



Travel Policy

Purpose:	This policy sets out the requirements for managing the Administrative Appeals Tribunal (AAT) travel arrangements and to ensure compliance with Whole of Australian Government travel arrangements.
Category:	Corporate
Applicable to:	This procedure is applicable to all AAT members, staff, contractors, consultants and guests conducting business on behalf of the AAT.
Relevant Authority:	Resource Management Guide No. 404 - Official Domestic Travel - Use of the Lowest Practical Fare Department of Finance Resource Management Guide No. 405 - Official International Travel - Use of the Best Fare of the Day Department of Finance Public Governance, Performance and Accountability Act 2013 (PGPA Act) AAT Enterprise Agreement 2017-2019 (Current) Remuneration Tribunal Determinations
Other Related Documents:	QBT Booking Guidelines Booking Travel – AAT Intranet
Policy Statement:	The AAT is committed to ensuring that work related travel delivers the best business outcomes for both the AAT and its employees and complies with the PGPA Act and associated governance arrangements.
Approved by:	Executive Director, Corporate Services (Dec 2017) Registrar (Jan 2020)
Policy Owner:	Business Support
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Introduction

This policy sets out the principles that are to be applied when planning, arranging and approving travel for official business. All members, staff, travel coordinators and approving managers are required to observe and comply with this policy. Members must also comply with the relevant Remuneration Tribunal Official Travel by Office Holders determination.

Official travel

Official travel is any travel where a Commonwealth entity is responsible for any of the direct or indirect costs associated with that travel. This includes travel by members and staff, contractors and consultants to undertake work duties at the direction of the AAT to achieve one or more of the AAT's statutory objectives.

Travel approval

1. Members and staff, who are required to travel on AAT business, need to obtain approval from their relevant delegate, before any travel arrangements are undertaken.
2. Travel arrangements may only be approved by an employee listed in the AAT's financial delegations, including any limitations imposed.
3. All domestic Official Air Travel booked through the QBT portal can only be approved by the relevant delegate who has QBT travel approver authorisation.
4. Before approving any travel expenditure, the delegate must be satisfied that the travel is in connection with AAT business, and that the proposed travel arrangements represent an efficient and effective use of AAT funds.
5. Official travel should only be approved where there is a demonstrated business need and where other communication tools, such as teleconferencing and videoconferencing, are an ineffective option.

Travel administration

6. The Finance Services Section can assist members and staff with travel allowance administration related enquiries and such enquiries can be directed to travel@aat.gov.au. All other travel policy and QBT related enquiries can be directed to procurement@aat.gov.au
7. All travel arrangements **must be** made through the Whole of Australian Government (WoAG) travel providers except for accommodation bookings or where a reimbursement is to be provided to a third party (i.e. a non-Commonwealth entity cannot access coordinated travel procurements). The current WoAG travel provider for domestic official air travel is QBT. Members and staff must make all airline travel bookings and changes through the QBT portal, unless the destination cannot be serviced by the agent.

Responsibilities

8. Members and staff intending to travel must obtain approval from the relevant delegate prior to undertaking travel.
9. Where the need for travel is unforeseen, such as emergency travel after hours, prior approval is still required. This approval may be provided orally but needs to be subsequently approved in writing by the delegate as soon as possible.
10. The relevant delegate and the Finance Services Section via travel@aat.gov.au must be notified of any changes made to previously approved travel itineraries.

11. If members or staff incur expenditure or commit the AAT to future expenditure which is not in accordance with this policy, they may be personally liable for that expenditure.
12. APS staff must ensure their actions are consistent with the AAT EA and in line with the APS legislative framework. Members and staff must adhere to applicable legislation, and regulations and instruments made under any applicable legislation. Instances of non-compliance may be subject to disciplinary action.

Class of air travel

13. All official travel by non-SES staff is to be undertaken in economy class. The Registrar may approve a higher class of travel if it is considered appropriate.
14. SES staff are required to travel economy class between the cities of Sydney, Brisbane, Canberra, Adelaide, Hobart and Melbourne. The exceptions are where there is a medical or business reason to warrant business class travel (which will need to be approved by the delegate). On other trips, business class fares may be utilised, but SES staff are encouraged to travel economy class where it is practicable.
15. The Registrar may approve the upgrade of an employee's class of travel where the Registrar is satisfied a valid health issue exists which necessitates upgrading, or exceptional circumstances exist where upgrading is appropriate.
16. When required to attend an interview in person, an applicant for any AAT employee position is to be provided with an economy class airfare.
17. While the remuneration determination for members specifies that business class travel is permissible, economy class travel is nevertheless encouraged, particularly for Eastern seaboard legs, in the interests of prudent use of AAT funds.
18. Consistent with the Guidelines on Member Terms and Conditions, when members are travelling for professional development purposes, the class of travel as booked by the Performance & Development Team will usually be economy class.
19. The class of travel to be provided to consultants and others under contract (labour hire) to the AAT needs to be specified in, and agreed to prior to signing, the contract. Where it is agreed that it will be necessary for the consultant/contractor (labour hire) to travel in order to complete AAT objectives, the costs of that travel may either be built into the total fee charged, or identified separately. Such travel fare allowances should be paid by the AAT at rates applicable to APS staff, subject to the approval of the relevant delegate.

Use of the lowest practical fare

20. Value for money is the paramount consideration in the booking of flights for domestic travel. Value for money is enhanced through strong competition between airlines. When booking travel arrangements, members and staff should choose the lowest fare available on the day and time the travel is required, on a regularly scheduled service (that is, not a charter flight), which suits the practical business needs of the traveller.
21. Travellers or Travel Coordinators should determine two main factors when selecting the fare for travel:
 - a) The class of travel – all air travel should be the lowest practical fare in economy class unless there is a requirement or an entitlement to travel business class.

- b) Flexibility – where there is a high degree of certainty around the traveller’s arrival and/or departure times, flexible fares will generally not be required. However, where there is a possibility that a scheduled meeting, hearing or event will not go ahead, or where there is uncertainty surrounding the time the event may conclude, it is advisable for flights to be booked using flexible fares. In regard to the flexibility of fares, the ability to obtain refunds as well as the ability to apply unused credits for other departmental travel should be considered.

22. In assessing the lowest available fare, it is not appropriate to consider:

- personal preference concerning airlines;
- access to airline lounges; or
- accumulating airline benefits such as reward or loyalty points.

23. In exceptional circumstances it may be necessary to charter general aviation aircraft to meet AAT requirements; for example, when scheduled air services are not available during airline disputes. In these situations, the expenditure delegate should be fully satisfied that the travel is essential and that there are **no** other viable alternatives.

24. In cases where it is essential to charter a general aviation aircraft, the expenditure delegate should be satisfied that the aircraft is a dedicated charter aircraft with appropriate safety performance standards and, not a training aircraft being used for charter purposes.

Movement requisition number

25. The creation of a movement requisition is mandatory for anyone travelling for business purposes which take them out-of-town or to a destination away from their default work precinct.

Online booking tool

26. Members and staff **must book** travel through the QBT online booking tool, with flights approved by the relevant delegate.

27. When booking via the online booking tool, any bookings made outside of the lowest practical fare policy require a relevant reason code to be chosen. There is also an option to select a project code, which may be relevant in some circumstances (for example, when a property project necessitates staff travel)

28. Further information regarding the use of the online booking tool can be found on the AAT Intranet’s ‘Booking Travel’ page.

Cancelled travel

29. Members and staff must notify the relevant delegate and the Finance Services Section via travel@aat.gov.au of any cancellations made to previously approved travel itineraries

30. If a fare is non-refundable, the traveller may be liable to reimburse the AAT the cost of the fare, if the reason is due to wilful neglect which leads to unnecessary costs to the AAT.

- 31.** On some occasions, a traveller may experience difficulties in returning to home base as scheduled, for example as a result of an airline strike, the extension of meeting times or dangerous weather conditions. In order to arrange the earliest return home by reasonable means, a traveller is entitled to utilise available financial resources, for example corporate cards, personal credit card or cash and to seek reimbursement. While an Australian Government Credit Card (AGCC) may be used for accommodation and major meals, a traveller holding such a card should not, under any circumstances, use it to obtain a cash advance. A traveller suffering difficulties should call a senior AAT officer (Director level and above) to advise them of their situation as soon as practicable. An emergency contact list and other instructions appear on the Intranet Travel page. Travellers are encouraged to keep the numbers and instructions with them whilst away from home.

Night Before Travel

- 32.** If a traveller needs to travel interstate for an event, be it a hearing, workshop or other professional development event or meeting which would require departure on a flight from their home base at 8am or earlier, the traveller may choose to travel to their destination the evening before and will receive the applicable travel allowance.

Allowances

Travelling Allowance (TA)

- 33.** Travel allowance will be payable to members and staff who travel on official business and are away from home overnight. The allowance is generally paid in advance unless the booking is done very close to the travel date. Its purpose is to meet the cost of accommodation, meals and any incidental expenses (for example, phone calls, extra food and drink, dry cleaning) incurred by members or staff while travelling on official business.
- 34.** Travel allowance will be paid for a period of travel up to 21 days. Where a traveller spends more than 21 days in one location, the Reviewed Rate of Travelling Allowance (RTA) may apply from midnight on the 22nd day. RTA is based on reasonable accommodation and meals costs incurred in excess of normal living expenses, not the daily travel allowance rate. It is the traveller's responsibility to contact the Finance Services Section via travel@aat.gov.au to determine their entitlements in these circumstances.
- 35.** Travel allowance will be paid in accordance with the designated rates for that financial year. Rates from the Australian Taxation Office (ATO), for APS staff, are adjusted once a year at 1 July.
- 36.** For APS staff, an allowance of one hour's travelling time to and from the airport/home is added when calculating meal allowance (i.e. if the flight departure time on your movement requisition is 6.30 AM then the time used for calculation purposes by the Finance Services Section is 5.30AM). The calculation of meal entitlements is based on the following home departure/return times:
- Breakfast - 7AM
 - Lunch - 1PM
 - Dinner - 7PM
- 37.** The Registrar may, subject to the presentation of receipts, authorise an additional payment in circumstances where an employee has incurred reasonable costs in excess of the travelling allowance. Alternatively, prior approval may be given to exceed the normal travel allowance rates in special circumstances.

38. Where a members or staff are provided with either accommodation or meals, or both, at the AAT's expense, the traveller will not be paid for those components of travel allowance. Delegates approving travel should, where possible, try to ensure compliance with this requirement.
39. The traveller must advise the delegate and the Finance Services Section via travel@aat.gov.au of any variations to the original travelling arrangements so that the travel allowance can be adjusted appropriately.
40. Where a travelling allowance overpayment occurs, the amount of the overpaid allowance will need to be reimbursed to the AAT to reflect the travel actually undertaken.
41. Where a traveller is covered by a Remuneration Tribunal determination, the calculation of travel allowance will be in accordance with the determination.

Accommodation

42. Members or staff required to be absent overnight from their usual place of work may elect to stay in commercial or non-commercial accommodation.
43. Members and staff may be required to provide evidence of the type of accommodation booked prior to the AAT paying travel allowance. Receipts should be retained in the event of a periodic audit being undertaken.

Commercial accommodation

44. Where the delegate is satisfied that no reasonably suitable accommodation within the applicable rate is available, or there are WH&S concerns, the approving delegate may approve expenditure above the applicable rate. In reviewing such requests, consideration will be given to determine if the traveller is deemed to be 'out of pocket' for the duration of their trip due to the excess accommodation expense incurred. Approval must be sought prior to any booking being made. Alternatively, an employee may elect to incur the cost of accommodation above the provided TA, with the balance between the TA and the incurred cost met by themselves.

Non-commercial accommodation

45. The AAT recognises that travel can present an opportunity for staff to connect and stay with family and friends. We also recognise that this is a cost effective option for the organisation and often for staff. The AAT will support staff who opt to stay with family or friends by providing an allowance of \$50 per night when staying in non-commercial accommodation. When seeking travel approval, the traveller must advise the delegate and the Finance Services Section via travel@aat.gov.au of their intention to use non-commercial accommodation. Members should refer to the Remuneration Tribunal Official Travel by Office Holders Determinations under the Travel within Australia - Allowance section for guidance on non-commercial accommodation.

Special duties allowance for same day travel

46. Special duties allowance (SDA) for same day travel is intended to assist APS staff (including SES officers) with expenses they may incur when performing additional duties that arise from the conduct of work temporarily away from their place of work for an extended period but not involving an overnight stay. The type of expenditure SDA assists with would include additional costs associated with purchasing meals or making phone calls at the temporary locality.

SDA for same day travel is payable where an employee is required to travel on duty to a temporary locality that is recognised for travel assistance purposes. To be eligible for SDA for part day travel, the travel undertaken must be:

- approved by the delegate;
- before approving any travel expenditure, the delegate must be satisfied that the travel is in connection with AAT business, and that the proposed travel arrangements represent an efficient and effective use of AAT funds;
- be for the purpose of visiting another locality in Australia, other than the employee's normal place of duty; and
- for a continuous period of at least 10 hours, but not overnight.

The minimum 10 hours is calculated from the time an employee departs their usual workplace or residence to the time they return to their usual workplace or residence. An allowance of one hour's travelling time to and from the airport/home is used for this calculation. (i.e. if the flight departure time on the movement requisition is 6:30 am then the time used for calculation purposes by the Finance Services Section is 5:30 am).

47. SDA for same day travel is not paid to an employee performing duty at a temporary locality if the employee is travelling within a single metropolitan or urban area, irrespective of whether the absence from the usual workplace or residence, equals or exceeds ten hours.
48. SDA for same day travel is payable at a rate of \$50 per day
49. SDA for same day travel is a fixed allowance, rather than a reimbursement of actual expenditure. Therefore the ATO assesses the allowance as taxable income. For taxation reasons the payment of SDA must be made through the payroll system.
50. When undertaking travel and SDA for same day travel has been approved by the delegate the APS staff member will need to advise the Finance Services Section either via the QBT booking tool and nominate part day travel allowance in the 'travel allowance' tab or email travel@aat.gov.au

Combining personal and official travel

51. Annual Leave coupled with official travel is not normally expected; any application for Annual Leave or leave without pay during a period of official travel requires the approval of the relevant delegate and will be considered, having regard to whether:
- the period sought is significantly less than the total number of working days on the itinerary;
 - it is desirable for the employee to rest after a demanding round of meetings or demanding conference, particularly in a program requiring significant after-hours and/or weekend work and travel; and
 - the leave arrangements incur no cost or liability for the AAT.
52. No allowances are payable during any period of recreational leave taken in association with official travel. During a period of recreational leave, the employee is not covered for workers' compensation purposes.

53. When a traveller extends their trip for private reasons, Travel Allowance will generally cease at 5.00pm on the last day that they are working (or could be earlier), as the traveller is taken to be on private travel after that time. When a traveller arrives early for private reasons, Travel Allowance will generally commence at 8.30 am on the first day that they are working.
54. If a proposal is made to vary official domestic travel, reasons must be provided to the delegate and approval must be obtained at the delegate's discretion.

Accompanied travel

55. The AAT **will not** pay for APS staff relatives accompanying the employee while travelling domestically on official business, unless exceptional circumstances exist. In examining any request for accompanied travel, the authorised delegate should consider whether:
- the travel is absolutely necessary - could video or telephone conferencing be used instead;
 - it is possible for another employee to undertake the travel;
 - the travel could be delayed until such time when the employee can make suitable alternative arrangements; and
 - any representational or other work requirements take place outside normal business hours.
56. Where exceptional circumstances exist, the requesting APS staff should make a submission in writing to the relevant delegate, addressing the points outlined in paragraph 55.
57. It is important that any decision made by the delegate is documented. Where the delegate approves accompanied travel, AAT expenditure is to be limited to economy class travel only, payable only on a reimbursement basis. In such cases, the employee is to make private arrangements for any travel bookings and is not to use the online booking tool.
58. AAT **will not** pay or reimburse accompanying domestic travellers for any costs related to:
- accommodation expenses;
 - meal expenses;
 - insurance cover;
 - incidental expenses; and
 - care costs at the point of destination.
59. Members should refer to the Official Travel by Office Holders determination for guidance on accompanied travel.

Frequent Flyer points

60. Frequent flyer points accrued at the Commonwealth's expense cannot be used for private purposes.

Airline memberships

61. Members and staff may personally meet the cost for an airline membership offered under the Qantas and Virgin Corporate schemes.
62. The AAT will initially pay for the airline membership however will seek reimbursement from Members or staff. Reimbursement of the cost of airline membership can either be paid as an upfront payment or can be salary packaged

63. Membership of a particular airline's lounge should not be a primary consideration when selecting and purchasing flights.

Land transport (including hire cars and private vehicles)

64. Alternative methods of travel may be used according to the circumstances of the situation and subject to approval: for example, the use of a private car, train or bus. This travel must still meet the appropriate requirements of the purchasing guidelines.
65. The AAT's preferred option is to use short-term hire cars or pool vehicles for travel, over the use of a private motor vehicle. Hertz is the WoAG car provider and it is mandatory for hire cars to be arranged through this provider and booked via the QBT portal. When hiring a vehicle, it is important that both the movement requisition number and cost centre are provided.
66. If Hertz is not able to facilitate a booking, a traveller should contact procurement@aat.gov.au.
67. A delegate may approve the use of a private vehicle instead of a short term hire car if the hire car cost is greater than the equivalent motor vehicle allowance payable for that trip. The motor vehicle allowance will be calculated based on the cents per kilometre method published on the ATO website. The motor vehicle allowance payable to the traveller will in turn be the lower of the short term hire car cost compared to the cents per kilometre amount.
68. A delegate may approve the use of a private vehicle if the cost of driving (based on the cents per kilometre method) is cheaper than the lowest practical air fare. Authorisation from the delegate can be given, once it has been determined that use of a private vehicle will:
- result in greater efficiency than air travel;
 - be a reasonably safe means of travel; and
 - involve less expense for the AAT than the cost of a flight or flights.
69. If travel by train or motor vehicle is undertaken because of AAT requirements or because air travel is not available, travel allowance is based on the actual departure and arrival times.
70. Where use of a private vehicle is approved, the vehicle must be comprehensively insured and the driver must provide copies of insurance policies and a current driver's licence to the delegate for review and approval. Copies of these documents must be retained in the business area for audit purposes.
71. The Commonwealth does not:
- provide or carry insurance on private vehicles used for official purposes; or
 - accept any financial liability or loss which may be incurred as a result of an accident, theft or similar adverse event.

Use of taxi/Uber for Business and Cabcharge vouchers

72. Use of public transport from an airport to an AAT place of business (eg Skybus for travellers to Melbourne, Airtrain for travellers to Brisbane, and Airport Link for travellers to Sydney) is preferred, on the principle of obtaining the best value for money. Local travel transport such as Uber for Business, bus fare, train fare and standard airport parking (not Valet parking) can also be utilised for return travel from home to the airport, where the total cost is lower than the taxi fare. Where there are safety concerns, for example travelling outside normal business hours, use of a taxi or Uber may be preferable to public transport.

- 73.** Where taxi services are to be utilised, Cabcharge vouchers can be issued for travel to and from the airport in each city visited. Unused vouchers must be returned to the issuing officer to be properly acquitted and accounted for. In certain cases, if it is deemed by the relevant delegate that a particular member or staff travels often enough to warrant it, they may receive a dedicated Cabcharge FastCard to be used for official business only. In this instance, receipts must still be presented to the issuing officer.
- 74.** Uber for Business should only be used for work-related travel and a traveller can be set up in the AAT account with approval of their line manager.
- 75.** The AAT will not meet the cost of travel to and from a traveller's temporary accommodation and the temporary workplace or hearing venue each day, unless special reasons exist. Members and staff are responsible for their own arrangements for getting to/from work each day, on the basis that incidental expenses will cover any public transport costs. Cabcharge vouchers may not be used for this purpose unless personal safety is a consideration or where public transport is not available or practicable

Coordination of overseas travel

- 76.** All proposed international travel must be approved by the relevant agency head, (ie Registrar or President), Attorney-General or Prime Minister. For any travel by the heads of agencies (ie Registrar or President), the Attorney General's Department should be consulted for approval.
- 77.** International travel will only be approved when it is considered necessary to meet the AAT's objectives, in accordance with WoAG policies.
- 78.** Unless permitted under Remuneration Tribunal determinations travel must be undertaken at premium economy (if available), otherwise business or equivalent class of travel or lower fares.

Costing and allowances

- 79.** The traveller should, with assistance from the AAT's Finance and Business Support Sections:
- cost the trip and obtain necessary approvals prior to making bookings;
 - obtain passports and necessary visas;
 - arrange for foreign exchange currency (if required) and make necessary bookings;
 - fully understand their financial responsibilities to the AAT; and
 - acquit travel related expenses after travel has been completed.
- 80.** The traveller should, with the assistance of the Finance and Business Support Sections, cost the trip for all known parts of the journey, in order to assist the delegate. The costing will include:
- fares;
 - travel allowance (meals and incidentals);
 - accommodation;
 - surface travel (if any);
 - passport and visas (if required).

This costing will form the basis of the approval request and must include all anticipated costs.

- 81.** Where the total estimated cost of overseas travel for all proposed travellers travelling for the same purpose/event is:
- below \$20,000, the Registrar has power to approve the expenditure.

- between \$20,000 and \$50,000, the travel must be approved by the relevant Cabinet Minister.
 - above \$50,000, the relevant Cabinet Minister must consult with the Prime Minister in writing before approval.
- 82.** For the calculation of travel allowance entitlements, there is no travelling time. Travel allowance payments cover the time the traveller arrives and leaves the country of destination.
- 83.** Where an overseas travelling allowance is payable to APS staff, the rates will be in accordance with the rates set by the ATO. Where a traveller is covered by a Remuneration Tribunal determination, the calculation of overseas travel allowance will be in accordance with the determination.
- 84.** Accommodation should be at a standard reasonably equivalent to that provided in Australia. This would normally be expected to be tourist class hotels in single rooms at Government rates. Suites will not normally be approved under Government policy. Exceptions to this rule would occur when:
- tourist class accommodation is difficult to obtain at the destination during the proposed time of travel and the itinerary cannot be altered; or
 - the traveller is attending a conference at a particular hotel and, due to the schedule, it is more efficient to stay at that hotel.
- 85.** The allowance advanced to the traveller may include monies for surface travel. Surface travel is any travel undertaken when overseas - taxi, bus, train and, in some countries where the Travel Agent cannot make bookings, air travel. All surface travel expenditure must be accounted for - receipts should be obtained wherever possible, noting that this may be difficult for small outlays, particularly in non-English speaking countries.
- 86.** Telephone expenses incurred by persons travelling overseas on official business are to be reimbursed to the traveller by the AAT, provided the cost is reasonable.
- 87.** A statutory declaration may be accepted for unreceipted expenditure, provided the travel diary has details of the expenditure and the circumstances surrounding the absence of receipts is justifiable.
- 88.** The Finance Services Section will use the actual exchange rates obtained by the traveller (as noted in the travel diary) when acquitting the trip. If the rates have not been provided, Westpac Bank exchange rates for the appropriate dates will be used.
- 89.** Officials required to travel overseas on official business will be provided with an AGCC (if required) to meet acquittable costs (e.g. accommodation and any unforeseen work related expenses). However, a traveller must not, under any circumstances, use this credit card to obtain a cash advance.
- 90.** The traveller must maintain all required documentation and acquit travel no later than 14 days after completion of travel, by submitting to the Finance Services Section.

Medical expenses

- 91.** Advice on any vaccination requirements should be sought. The government health website provides information on travel vaccinations. Advice may also be sought from a medical practitioner.

92. Members and staff travelling should first claim the cost of the vaccinations from Medicare, then submit the relevant receipts to the Finance Services Section accompanied by an approved claim for payment form, who will arrange reimbursement for the balance.
93. Where a traveller becomes ill while travelling overseas on business, he or she may use his/her corporate credit card to pay for urgent medical or hospital treatment or, where the person pays for treatment, the person will be reimbursed for the cost, subject to satisfactory medical evidence and receipts. Similarly, where a person travelling overseas on official business obtains emergency dental treatment, the person will be reimbursed for the amount by which the cost of the treatment exceeds the cost of the same treatment in Australia.

Other international travellers

94. APS staff travelling on official AAT matters may be eligible to be accompanied by a spouse/partner; such travel must be approved in advance, and any costs to be borne by the AAT must be included in the cost estimate when seeking approval. Justification for accompanied travel will be required as part of the approval process (see clause 55).
95. Spouse/partner-accompanied travel is subject to FBT requirements and must be fully recorded and reported. It is **not** a provision to allow the spouse/partner to take a significantly different itinerary. Members should refer to the Members Handbook as well as to the Remuneration Tribunal Official Travel by Office Holders determination for additional guidelines.

Travel insurance

96. Comcover is the Australian Government's general insurance fund providing insurance coverage for a broad range of insurable risks. All members and staff on work-related domestic travel are covered by Comcare Workers' Compensation and Comcover Insurance.

Domestic cover

97. For members and staff travelling domestically on official business, reimbursement for loss or damage to personal property as a result of the transport taken must be sought from the airline concerned. Where the airline does not admit liability or the individual is still disadvantaged after being reimbursed by the airline, the AAT *may* approve the claim for reimbursement. The delegation for this rests with the Registrar. Claims must be submitted in writing with an approval from the relevant delegate.
98. If members or staff lose personal property whilst working in another office, they are not entitled to reimbursement from the AAT, except under the circumstances as described by Personnel Direction 15, Loss and Damage to Personal Effects or Clothing.
99. Anyone travelling on a flight other than that approved in a movement requisition puts in jeopardy any subsequent claim for compensation and insurance, except where this is out of the traveller's control, for example a cancelled and rescheduled flight.
100. Members and staff are not covered by Comcare or Comcover while on personal travel when it is combined with business travel.

International cover

- 101.** For international travel, advice should be sought from the Finance and/or Business Support Sections to ascertain the current level of health travel insurance for the AAT in the event extra coverage may be required. Comcover has contracted services to provide 24-hour medical and emergency services for Comcover Fund Members while on official travel overseas.
- 102.** Subject to approval, the AAT may reimburse members or staff for loss of luggage and personal effects while travelling overseas on official business.

Attachment A:**Lowest practical fare (LPF) policy booking codes**

No	Booking Code	Map to LPF guidance
1	Lowest fare	This is the cheapest available fare taking into account the 45 minute window.
2	Unsuitable due to time routing, connection or baggage charges	Where the fare selected is not the lowest fare because: <ul style="list-style-type: none"> • it is the most direct route • ensures connections for further flights are met; or • takes into account excess baggage fees.
3	Approval / Entitlement to travel at higher fare class	All air travel should be at the lowest practical fare in economy class unless there is a business case or entitlement to travel outside this policy. In these circumstances, officials are still required to obtain the lowest practical fare within the entitlement.
4	Health issues	Health issues for officers requiring certain facilities. A medical certificate must support usage of this reason code.
5	Personal responsibilities	Impact on personal responsibilities such as family.
6	Require flexibility to change booking	Where flexibility is required for air travel, travellers should consider selecting a semi-flexible Domestic Class 'D' or Domestic Class 'C' fare instead of a fully flexible fare Domestic Class 'A' fare.
7	Outside of LPF Policy	Preference for jets or particular airlines, availability of access to airline lounges, accumulation of airline benefits such as reward or loyalty points.

