



## **UNIVERSITY OF LAW TRAVEL POLICY**

Effective Date: 15<sup>th</sup> June 2020

This document should be read in conjunction with the following:

- x Expenses Policy
- x Credit Card Policy

## 1. General

### Introduction:

This document defines the policy for travel on University business, including overnight accommodation. The purpose is to achieve travelers' service requirements in the most safe, convenient, cost-effective and environmentally friendly manner.



Private Travel	<ul style="list-style-type: none"><li>x Employees may arrange to extend a business trip for private travel at their own cost,</li><li>x Employees may arrange for family members/friends to join them on business trips entirely at their own cost and must ensure that they have travel insurance in place to cover family members/friends, as the University's business travel policy will not cover them.</li><li>x Employees are also responsible for ensuring that family members/friends have valid passports, visas and vaccinations prior to travel and at their own cost.</li></ul>
Cancellations	Where possible trips should be cancelled in a timely fashion to achieve a refund or a credit, such refunds or credits must be paid to the University.





