

ACT EXECUTIVE - Travel guidelines and procedures

	Domestic Travel
By Ministers	<p>Class of Travel</p> <ul style="list-style-type: none">– Members are entitled to travel business class. <p>Travel Allowance</p> <ul style="list-style-type: none">– Travel allowance is only payable when the Minister is staying overnight for business purposes.– Travel allowance is not payable for day trips.– Travel allowance is not payable for party political purposes.– The rate payable is based on the ATO determination. E.g. for Sydney \$441.55 is payable in total for a full day (\$265.00 for Accommodation, \$149.30 for Food and Drink, \$27.25 for Incidentals).– Travel allowance for food is paid based on the times away e.g \$34.00 for breakfast, \$48.00 for lunch, and \$67.30 for dinner.– Where the Minister does not stay in commercial accommodation the TA rate is 1/3 of the total daily rate.– The Minister may request additional travel allowance to cover the actual cost of items under certain circumstances (<i>refer to Remuneration Tribunal Determination</i>).– Where ever possible CMTEDD Executive Support will arrange for the Minister’s Travel Allowance to be deposited into their accounts prior to travel. <p>Arrangements for Travel</p> <ul style="list-style-type: none">– Flight bookings are made by CMTEDD Executive Support.– Accommodation bookings are made directly with the hotel by CMTEDD Executive Support.– On departure, although bookings are made in advance, the Minister is responsible for payment of their accommodation from their Travel Allowance.

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	International Travel
By Ministers	<p>Approval</p> <ul style="list-style-type: none">– Written approval must be sought of the Chief Minister for all international travel. The request must outline the purpose and benefit to the territory of the proposed travel. <p>Class of Travel</p> <ul style="list-style-type: none">– Members are entitled to travel business class. <p>Travel Allowance – Meals and Incidentals</p> <ul style="list-style-type: none">– Travel allowance is payable for meals and incidentals.– Travel allowance is not payable for party political purposes.– The rate payable is based on the ATO determination. E.g. for China \$355 is payable in total for a full day (\$295.00 for Food and Drink, \$60.00 for Incidentals).– CMTEDD Executive Support will arrange for the Minister’s Travel Allowance to be deposited into their accounts prior to travel. <p><i>Note: There may be taxation requirements in relation to a travel diary and retention of receipts/evidence. Ministers should seek independent taxation advice.</i></p> <p>Travel Expenses – Accommodation</p> <ul style="list-style-type: none">– Every effort will be made by CMTEDD Executive Support to pre-pay accommodation.– The Minister should use their Corporate Credit Card to pay for accommodation where it has not been pre-paid.– Meals and incidentals (including those on accommodation bills) should be paid from their travel allowance, or where paid on their corporate credit card, reimbursed on their return.– Recovery of expenses must be substantiated by receipt, invoice or acceptable documentation such as a statutory declaration. <p>Arrangements for Travel</p> <ul style="list-style-type: none">– Flight bookings are made by CMTEDD Executive Support.– Accommodation bookings are made directly with the hotel by CMTEDD Executive Support. Pre-payment will be requested as first preference.– Ministers may request a cash advance for anticipated costs for accommodation and travel costs, which must be acquitted within eight weeks of their return.

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By Staff	<p>Class of Travel</p> <ul style="list-style-type: none">– The class of travel is not prescribed for members of staff. It is general practice that one staff member can travel on the same class as their Minister when travelling with their Minister. When not travelling with their Minister, travel should be Economy if total duration is less than four hours. The Chief Minister may approve travel in Premium Economy or Business Class for flights of more than four hours on a case by case basis. <p>Travel Allowance</p> <ul style="list-style-type: none">– Travel Allowance is not payable to members of staff for domestic travel. <p>Travel Expenses</p> <ul style="list-style-type: none">– Recovery of expenses is not payable for day trips.– Recovery of expenses must be substantiated by receipt, invoice or acceptable documentation such as a statutory declaration.– Members of staff may request a cash advance for meals and incidentals prior to travel if they wish, and must be acquitted on return. <p>Arrangements for Travel</p> <ul style="list-style-type: none">– Flight bookings are made by CMTEDD Executive Support.– Accommodation bookings are made directly with the hotel by CMTEDD Executive Support. Pre-payment will be requested as first preference.– It is reasonable, that where available, to have breakfast at the hotel in which you are staying and have this reimbursed.– On departure, if the member of staff has a corporate credit card, this can be used to pay for accommodation (if not already pre-paid) alternatively, CMTEDD Executive Support will provide the hotel and yourself with a credit card authorisation which can be used to pay for your accommodation and breakfast when you leave.– If this has not been provided, reimbursement of expenses will be made on provision of receipt, invoice etc.

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By Staff	<p>Approval</p> <ul style="list-style-type: none">– Written approval must be sought of the Chief Minister for all international travel. The request must outline the purpose and benefit to the territory of the proposed travel. <p>Class of Travel</p> <ul style="list-style-type: none">– The class of travel is not prescribed for members of staff. It is general practice that staff can travel on the same class as their Minister when travelling with their Minister. When not travelling with their Minister, travel should be Economy if total duration is less than four hours. The Chief Minister may approve travel in Premium Economy or Business Class for flights of more than four hours on a case by case basis. <p>Travel Expenses</p> <ul style="list-style-type: none">– For meal and incidental expenses incurred during work-related international travel, consistent with the Enterprise Agreement, staff can elect to:<ul style="list-style-type: none">• receive reimbursement of reasonable travel expenses made after the completion of travel;• use a Corporate Credit Card to pay for expenses during travel; and/or• be provided with a cash advance in the form of a travel allowance made prior to the completion of travel.– Reimbursements and credit card expenditure must be substantiated by receipt, invoice or other acceptable documentation such as a statutory declaration. Reimbursements must be acquitted within eight weeks of return from travel. Credit card expenditure must be acquitted ASAP on receipt of statements.– All costs associated with a private component of travel must be met by the employee. <p>Cash Advance/Travel Allowance</p> <ul style="list-style-type: none">– A Cash advance in the form of a Travel allowance may be payable to members of staff for meals and incidental expenses. Incidental expenses include reasonable work-related expenses not normally incurred in the normal course of the working day, such as laundry and dry cleaning.– The Travel allowance rate payable is based on the annual ATO determinations on the reasonable travel expense amounts.– To claim Travel allowance staff must select this option on the Travel Approval form.– Where a Travel allowance has been provided, a travel diary must be kept. Refer to Attachment B for travel diary requirements.– CMTEDD Executive Support will arrange for the travel allowance to be deposited via electronic funds transfer into the employee's nominated account as close as possible prior to travel.– Any overpayment of Travel allowance, e.g. arising from changes to travel arrangements, represents a debt to the Territory and is subject to debt recovery arrangements at clause D4 of the Enterprise Agreement. <p><i>Note: There may be taxation requirements in relation to a travel diary and retention of receipts/evidence. Staff should seek independent taxation advice.</i></p> <p>Arrangements for Travel</p> <ul style="list-style-type: none">– Flight bookings are made by CMTEDD Executive Support.

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- Accommodation bookings are made directly with the hotel by CMTEDD Executive Support. Pre-payment will be requested as first preference.
- The travelling member of staff can be provided with a corporate credit card which can be used to pay for accommodation (if not already pre-paid), and also for meals and travel expenses in circumstances when a travel allowance or cash advance has not been paid.

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Attachment A - What to do if you need to change a flight

Changes required <u>more</u> than 24hr prior to flight	Please email CMTEDD Executive Support (CMTEDDExecutiveSupport@act.gov.au) so that they can make the changes through QBT. CMTEDD Executive Support can also be contacted on 620 70372.	
Changes required <u>less</u> than 24hr prior to flight, after hours or on weekends	If you are already at the airport 1 st preference – If you are a member of the Chairman’s Lounge please make changes through them 2 nd preference – make changes through the airline desk 3 rd preference – call QBT on 1300 797 357 – or call QBT VIP on 1300 366 737 – You may be requested to provide your QBT reference number, and if asked, enter your mobile number at the prompt	If you are not at the airport 1 st preference – call QBT on 1300 797 357 – or call QBT VIP on 1300 366 737 – You may be requested to provide your QBT reference number, and if asked, enter your mobile number at the prompt

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Attachment B - Travel Diary

Requirements for a Travel Diary	<p>The requirements for a travel diary, or similar document, are set out in subs 136(1) of the FBT Act, and also discussed in Taxation Ruling MT 2038.</p> <p>An employee is required to record all work-related activities undertaken while travelling and must, as a minimum, record in relation to each activity:</p> <ul style="list-style-type: none">– the place where the activity was undertaken;– the date and approximate time the activity commenced;– the duration of the activity; and– the nature of the activity.
What form can a Travel Diary take?	<p>A travel diary may take the form of:</p> <ul style="list-style-type: none">– a detailed pre-prepared travel itinerary which includes the specified details above prepared in advance of the trip, provided that the employee endorses that it was followed or records any variations that occurred;– a pre-prepared travel itinerary on which any omissions/variations of detail are added by the employee;– a detailed conference schedule which includes all of the required detail with any attendance/variation endorsed by the employee. <p>Endorsement of the travel diary:</p> <ul style="list-style-type: none">– the endorsement envisaged in the above points could take the form of a separate confirmation document attached to the schedule or annotations on the original document, both of which should be signed by the employee;– while endorsement of an itinerary/conference schedule could be done on a daily basis, it would be acceptable for this to occur on returning to the home base.