

2.2. ANU Policy and guidelines for travelling by land-based transport

1. Coach or Rail	Travellers can request coach and rail quotes and bookings directly with our travel provider via the email academic@travelctm.com or phone 1300 014 962.
2. Car	If travelling by car, ANU recommends that travellers consider carshare and car rental as their preferred options.
2.1. ANU Carshare	ANU Carshare is a convenient, efficient, eco-friendly way for staff and students to travel. Our partner offers a range of vehicles for short term and hourly rental at competitive rates. Prefer a hybrid or electric option if possible. Flexicar's vehicles are conveniently located on Campus, see ANU Carshare for booking information.
2.2. Rental Vehicles	When travelling by car, you can rent a vehicle from one of ANU preferred providers. ANU recommends that travellers choose an Electric Vehicle (EV) or a hybrid option whenever available, provided they suit the purpose of travel. Discounted rates are available when booking directly with our preferred car rental providers . Corporate rates include reduced excess and unlimited Km's (may exclude some remote locations). For contact info and conditions see links above.
2.3. Use of a private vehicle	ANU recommends that travellers consider car rental and carshare as their preferred options when travelling by car. These are available for staff at discounted rates and are insured when contracted for travel on University business. Individuals using their own personal vehicle whilst on approved University travel should be aware of the University insurance policy conditions. For specific questions about insurance cover when using a personal vehicle contact the ANU Insurance Office. The following steps apply when using a private vehicle:
2.3.1. Before travelling	<ol style="list-style-type: none">1. Read the Procedure: Use of private vehicles on University business when considering the use of a personal vehicle for University business travel. ANU Policy Library - Procedure: Use of private vehicles on University business2. Request approval for using a private vehicle for University business. Delegation - D4 for Academic Staff and D5 for Professional Staff. ANU Policy Library - Form - Approval for use of a private vehicle on official University business3. Additionally, travellers will need to fill the form Cents per km Motor Vehicle Allowance. Delegation - D4 for Academic Staff and D5 for Professional Staff. ANU Policy Library - Form - Cents per km Motor Vehicle Allowance4. Once forms are approved by Delegate, the traveller needs to send them to employment.services@anu.edu.au with the appropriate receipts for processing.
2.3.2. After travelling	<ol style="list-style-type: none">1. Travellers are required to submit their own travel expense reimbursement claims in the self-service portal. For more information see Finance Self Service website and ANU Reimbursement Self Service - Frequently Asked Questions.