

# Per Diem and Travel Guide

Outlines and guides the claim limits for per-diems, accommodation and travel expenses for RMIT employees travelling for business related activities.

## What is it?

This guide clarifies the limits for per-diems, accommodation and travel expenses in accordance with the new RMIT Travel Policy.

## Who is this for?

RMIT employees who are travelling for business related activities, including RMIT HDR candidates, RMIT Guests and Honorary staff members.

## Contents

Intent.....	2
1. Australia .....	3
1.1. Domestic travel within Australia .....	3
1.2. International travel .....	5
2. Vietnam.....	9
2.1. Domestic travel within Vietnam.....	9
2.2. International travel .....	9
3. Europe .....	10
3.1. Spain.....	10
3.2. RMIT Europe – Domestic travel (domestic travel within Spain).....	10
3.3. Spain – International travel.....	10

## Intent

RMIT staff members, as part of their employment duties, will be required from time to time to travel away from the core campus(s) as directed by their line manager. To cover meal and incidental costs incurred by employees on business related activities, a per diem travel allowance is available for travel of duration greater than one day.

The per diem payment is designed to cover the costs of all meals and incidental expenses only. Accommodation expenses will not be paid through this process.

The payment of a per diem allowance is intended to be consistently applied and equitable to all staff, within the allowances by the respective tax jurisdiction of the country of operation. Per diem allowances can currently not be paid for RMIT Europe.

The per diem allowances within this document determine the maximum that is payable to an individual, residing in any of the countries, without the individual becoming liable for additional taxes resulting from these payments.

Valid business-related expenses incurred for travel not covered by the per diem travel allowance can be claimed via the RMIT staff reimbursement process.

With the exception of domestic travel in Vietnam, staff members with a corporate credit card are prohibited from submitting a per diem claim and should incur their travel expenses against their corporate card.

Staff members electing to use a per diem payment are prohibited from incurring similar costs on their assigned RMIT corporate credit card or seeking reimbursement of expenditure via the staff reimbursement process.

The reasonable amount for incidentals applies in full to each day of travel covered by the allowance and is structured for meals split according to the following: Breakfast 24.3%; Lunch 27.8%; Dinner 47.9%.

Where practical RMIT travellers must use one of the hotels on the RMIT list of contracted hotels – RMIT Accommodations providers available via <https://www.rmit.edu.au/staff/services-and-tools/buy-or-organise/travel>.

# 1. Australia

## 1.1. Domestic travel within Australia

Table 1: Domestic per diem and accommodation (AUD)

Cost group	Accommodation (max.)	Per diem	Per diem breakdown			
			Breakfast	Lunch	Dinner	Incidentals
Adelaide	157	133.75	28.15	31.65	53.90	20.05
Brisbane	175	133.75	28.15	31.65	53.90	20.05
Canberra	168	133.75	28.15	31.65	53.90	20.05
Darwin	220	133.75	28.15	31.65	53.90	20.05
Hobart	147	133.75	28.15	31.65	53.90	20.05
Melbourne	173	133.75	28.15	31.65	53.90	20.05
Perth	180	133.75	28.15	31.65	53.90	20.05
Sydney	188	133.75	28.15	31.65	53.90	20.05
High cost country centres	see Table 2	123.60	25.20	28.75	49.60	20.05
Tier 2 country centres (see Table 3)	134	123.60	25.20	28.75	49.60	20.05
Other country centres	114	123.60	25.20	28.75	49.60	20.05

Table 2: High cost country centres – accommodation expenses (AUD)

Country centre	\$	Country centre	\$
Albany (WA)	179	Kalgoorlie (WA)	172
Alice Springs (NT)	150	Karratha (WA)	215
Ballarat (VIC)	148	Katherine (NT)	158
Bathurst (NSW)	135	Kununurra (WA)	204
Bega (NSW)	145	Launceston (TAS)	141
Benalla (VIC)	137	Mackay (QLD)	161
Bendigo (VIC)	135	Maitland (NSW)	152
Bordertown (SA)	149	Mount Gambier (SA)	137
Bourke (NSW)	165	Mount Isa (QLD)	160
Bright (VIC)	162	Mudgee (NSW)	146
Broken Hill (NSW)	139	Muswellbrook (NSW)	143
Broome (WA)	220	Newcastle (NSW)	169
Bunbury (WA)	155	Newman (WA)	170
Burnie (TAS)	164	Norfolk Island (NSW)	190

Country centre	\$	Country centre	\$
Cairns (QLD)	153	Northam (WA)	140
Carnarvon (WA)	156	Orange (NSW)	155
Castlemaine (VIC)	146	Port Hedland (WA)	175
Chinchilla (QLD)	143	Port Lincoln (SA)	170
Christmas Island (WA)	184	Port Macquarie (NSW)	158
Cocos (Keeling) Islands (WA)	302	Port Pirie (SA)	150
Coffs Harbour (NSW)	137	Queanbeyan (NSW)	139
Colac (VIC)	138	Queenstown (TAS)	136
Dalby (QLD)	162	Roma (QLD)	139
Dampier (WA)	175	Shepparton (VIC)	145
Derby (WA)	170	Swan Hill (VIC)	136
Devonport (TAS)	158	Tennant Creek (NT)	146
Emerald (QLD)	156	Toowoomba (QLD)	144
Esperance (WA)	155	Thursday Island (QLD)	200
Exmouth (WA)	190	Townsville (QLD)	143
Geraldton (WA)	165	Wagga Wagga (NSW)	144
Gladstone (QLD)	155	Wangaratta (VIC)	139
Gold Coast (QLD)	209	Weipa (QLD)	138
Gosford (NSW)	140	Whyalla (SA)	145
Halls Creek (WA)	170	Wilpena-Pound (SA)	193
Hervey Bay (QLD)	157	Wollongong (NSW)	155
Horn Island (QLD)	200	Wonthaggi (VIC)	146
Horsham (VIC)	148	Yulara (NT)	400
Jabiru (NT)	216		

Table 3: Tier 2 country centres

Country centre	Country centre
Albury (NSW)	Kadina (SA)
Ararat (VIC)	Kingaroy (QLD)
Armidale (NSW)	Lismore (NSW)
Ayr (QLD)	Mildura (VIC)
Bairnsdale (VIC)	Naracoorte (SA)
Bundaberg (QLD)	Nowra (NSW)
Ceduna (SA)	Port Augusta (SA)
Charters Towers (QLD)	Portland (VIC)
Cooma (NSW)	Renmark (SA)
Dubbo (NSW)	Rockhampton (QLD)
Echuca (VIC)	Sale (VIC)
Geelong (VIC)	Seymour (VIC)
Goulburn (NSW)	Tamworth (NSW)
Griffith (NSW)	Tumut (NSW)
Gunnedah (NSW)	Warrnambool (VIC)
Hamilton (VIC)	Wodonga (VIC)
Innisfail (QLD)	

## 1.2. International travel

- a) If you are travelling overseas and are away from your usual residence for 6 or more nights in a row, you must still keep a travel record even if you rely on the reasonable amounts and don't have to substantiate your expenses. Travel records may include ticketing information, diary entries or other information setting out the nature of your travel, the day and time it began, how long it lasted and where you travelled.
- b) Reasonable amounts are provided for in Table 4 below:
  - meals (showing breakfast, lunch and dinner), and
  - expenses incidental travel.
- c) Any expenditure on accommodation overseas must be fully substantiated.
- d) Reasonable amounts are shown for cost groups to which a country has been allocated. Table 5 sets out the cost group to which a country has been allocated.
- e) If you travel to a country that is not shown in Table 5, use the reasonable amount for Cost Group 1 in the Table.
- f) If you travel to two or more countries in the same day, use the cost group of the country that is in the higher cost group in determining the reasonable amount for that day
- g) The reasonable amount for incidentals applies in full to each day of travel covered by the allowance, without the need to apportion for any part day travel on the first and last day.

Table 4: Per diem and maximum accommodation breakdown (AUD)

Cost group	Accommodation (max.)	Per diem	Per diem breakdown	
			Meals, in which Breakfast: 25%, Lunch: 28%, Dinner: 47%	Incidentals
1	\$85	\$85	\$60	\$25
2	\$180	\$125	\$95	\$30
3	\$280	\$165	\$130	\$35
4	\$280	\$205	\$170	\$35
5	\$300	\$240	\$200	\$40
6	\$310	\$285	\$240	\$45

Table 5: Table of countries &amp; Cost Group

Country	Cost group	Country	Cost group
Albania	2	Eritrea	4
Algeria	3	Estonia	4
Angola	4	Ethiopia	3
Antigua and Barbuda	6	Fiji	3
Argentina	2	Finland	6
Armenia	3	France	5
Austria	5	French Polynesia	6
Azerbaijan	3	Gabon	6
Bahamas	6	Gambia	2
Bahrain	5	Georgia	2
Bangladesh	4	Germany	5
Barbados	6	Ghana	4
Belarus	2	Gibraltar	4
Belgium	5	Greece	4
Bermuda	6	Guatemala	4
Bolivia	3	Guyana	4
Bosnia	2	Hong Kong	5
Brazil	3	Hungary	3
Brunei	3	Iceland	6
Bulgaria	3	India	3
Burkina Faso	3	Indonesia	3
Cambodia	1	Iran	1

Country	Cost group	Country	Cost group
Cameroon	4	Iraq	5
Canada	4	Ireland	5
Chile	3	Israel	6
China	5	Italy	5
Colombia	3	Jamaica	4
Congo Democratic Republic	5	Japan	5
Cook Islands	4	Jordan	6
Costa Rica	3	Kazakhstan	2
Cote D'Ivoire	4	Kenya	4
Croatia	3	Korea	6
Cuba	3	Kosovo	2
Cyprus	4	Kuwait	5
Czech Republic	3	Kyrgyzstan	2
Denmark	6	Laos	3
Dominican Republic	4	Latvia	4
East Timor	4	Lebanon	5
Ecuador	4	Lithuania	3
Egypt	3	Saint Vincent	4
El Salvador	3	Samoa	4
Malawi	3	Saudi Arabia	4
Malaysia	3	Senegal	4
Mali	3	Serbia	3
Malta	4	Sierra Leone	3
Mauritius	4	Singapore	6
Mexico	3	Slovakia	4
Monaco	6	Slovenia	3
Morocco	4	Solomon Islands	4
Mozambique	3	South Africa	2
Myanmar	3	Luxembourg	5
Namibia	2	Macau	5
Nepal	3	Spain	5
Netherlands	5	Sri Lanka	3
New Caledonia	5	Sudan	2
New Zealand	4	Surinam	2

Country	Cost group	Country	Cost group
Nicaragua	3	Sweden	5
Nigeria	5	Switzerland	6
North Macedonia	2	Taiwan	4
Norway	6	Tanzania	3
Oman	6	Thailand	4
Pakistan	2	Tonga	3
Panama	4	Trinidad and Tobago	6
Papua New Guinea	4	Tunisia	2
Paraguay	2	Turkey	3
Peru	4	Uganda	3
Philippines	3	Ukraine	3
Poland	3	United Arab Emirates	6
Portugal	4	United Kingdom	5
Puerto Rico	5	United States of America	5
Qatar	6	Uruguay	3
Romania	3	Vanuatu	4
Russia	5	Vietnam	3
Rwanda	3	Zambia	3
Saint Lucia	5		



## 2. Vietnam

### 2.1. Domestic travel within Vietnam

Table 6: Domestic per diem and accommodation (Vietnam)

Cost group	Accommodation (max.)	Per diem	Per diem breakdown			
			Breakfast	Lunch	Dinner	Incidentals
Vietnam	VND3,400,000	VND560,000	VND100,000	VND150,000	VND250,000	VND60,000

### 2.2. International travel

- a) If you are travelling overseas and are away from your usual residence for 6 or more nights in a row, you must still keep a travel records even if you rely on the reasonable amounts and don't have to substantiate your expenses. Travel records may include ticketing information, diary entries or other information setting out the nature of your travel, the day and time it began, how long it lasted and where you travelled
- b) Reasonable amounts are provided for in Table 4:
  - meals (showing breakfast, lunch and dinner), and
  - expenses incidental to travel.
- c) Any expenditure on accommodation overseas must be fully substantiated.
- d) Reasonable amounts are shown for cost groups to which a country has been allocated. Table 5 sets out the cost group to which a country has been allocated.
- e) If your travel to a country that is not shown in Table 5 above, use the reasonable amount for Cost Group 1 in the Table.
- f) If you travel to two or more countries in the same day, use the cost group of the country that is in the higher cost group in determining the reasonable amount for that day.
- g) The reasonable amount for incidentals applies in full to each day of travel covered by the allowance, without the need to apportion for any part day travel on the first and last day.

### 3. Europe

#### 3.1. Spain

Due to European Commission reporting requirements in Europe, RMIT Europe staff members cannot be paid a per diem allowance prior to traveling.

Staff issued with a corporate credit card must pay their travel expenses via their corporate card. Frequent travellers (more than 3 times per year) should apply for an RMIT corporate card to pay for travel expenses.

Staff without a corporate credit card, can submit an expense claim for any non-accommodation expenses incurred.

The maximum tax-free allowances for non-accommodation travel expenses by RMIT Europe staff members are contained in the sections below.

A record for all travel expenses must be kept.

#### 3.2. RMIT Europe – Domestic travel (domestic travel within Spain)

Table 7: Spain domestic maximum travel expense (Euro)

Cost group	Accommodation (max.)	Per diem	Per diem breakdown			
			Breakfast	Lunch	Dinner	Incidentals
Spain	€ 200	€ 53.34	€ 13.34	€ 14.94	€ 25.06	€ 0

#### 3.3. Spain – International travel

- a) Reasonable amounts are provided for in Table 8 below.
- b) Reasonable amounts are given for:
  - meals (showing breakfast, lunch and dinner), and
  - expenses incidental to travel
- c) Any expenditure on accommodation overseas must be fully substantiated
- d) The reasonable amount for incidentals applies in full to each day of travel covered by the allowance, without the need to apportion for any part day travel on the first and last day.

Table 8 – International maximum travel expense (Euro)

Cost group	Accommodation (max.)	Per diem	Expense breakdown	
			Meals, in which Breakfast: 25%, Lunch: 28%, Dinner: 47%	Incidentals
All	€ 200	€ 91.35	€ 91.35	€ 0

## Document history

Version	Effective date	Authority	Author	Register reference
1.0	28 April 2020	Travel Policy	Chief Procurement Officer	POL/2020/00005