Diary is a diary in which an employee records detail of each business activity engaged in while undertaking travel. Diary entries must contain sufficient details to give a reasonable guide as to the extent to which the trip was undertaken for business purposes and must give enough detail to relate that activity to the employee's job.

When do I need to complete a Travel Diary?

You must properly complete a Travel Diary for:

- all domestic travel that involves being away from home for more than five consecutive nights
- all domestic travel that includes an element of private travel
- all international travel

What details do I need to record?

The employee must make the record at the time of, or as soon as reasonably practicable after the conclusion of, the activity and must detail particulars of:

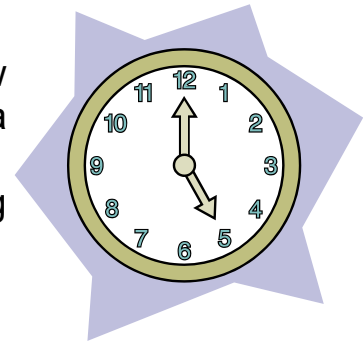
- the date the entry was made
- the place where the activity was undertaken
- the date and approximate time when the activity commenced
- the duration of the activity
- the nature of the activity
- the employee's signature

Need an example?

Date of activity/ appointment	Start time	Finish time	Location of activity/ appointment	Nature of activity/ appointment	Date of entry
09/06/06	1.00pm	2.00pm	Toowoomba	Pick up rental car	09/06/06
09/06/06	6.30pm	9.00pm	Toowoomba - Brisbane	Travel from Toowoomba to Brisbane Airport	09/06/06
09/06/06	9.30pm	10.00pm	Brisbane	Return rental car	09/06/06
09/06/06	11.00pm	5.30am	Transit	Travel from Brisbane to Singapore	10/06/06
10/06/06	6.00am	7.00am	Singapore	Travel from Singapore airport to hotel	10/06/06
10/06/06	2.00pm	6.00pm	Singapore	Teaching School	10/06/06
11/06/06	10.00am	6.00pm	Singapore	Teaching School	11/06/06
12/06/06	7.00pm	10.00pm	Singapore	Teaching School	12/06/06
13/06/06	7.00pm	10.00pm	Singapore	Teaching School	13/06/06
14/06/06	7.00am	8.00am	Singapore	Travel from hotel to Singapore Airport	14/06/06
14/06/06	10.00am	7.30pm	Transit	Travel from Singapore to Brisbane	15/06/06
14/06/06	8.00pm	10.00pm	Brisbane	Travel from Brisbane to Toowoomba	15/06/06
09/06/06	1.00pm	2.00pm	Toowoomba	Pick up rental car	09/06/06

DAYLIGHT SAVING ENDS

Please be aware that daylight saving for ACT, New South Wales, South Australia, Victoria and Tasmania ends on Sunday 3rd April 2011. Please consider the time change when requesting travel as changes can become costly.



Domestic Directed Travel Meal & Incidental Allowances.

As of the first of March 2011 USQ changed our policy to now pay per diem allowances for directed domestic travel.

Just a reminder to all staff that you need to advise your travel officer of the meals that you are claiming for each trip or meals which are provided as either part of your trip. This includes conferences where meals are often included and university meetings when meals are also often provided or if the hotel rate includes breakfast. Also executives should not pay for staff meals where the staff member has been paid an allowance.



Travel @ USQ training

Dont forget if you are new to USQ, responsible for approving travel or a traveller why not came along to our session on Thursday 7th April and learn all about travel at USQ. Bookings via HR.

Please help us out

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. Please don't give us 2 days notice for an early bird registration deadline.

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.

Carrying Medications while travelling.

For many travellers, it is necessary to carry medication for personal use across international borders. The rules about prescription and non-prescription (or "over the counter") medications are different in each country. A drug that is common in your home country may be prohibited in your destination. Or your destination may require a doctor's note explaining your need for the drug.

Travellers who violate medication transport rules may face serious consequences, even if the violation was unintentional. Drugs can be confiscated, and in some cases, criminal charges may be involved. Fortunately, these problems can be prevented with a bit of preparatory work before departure.

Before you travel

Make a list of all the medications you take on a regular basis. Include prescription and non-prescription drugs, such as pain relievers, antacids and vitamins.

Select which ones you will bring with you. Learn their actual scientific names, as brand names differ from country to country. For example, Dafalgan, Panadol and Tylenol are all names for the drug *acetaminophen/paracetamol*.

For each medicine you will carry, perform these steps:

- Gather an ample supply to last your entire trip, with a few spares if possible.
- Keep all drugs in their original packaging.
- Contact your embassy to determine whether any drugs on your list are restricted in your destination(s). For example, if you will travel to China, contact the Chinese embassy or consulate in your home country and ask about medication restrictions.
- Make a copy of the prescription, if it is a prescription drug.
- Have your healthcare provider write a note describing the medicine and why you need it. It's best to get this on letterhead paper.
- Translate the note into English and the language of your destination(s).

When deciding how strictly to follow the above protocol, consider how strongly you need the medication. It is an inconvenience if your headache medicine is confiscated during travel. It is a serious health crisis if authorities confiscate a drug you take every day to manage diabetes, HIV or another chronic illness.

Also note the protocol steps are more critical if you are carrying an injectable drug or a controlled medication, such as a narcotic.

Carrying medications

Keep all medication in its original packaging. Pack a copy of your prescription with the drug. Place in your hand (carry on) luggage so that it stays with you the entire time. If this is a problem due to liquid restrictions or syringes, consult the transit crew for advice on where to store the medicine.

Some travellers also pack extra medication in their checked luggage, in case their hand luggage is lost or stolen.

Obtaining drugs abroad

Drugs sold abroad are not always rigorously inspected, or manufactured using high quality methods. Counterfeit drugs are a worldwide problem. Some facilities may sell expired medicines, or products that have been ruined by improper storage. Since standards vary widely, it is best to pack enough medication to last the entire time you are away. Travellers should also pack a basic drug/first aid kit for every trip.

What if you lose your medication? Or become ill while abroad and need to buy a painkiller, anti-nausea pill, or some other treatment? Ideally, you should contact a travel assistance company (such as International SOS) for professional advice about reliable sources of medication. Sometimes, they can arrange to have medications from your home country delivered to you.

If it is impossible to contact International SOS, consider consulting your home country's embassy at your destination. Staff may be able to direct you towards a reliable drug provider. Other sources of advice include the tourist information bureau, a respectable hotelier, or some other tourist-oriented businessperson.

Coming home

Some travellers forget that their home country also has medication rules and restrictions in place! If you have purchased medication abroad, check with authorities in your home country before returning. Ensure that the medicine you are carrying is permitted. If you are unsure, it may be best to discard the drug rather than attempt to bring it back with you.

A word about recreational drugs

The penalties for carrying illegal drugs vary widely by country and type of drug. These can include extreme measures such as imprisonment, corporal punishment, and possibly even execution.

Occasionally, drug traffickers will attempt to involve tourists in the drug transport process. Never carry a package or luggage for someone else. Keep your luggage with you at all times, unless you have checked it with the transport company. This will minimize the risk of someone placing something inside your bag.

Source: International SOS

What in the World ??

Source –Travel Daily

A **NEW** property has opened in Paris, billing itself as France’s “first luxury hotel for dogs”. ‘Actuel Dogs’ offers heated pools, a massage salon and a-lacarte dining for its canine clientele, but owner Devi Burun said that unlike dog hotels in the US or Japan no manicures or pink fur dyeing is available, adding: “That’s human madness.”

Mt Hutt rock star

A **GIGANTIC** rock which smashed through a Christchurch home during the recent earthquake will go on display at the Mount Hutt ski resort later this year, after the resort’s owners paid NZ\$50,000 for the unique “landscape feature” in a charity auction. Phil Johnson has nowhere to live after the the 25-tonne boulder - nicknamed “Rocky” - came to rest in his hallway (below). He put it up for auction on the TradeMe website, promising to donate the proceeds to an earthquake relief fund. Johnson clearly hasn’t lost his sense of humour in the disaster, with his ad saying the boulder is “suitable for a garden feature, or as in our case, a magnificent addition to your living area... Rocky will enhance your ‘indooroutdoor’ flow considerably”.



Rental Car Hire—don’t just drive off

At the time of collecting your vehicle from a rental company you must take the time to familiarize yourself with the vehicle's safety equipment including the hazard lights, windshield wipers, spare tire, headlights, seatbelts and door locks. Check that the seating position is comfortable and that mirrors are positioned correctly. If you have any questions, please ensure that you ask the Customer Service Representative..

It is **crucial** that you also check the vehicle for any damage prior to leaving the depot. Walk around the car looking for any panel damage or scratches. If so, these should be noted and co-signed by the rental company on the rental agreement. USQ will be liable for the insurance excess if damage is not reported. This cost will be forwarded on to your department or faculty.

Dates to consider when booking accommodation in 2011

31 March	Toowoomba Royal Show Holiday
12 April	Employee’s Benefits and Travel Expo
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
15 June	State of Origin 2, Sydney
6 July	State of Origin 3, Brisbane