

SEBE Research Fieldwork Travel Guidelines

The following guidelines are intended to inform work requirements around SEBE's research fieldwork travel, to ensure Deakin Policy and Procedure are being met, with a consistent approach that aims to reduce administration for travellers to a minimum.

Scenario	Deakin Travel system	Safe work documentation
Fieldwork within Victoria - No commercial flights - Accommodation booked by travellers	Not required	Work Safety Assessment and Fieldwork Notification – maintained locally
Fieldwork in other Australian states - No commercial flights - Accommodation booked by travellers	Seek exemption from School Manager (Minimum 1 week notice required – see template on Page 4)	Work Safety Assessment and Fieldwork Notification – maintained locally if travel system not used
Fieldwork in other Australian states - Domestic flights and/or accommodation booking by SEBE Travel Team required	Required	Work Safety Assessment maintained locally. Fieldwork Notification submitted with travel system application.
Fieldwork carried out internationally	Required	Work Safety Assessment maintained locally. Fieldwork Notification submitted with travel system application.

Requirements

Entry of leave in DeakinPeople	Not required for fieldwork
Insurance	All Deakin staff, students and volunteers are covered by Deakin insurance for any approved trip (standard policy exclusions would still apply, e.g. criminal acts won't be covered). Travel that meets these guidelines can be considered to be an approved trip
Fieldwork expenditure	<ul style="list-style-type: none"> • Confirm with fund owner that sufficient funding is available for the proposed expenses prior to fieldwork • Corporate credit card: expenditure must be incurred by the most senior member of staff in attendance • All reimbursement applications must include: reference to the purpose, location, date range (and attendees, if receipt covers multiple people) <p>E.g. Fieldtrip to Lakes Entrance, 01.01.2020 – 15.01.2020, Receipt for meal for J.Bloggs (staff) & K.Bloggs (volunteer)</p>

Entry of leave in DeakinPeople	Not required for fieldwork
Accommodation	<p>Accommodation meeting University standards must be used wherever possible. Deakin University Travel Guidelines state accommodation:</p> <ol style="list-style-type: none"> i. Must be a “commercial” accommodation entity with an ABN ii. Must have commercial accommodation Public Liability insurance iii. The entity can provide a properly formatted Tax Invoice for payment (in due course) <ul style="list-style-type: none"> • If the only available accommodation does not meet the above University standards, the traveller may elect to use non-standard accommodation. The traveller must carry out appropriate due diligence before departure and on arrival, to ensure the standard of accommodation meets their needs, is safe, is in a safe neighbourhood and is conducive to conducting university business. • Non-standard accommodation must be paid for by the traveller, and claimed back upon return with a brief explanation as to why this was the only accommodation option available (a statutory declaration may be required as part of the reimbursement process). • Where non-standard accommodation is used over available standard accommodation, request for reimbursement will require justification (and is subject to rejection). <p>Further information: Deakin Travel Guidelines</p>
Private vehicle use	<ul style="list-style-type: none"> • Use of a private vehicle during fieldwork requires approval from the School Manager or Director, and must be sought at least 1 week prior to commencing fieldwork (except in extreme circumstances). • Exemption requests can be sent through in advance for an anticipated trip. E.g. If fieldwork is planned for mid-May with a duration of a few weeks, a request can be sent through as soon as planning commences for the approximate dates. • All exemption requests must outline the justification for proposed private vehicle use, and acknowledgement from the primary fund owner. • See Page 4 for application to use private vehicle email template <p>Further information: Guidelines for Use of University Vehicles</p>

FAQs

How does camping or use of Parks Vic accommodation (or the like) at field sites fit into the accommodation standards?

If camping at a caravan park, the park will likely have public liability insurance so there should not be an issue with meeting University standards.

If camping on private property, or in a national park, University standards for accommodation may not be met. On these occasions, the individual must use common sense and due diligence to ensure the site is safe (for example not in a creek bed when there's torrential rain forecast) and conducive to carrying out work.

For further information refer to Section 5.1 of the [Deakin Travel Guidelines](#).

Does my choice of accommodation impact on my coverage under Deakin insurance?

No, all staff, students and volunteers on **approved** field trips are covered by the Deakin University insurance program (please note: all standard policy exclusions would still apply, e.g. criminal acts won't be covered).

The traveller must still take responsibility for wherever they stay, regardless of insurance. Examples include:

- A traveller with mobility difficulties should probably not book accommodation with stairs.
- Traveller to check suitability of accommodation upon arrival. If there are bare electrical wires and the roof is caving in, consider if the accommodation is actually safe.
- If expensive Deakin equipment is used during the field work, the equipment needs to be appropriately stored if the Deakin traveller is not on site.

Guidelines state that using a private vehicle is acceptable when other transport is "unavailable or impractical". Exorbitant costs of using a university vehicle for extended trips should be considered a valid reason for using a personal vehicle.

The guidelines stipulate prior approval is required for use of a personal vehicle. This approval will be at the discretion of the respective School Manager or Director, provided there is a reasonable justification. Part of the exemption process will involve correspondence to ensure the traveller is aware of the risks, and insurance implications associated with using a personal vehicle. See below for template to be used when seeking exemption to use a private vehicle.

Timelines for approval (both field trip and private vehicle use) needs to be more flexible.

There are occasions where fieldwork will be last minute, or involve last minute changes. The aim of these guidelines is to reduce many of the administrative "road blocks" that have been experienced post the implementation of Deakin's Travel Request and Approval system, and increase the flexibility and speed associated with field work administration.

Same-day turnaround can't be guaranteed on exemption requests because of approver workloads and availability, as well as any additional correspondence required prior to approval. The same applies to applications made through the Deakin Travel Request and Approval system. However, every effort will be made to process urgent requests as quickly as possible where there is a legitimate justification.

Email templates: Application for exemptions

Subject: Application for exemption from using Deakin Travel System for fieldwork travel

Dear <School Manager/Director>

I write to seek exemption from use of the Deakin Travel System for the proposed fieldwork below. The work will take place outside of Victoria and does not require any commercial flights or accommodation booking by the SEBE Travel Team.

- Location:
- Dates:
- Attendees:
- Method of transport:
- Reason why flights are not being used for transport:

Kind Regards,

Subject: Application to use private vehicle during fieldwork travel

Dear <School Manager/Director>

I write to seek exemption to use a private vehicle for the proposed fieldwork below:

- Location:
- Dates (approx.):
- Work Supervisor:
- Proposed Cost (@65c/km):
- Fund Code:
- Reason why private vehicle is preferred option:

I acknowledge that:

- Any damage to or infringements incurred through the use of a private vehicle are the responsibility of the driver and/or owner of the private vehicle. These costs shall not be paid with University funds.
- Private vehicles are not covered by the University's insurance policies when they are used for University business.
- Private vehicle owners must check with their insurance company to make sure that their private vehicle is insured for use on University business.

(If you are not the primary fund owner) Please see attached for acknowledgement of private vehicle use reimbursement from primary fund owner.

Kind Regards,