

International Travel Allowance Schedule



1 Purpose

To provide the rates that apply for international Travellers required to travel on approved University Business.

2 Scope

This schedule must be read in conjunction with the Travel Procedure and is subordinate to it.

3 Schedule

These rates are subject to change from time to time with approval from the University.

Table 1 International Rates - Reasonable amounts			
Country Cost Group	Meals (daily rate)	Incidentals	Total
1	\$60	\$25	\$85
2	\$85	\$30	\$115
3	\$120	\$35	\$155
4	\$155	\$35	\$190
5	\$185	\$40	\$225
6	\$215	\$45	\$260

Table 2 Country Cost Group			
Country	Cost Group	Country	Cost Group
Albania	2	Kenya	4
Algeria	3	Latvia	4
Angola	4	Lebanon	3
Antigua and Barbuda	6	Lithuania	3

Argentina	2	Luxembourg	5
Armenia	3	Macau	5
Austria	5	Malawi	2
Azerbaijan	3	Malaysia	3
Bahamas	6	Mali	3
Bahrain	5	Malta	4
Bangladesh	4	Mauritius	4
Barbados	6	Mexico	3
Belarus	2	Monaco	6
Belgium	5	Morocco	4
Bermuda	6	Mozambique	3
Bolivia	3	Myanmar	3
Bosnia	2	Namibia	2
Brazil	3	Nepal	3
Brunei	3	Netherlands	5
Bulgaria	3	New Caledonia	5
Burkina Faso	3	New Zealand	4
Cambodia	2	Nicaragua	3
Cameroon	4	Nigeria	4
Canada	5	North Macedonia	2
Chile	3	Norway	6
China	5	Oman	6
Colombia	3	Pakistan	2
Congo Democratic Republic	5	Panama	4
Cook Islands	4	Papua New Guinea	4
Costa Rica	3	Paraguay	2
Cote D'Ivoire	4	Peru	4
Croatia	3	Philippines	4

Cyprus	4	Poland	3
Czech Republic	3	Portugal	4
Denmark	6	Puerto Rico	6
Dominican Republic	4	Qatar	6
East Timor	4	Romania	3
Ecuador	4	Russia	4
Egypt	3	Rwanda	3
El Salvador	3	Saint Lucia	5
Eritrea	4	Saint Vincent	4
Estonia	4	Samoa	4
Ethiopia	2	Saudi Arabia	4
Fiji	3	Senegal	4
Finland	6	Serbia	3
France	5	Sierra Leone	2
French Polynesia	6	Singapore	6
Gabon	6	Slovakia	4
Gambia	2	Slovenia	3
Georgia	2	Solomon Islands	4
Germany	5	South Africa	2
Gibraltar	4	Spain	5
Greece	4	Sri Lanka	3
Guatemala	4	Sweden	5
Guyana	4	Switzerland	6
Hong Kong	6	Taiwan	5
Hungary	3	Tanzania	3
Iceland	6	Thailand	4
India	3	Tonga	3
Indonesia	3	Trinidad and Tobago	6
Iran	1	Tunisia	2

Iraq	4	Türkiye (Turkey)	3
Ireland	5	Uganda	3
Israel	6	Ukraine	3
Italy	5	United Arab Emirates	6
Jamaica	4	United Kingdom	5
Japan	5	United States of America	5
Jordan	6	Uruguay	3
Kazakhstan	2		

4 References

Nil.

5 Schedule Information

Accountable Officer	Chief Financial Officer
Responsible Officer	Chief Financial Officer
Policy Type	University Procedure
Policy Suite	Travel Policy
Approved Date	13/12/2023
Effective Date	13/12/2023
Review Date	3/4/2024
Relevant Legislation	
Policy Exceptions	Policy Exceptions Register
Related Policies	
Related Procedures	Travel Procedure
Related forms, publications and websites	Domestic Travel Allowance Schedule Travel System
Definitions	Terms defined in the Definitions Dictionary

Employee

A person employed by the University and whose conditions of employment are covered by the Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University.

Procedure

An operational instruction that sets out the process to operationalise a Policy.

Student

A person who is enrolled in a UniSQ Upskill Course or who is admitted to an Award Program or Non-Award Program offered by the University and is: currently enrolled in one or more Courses or study units; or not currently enrolled but is on an approved Leave of Absence or whose admission has not been cancelled.

University

The term 'University' or 'UniSQ' means the University of Southern Queensland.

Definitions that relate to this schedule only

Traveller

All Employees, Students, Council members and Visitors travelling on approved University Business.

University Business

University Business means any approved activity related to employment, career development or Research Activities at the University or in connection with the official functions of the University.

Keywords

Travel, domestic, international, rate

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