

Practical Guide 5

Domestic Travel

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Document Management

Version History

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1 Introduction and scope

- 1.1 This document sets out the Fair Work Ombudsman's (FWO's) policy and provides direction to employees undertaking **domestic** travel on official business and to managers approving that travel. For guidelines concerning international travel, refer to [FWO Practical Guide 9 – Overseas Travel](#).

2 Purpose

- 2.1 This document's purpose is to ensure that employees are not out of pocket for reasonable costs incurred while travelling for work purposes and to ensure that work-related travel delivers the best business outcomes for the agency.

3 Principles

- 3.1 For official travel, the FWO has adopted a cash allowance basis for meals and incidentals for travel requiring an overnight stay.
- 3.2 Where travel is undertaken in a single day travellers may, depending on travel times, be entitled to either an overtime meal allowance of \$20 or may purchase meals. The conditions surrounding this entitlement are found at Clause 20.3 of this policy.
- 3.3 Employees may use their travel card to withdraw meal and incidentals allowances and to pay other travel costs, such as accommodation and transport.
- 3.4 The following principles apply to the undertaking of travel on official business:
- travel should be undertaken when it is the **only*** efficient way to achieve FWO business outcomes (*Note: This is a whole of Government policy);
 - employees will not be out of pocket for the reasonable costs of accommodation, meals, incidentals and other expenses incurred;
 - employees should not gain financially when they undertake travel for official purposes;
 - ***travel expenditure is public expenditure and should always be economic, efficient, ethical, honest and defensible;***
 - in organising and approving business travel, managers shall be flexible in accommodating the needs of individuals and should take into account family responsibilities, personal circumstances and other relevant factors that may affect an employee's ability to travel; and
 - managers must also give consideration to Enterprise Agreements and other workplace agreements, in regard to travel, time off in lieu in respect to travel time, and periods of rest - before, during and after travel.

4 Accountability

- 4.1 Accountability in relation to travel rests with the traveller and the manager approving travel.
- 4.2 Employees who travel and managers approving travel are fully accountable for their official travel activities and related resource usage. All employees must ensure they conduct themselves in accordance with the APS [Code of Conduct and Values](#). Employees must also comply with Section 44 of the [Financial Management and Accountability Act 1997 \(FMA Act\)](#), which requires that public money be spent in an efficient, effective, economical and ethical manner and for purposes that are not inconsistent with the policies of the Commonwealth.

5 Responsibilities, compliance and auditing

- 5.1 The Chief Executive's Instructions cover the principles that apply to the implementation of FWO's corporate governance arrangements. This *Practical Guide* puts these principles into effect in relation to travel.
- 5.2 All employees who travel, process travel, or approve travel are responsible for complying with this policy.
- 5.3 Employees risk misconduct action if they incur expenditure, or commit FWO to future expenditure, that is not in accordance with this policy. Misuse of a FWO travel card may result in the employee being required to reimburse the FWO for inappropriate expenses incurred, and the initiation of misconduct action against the employee. Misuse may also result in referral of the matter to the Director of Public Prosecutions or the Australian Federal Police.
- 5.4 Managers are responsible for ensuring adherence to policies and procedures, and for confirming the appropriateness of any expenditure before approving travel.
- 5.5 All work travel undertaken by FWO employees is subject to scrutiny by Internal Audit and the Australian National Audit Office.

6 No personal advantage

- 6.1 Employees travelling on official business may not use the travel to gain any personal advantage or benefit.
- 6.2 FWO is not to incur accommodation or travel allowances relating to any extension of travel for private purposes (including extensions at either the start or end of the official travel), eg commencing travel on a Saturday, when – for business purposes – there is no reason to commence the travel earlier than Sunday afternoon.
- 6.3 Employees travelling must not voluntarily enter competitions or accept gifts (without prior approval) or winnings where the travel is at the FWO's expense. For gifts and prizes received without prior approval, refer to Practical Guide 8 – [Gifts & Sponsorship](#) for further information.

7 Pre-approval of travel

- 7.1 All travel must be approved in advance. Both the traveller and the travel approver should record any verbal approvals and the traveller should follow-up promptly with the appropriate travel request or amendments.
- 7.2 It is important that dates of departure and return are accurately recorded in travel requests as these are the basis on which travel expenses are approved.
- 7.3 SES employees are to seek approval from their senior SES manager or a nominated officer. Non-SES employees are to seek approval from their manager; approving managers must be at the level of EL 1 or above.
- 7.4 Employees are to submit a travel request via the Connect Travel system, accessed through their Connect Employee portal.
- 7.5 Requests to exceed daily travel caps must be approved prior to travel and recorded as an estimate in the Connect Travel system.
- 7.6 The exception to pre-approval of travel expenditure relates to Non-SES staff whose deemed return time (see Clause 21 – ie the estimated time the staff member would have arrived back at their home office (as if the traveller had been required to return there) is after 7pm following a trip that involves an overnight stay. Where this occurs due to delays in flights or other unforeseen circumstances, staff may submit amended travel requests within 24 hours of the completion of the travel.

8 Contractors

- 8.1 Travel by Contractors on FWO business, and associated travel expenses or reimbursements, will generally be covered by the terms of the contract between FWO and the Contractor. This policy should be used as the basis of payments agreed under the contract (eg best economy airfare of the day and Non-SES rates for accommodation, meals and incidentals). Where such travel is not covered by a contract, any travel and associated travel expenses or reimbursements are subject to approval by the appropriate FWO manager.
- 8.2 Travel costs of Contractors on FWO business should generally be based on actual costs incurred. Generally, Contractors should book and pay for travel and associated costs in accordance with this policy as it applies to Non-SES officers and invoice the FWO. The FWO manager should supply the Contractor with a copy of this policy and identify the applicable travel mode, accommodation, meal and other allowances applicable to the planned travel.
- 8.3 If further clarification or advice is required regarding proposed travel arrangements for particular Contractors, the FWO manager should contact the Finance and Reporting Branch – see contact officers in Clause 34 of this policy.

9 Travel cards

- 9.1 FWO operates two main types of credit card; Travel cards and Purchasing cards. (See also [FWO Practical Guide 4 – Credit Cards](#).) **Travel cards are only to be used for incurring expenses directly related to official business travel**; general purpose items are not to be purchased using travel cards. Travel cards are identifiable by the GOVERNMENT USE ONLY embossed on the card.
- 9.2 Employees who are, or may be, required to undertake work-related travel will ([on approval](#)) be provided with a travel card to meet all reasonable travel expenses.
- 9.3 If a FWO officer does not have a travel card (for instance they have recently joined the organisation and have yet to be issued with a card) the officer's manager may approve travel costs being charged to another FWO officer's travel card.
- 9.4 It is intended that the travel card be used to pay for air travel, accommodation, land transport and other travel related expenditure, and to [withdraw cash](#), eg for meal and incidentals allowances.
- 9.5 The FWO travel card is a sole liability card, which means that FWO is solely responsible for expenditure on the card.

10 Obtaining a travel card

- 10.1 To apply for a travel card an employee must obtain the written authorisation of their SES or EL2 manager through the FWO Request system. Once approval is given, card issue usually takes around ten working days.
- 10.2 Cards will be registered by Finance, but will need to be activated by the employee. Following activation, the employee should send an email to [FWO – Travel Queries](#) advising of receipt and activation.

11 Travel card - terms of issue

- 11.1 A travel card is issued on the following terms and conditions:
- the card must be used in accordance with cardholder agreements, any specific employment conditions and this document;

- cardholders must not record the card's PIN on any article carried with the travel card or on any article that is susceptible to loss or theft at the same time as the card;
- cards **must not be used for personal expenditure under any circumstances** (employees who use their card for personal expenditure may face misconduct action and/or criminal proceedings. A proven breach of the Code of Conduct can result in termination of employment);
- cards must be used for travel expenses only and are not to be used for general purchasing;
- travel cards must not be used to purchase goods or services for anyone else, except that:
 - where it is efficient to share a cab, FWO employees may charge expenses to one card provided it is reasonable to do so (eg for taxi fares or where bills cannot be split), this should be noted by the card holder for audit purposes;
 - a cardholder's manager may approve the use of the travel card to book fares and accommodation for other departmental travellers (eg where there is a demonstrable financial benefit to the FWO through bulk discounts, where the other departmental traveller is new to the organisation and is yet to be issued with a travel card, or to support the business of the FWO);
 - to purchase a gift or meal, subject to Manager approval, in line with Clause 18 Non-commercial/private accommodation
- misuse of the card may lead to misconduct action against the cardholder and referral to the Director of Public Prosecutions;
- employees are required to acquit ([refer Clause 14](#)) their travel card transactions by the 15th of each month through the Connect Travel system;
- managers approving travel expenses are to ensure that the expenditure relates to travel that was approved in advance, cash withdrawals for meals & incidentals allowances do not exceed the trip estimate and the costs are reasonable; and
- cardholders must surrender their cards to the Finance and Reporting Branch if they are ceasing employment with the FWO or if they will be absent for three or more months.

12 Withdrawing cash for travel allowances

- 12.1 Cardholders may use their travel card to withdraw their travel allowances (ie [allowances for meals and incidentals](#), or the \$20 [part-day overtime meal allowance](#)) from Automatic Teller Machines (ATMs) using their allocated PIN or over the counter at any Travelex or Australia Post outlet. Withdrawals of cash for travel allowances must not exceed the value of allowances approved for the particular travel.
- 12.2 It is expected that withdrawals will be made immediately before or during the period of travel. Should circumstances prevent this, any withdrawal must be made no later than seven calendar days after completion of the trip; otherwise, the traveller must request CFO approval to withdraw allowances for the travel.
- 12.3 Employees must not withdraw cash for [personal use](#), ie for purposes other than those outlined in this policy.
- 12.4 When withdrawing cash for the purposes outlined in this policy, the cardholder must select the 'Credit' option or button on the ATM to withdraw the cash. The cardholder

must also select the 'Transaction Record' option and retain the transaction record (ATM receipt) which is to be provided with the monthly travel expenditure reconciliation.

- 12.5 If an adjustment to meals/incidental allowances is required due to commercial accommodation costing more than the accommodation component in the daily cap (see Clause 17.4), travellers can arrange an over the counter withdrawal at an Australia Post or Travelex outlet of their adjusted allowance. This will overcome problems with ATMs dispensing \$50 and \$20 notes only.

13 Travel expenditure not charged to the travel card

- 13.1 In the rare circumstances where a travel card cannot be used to pay travel expenses, the traveller should use a personal credit card to pay for the service and seek Staff Reimbursement. Reimbursements are processed promptly.
- 13.2 In exceptional circumstances, the traveller's manager may approve a cash withdrawal to meet travel expenses.
- 13.3 In these instances, travellers are to obtain tax invoices and receipts and confirm that the costs incurred were for official purposes and in accordance with this policy. Any excess cash from a cash withdrawal is to be repaid to the FWO within 14 calendar days of completion of the official travel.

14 Acquittal of travel card expenditure

- 14.1 Acquittal refers to the process of checking credit card transactions against receipts/invoices, allocating them to approved trips and submitting the reconciliation for approval.
- 14.2 The process for acquittal of travel card expenditure is as follows:
- for **all travel card purchases and ATM withdrawals**, travellers should retain sufficient documentation to acquit their travel expenditure and identify disputed transactions;
 - travellers are **not** required to obtain documentation showing how allowances (ie for meals, incidentals, and part-day travel) were spent. ATM receipts are the only document required to enable acquittal of the cash withdrawal;
 - receipts, invoices & ATM records should be retained by the traveller for 18 months and be available for review by their manager, the Finance and Reporting Branch or Internal Audit.
 - by COB 15th of the month following travel, travellers must acquit their travel costs online through the Connect Travel system. However, travel card transactions will be uploaded to Connect daily and therefore acquittal can be progressed throughout the month and submitted for approval after month end;
 - managers are to implement appropriate processes for the review of supporting documentation to ensure that expenditure relates to travel that was approved in advance, cash withdrawals for meals and incidentals allowances do not exceed the trip estimate and the costs are reasonable;
 - managers authorised to approve travel expenses (within financial delegation limits) are as follows:
 - EL1 level managers, for travellers up to and including APS6 level;
 - EL2 level managers, for travellers up to and including EL1 level;
 - SES level managers, for travellers up to and including EL 2 level and SES staff who are direct reports of the relevant SES manager;

- the Chief Financial Officer, for SES travellers who report to the Fair Work Ombudsman and for travel of the Fair Work Ombudsman; and
- the Fair Work Ombudsman (or such SES officer as the Fair Work Ombudsman refers the documentation), for the Chief Financial Officer's travel.

15 Lost or stolen cards – cardholder responsibilities

- 15.1 Cardholders are responsible for the safe custody of their travel card at all times. If a card is lost or stolen, the cardholder must immediately notify the travel card provider on 1800 105 660. Cardholders must also notify their manager and the FWO Finance and Reporting Branch (who may be advised by email to the [FWO-Travel Queries](#) mailbox).

16 Forgotten PIN

- 16.1 If a cardholder has forgotten their PIN they should contact the Diners Club Customer Service Team on 1800 105 660.

17 Daily cap - for official travel involving an overnight stay

- 17.1 Current indicative daily caps are listed in Attachment A (and are also available in the [FWO Finance Guides](#) on the [Intranet](#)). The Finance and Reporting Branch updates the caps each year. The actual travel cap that applies to a traveller comprises an accommodation component and a daily allowance for meals/ incidentals.
- 17.2 The daily cap is the amount of daily expenditure ordinarily expected to be incurred (due to the travel) for accommodation (exclusive of credit card surcharges, but inclusive of booking fees, etc), meals and incidental personal costs (such as toiletries, newspapers and laundry). It **excludes** costs that may be charged to the travel card - where possible - such as transport costs (including taxis, airport shuttles, coaches, public transport and parking), internet costs (to access the FWO's network or email) and costs of business phone calls. The cap also **excludes** ATM withdrawal fees.
- 17.3 Expenditure incurred by employees undertaking work-related travel is expected to remain within the daily cap. A request to incur expenditure in excess of the daily cap is to be submitted for approval prior to the travel occurring. Any unexpected excess must be approved in writing at the earliest opportunity (eg by email or via a Connect Travel System amendment). This particularly applies to Non-SES staff who unexpectedly have a deemed return time (see Clause 21) after 7pm following a trip that involves an overnight stay.
- 17.4 If a traveller elects to stay at commercial accommodation that costs more than the accommodation component of the daily cap, the traveller's meal and incidental allowances are **not** automatically reduced by the excess cost in the Connect Travel System. Managers approving travel have discretion to allow such a reduction and/or to approve a higher accommodation component of the daily cap. If a reduction to the traveller's meal and incidental allowance is to apply, the traveller must withdraw the reduced amount in cash from an ATM and note the reduction in the comment field during [acquittal](#). Managers should not approve excessive costs, at the same time they must have regard to the FWO's WHS responsibilities and ensure that staff have appropriate allowances for meals (ie sustenance) while the traveller is on official FWO business.
- 17.5 In determining any excess over the daily cap, accommodation costs are to be determined specific to each place of accommodation and are not to be averaged over **different places** (if applicable) that the traveller stays at during a period of travel.

- 17.6 If a traveller utilises commercial accommodation that costs less than the amount factored into the daily cap, the traveller is **not permitted** to receive the difference as an increase to their total meals and incidentals allowance.
- 17.7 The amount of the indicative daily cap is dependent on the travel destination. There are three categories:
- capital cities,
 - high cost country centres, and
 - all other remaining country centres.

18 Non-commercial/private accommodation

- 18.1 Where the employee chooses to stay in non-commercial/private accommodation (such as with family or friends), no accommodation expenses will be paid by the FWO. Unadjusted meal and incidental allowances still apply.
- 18.2 Further to this, managers may approve an amount not exceeding **\$60.00 per trip** as acknowledgement of the accommodation provided. This amount can be spent on taking the host(s) to dinner, or to purchase the host(s) a gift. The \$60.00 is not to be passed on to the host(s) as a cash payment. Managers have discretion to increase this amount if deemed appropriate. Employees must retain tax invoices and receipts for such expenditure and forward these to their approving manager for review.
- 18.3 In general, employees are to meet their own costs for any personal travel (eg taxi fares), including to and from non-commercial accommodation, restaurants and places of entertainment. The traveller's manager has discretion to approve transport costs between non-commercial accommodation, airports and other locations, provided there is no additional overall cost to the FWO over that which would be reasonable if the traveller stayed in commercial accommodation.

19 Meals and incidentals component of the indicative daily cap

- 19.1 A daily allowance is payable for every night spent away from the staff member's home city.
- 19.2 From 1 September 2012, the following meals and incidentals allowances can be claimed by travellers:

Number of nights away:				
	1	2	3	4
Non-SES officers	\$160	\$280	\$400	\$520
SES officers	\$160	\$280	\$400	\$520

The amounts in the above table only relate to meals and incidental allowances. Total daily caps, including accommodation allowances, are shown in Attachment A. The CFO will determine the allowance for travellers required to be away from home for more than 4 nights. In these cases the traveller should request an estimate by sending an email to [FWO – Travel Queries](#).

- 19.3 An additional \$40 dinner allowance is payable for Non-SES staff whose deemed return time (see Clause 21) is after 7pm following a trip that involves an overnight stay.
- 19.4 Daily allowances for meals and incidentals must be adjusted to take into account any meals provided as part of the travel arrangements. For example, meals provided as part of accommodation, conferences or training. If a conference or course includes

lunch the meals and incidentals allowance is reduced by \$20 and by \$40 if dinner is provided.

- 19.5 The reference to meals in Clause 19.4 **excludes** complimentary food and drink provided on domestic flights. Receiving complimentary food or drink on domestic flights does **not** reduce a traveller's entitlement to meal allowances.
- 19.6 In summary, travel allowances for meals and incidentals are reduced for meals provided, and for any [excess accommodation cost](#) over the [approved accommodation component](#) of the daily cap.
- 19.7 In exceptional circumstances, managers may approve a higher meal cost than that provided in the daily cap. In such cases, the traveller must charge the cost to their Diners Club travel card and obtain a tax invoice for the expense. The meal is to be treated as a [meal provided \(as per Clause 19.4, above\)](#), for which the traveller receives **no** meal allowance. Examples of exceptional circumstances include:
- a business requirement that the traveller stay at a particular place of accommodation that offers no reasonable meals within the value of the relevant allowance, and it is unreasonable to expect the traveller to travel to the nearest place that offers meals within the cap; or
 - as part of official travel, the traveller is required to attend a business luncheon (or dinner) where the traveller is unable to obtain a meal within the \$20 lunch (or \$40 dinner) allowance.

20 Travel not involving an overnight stay

- 20.1 The FWO will meet all reasonable costs associated with travel not involving an overnight stay.
- 20.2 The travel card is the principal payment method for meeting such expenditure and is intended to cover items such as taxi fares, parking and similar minor out of pocket expenses. In cases where employees use their own cash for payment of small expenses such as bus fares, receipts should be obtained wherever possible and reimbursement sought via the Reimbursement request system on the intranet.
- 20.3 Clause 72 of the [2011-2014 FWO Enterprise Agreement](#) provides travellers with two options to cover their out of pocket meal expenses where an employee's manager has approved part-day travel and either the deemed departure time is before 7.00am or the deemed return time is after 7.00pm. SES employees are not covered by the Enterprise Agreement and are not entitled to part-day travel allowances on any occasion.
- 20.3.1 Option 1: an entitlement to an overtime meal allowance of \$20. This allowance can be withdrawn as cash from an ATM and is a maximum of \$20 per day and is not doubled if the traveller both departs before 7.00am and returns after 7.00pm. See also [Attachment B](#).
- 20.3.2 Option 2: the traveller may use their travel card to purchase meals (breakfast, lunch and/or dinner) for which the staff member is away from the home locality to the value of those rates specified below:

Meal	Maximum Allowance (\$)
Breakfast	\$20.00
Lunch	\$20.00
Dinner	\$40.00

- 20.3.3 If Option 2 is chosen by the traveller, each meal purchased must be accompanied by a tax invoice and the expenditure must be included in the monthly travel [acquittal](#) against the relevant trip.
- 20.4 The departure and return times are determined in accordance with the “[deemed times](#)” outlined in Clause 21, below (see also Attachment C).

21 ‘Deemed’ travel time, flextime and time off in lieu (TOIL)

21.1 FWO employee travel time is deemed to commence and end at the traveller’s home FWO office. [Deemed departure](#) is the estimated time the employee would have had to leave their home office to commence the travel (as if the traveller had actually left from there). [Deemed return](#) is the estimated time the employee would have arrived back at their home office (as if the traveller had been required to return there).

21.2 The following table indicates the application of ‘Deemed’ travel time:

	Mode of Transport	Deemed Departure Time	Deemed Arrival Time
Capital City Office	Flights	75 minutes before scheduled time of departure	45 minutes after actual time of arrival
	Other	Time departing home office (assuming this was required)	Time returning to home office (assuming this was required)
Regional Office	Flights	Time departing home office (assuming this was required)	Time returning to home office (assuming this was required)
	Other	Time departing home office (assuming this was required)	Time returning to home office (assuming this was required)

If a traveller or their manager has any queries regarding the practical application of ‘Deemed’ travel times they should contact the FWO finance officers listed in Clause 34.

- 21.3 If official travel is combined with private travel, the deemed departure or return times are the estimated times that would have applied for the period of official travel only.
- 21.4 Prior to travelling, employees should agree with their manager their proposed work, TOIL and flex arrangements. The *2011-2014 FWO Enterprise Agreement* (“the Agreement”) provides that “travel, where possible, should be undertaken during the **normal bandwidth...**” (ie 7am to 7pm, Monday to Friday, unless otherwise approved). Travel outside the bandwidth would ordinarily be approved only following consideration of the traveller’s personal preferences and circumstances, while having regard to FWO business requirements.
- 21.5 Clause 71 of the Agreement states “If the manager and employee agree that the travel is to be undertaken outside the normal bandwidth, **TOIL will be granted** to the

employee at ordinary time rates. If the employee is **directed** to undertake travel outside the normal bandwidth, TOIL will be granted to the employee at overtime rates.” Travel, for this purpose, relates only to the time spent **travelling to/from locations**¹ outside the bandwidth.

- 21.6 TOIL calculations for Executive Level employees must give consideration to the provisions of Clauses 116 to 119 of the Agreement.
- 21.7 When agreeing the amount of TOIL, managers are to give consideration to the personal preferences of the traveller, and the amount of down time involved in travelling. As per the Agreement, it is expected that the amount of TOIL to be granted will be agreed prior to the travel occurring as part of the normal approval process. If TOIL is **not** being requested (or approved) for travel outside of the bandwidth this should be clearly stated in the travel approval.
- 21.8 Overtime will not normally be approved for periods of travel.

22 Other costs arising from travel

- 22.1 Where an employee incurs additional personal expenses as a result of undertaking work related travel, the manager may approve the reimbursement of reasonable expenses. These expenses might include additional family care costs arising from the employee being absent overnight, or the costs of placing pets in boarding facilities. Reimbursement will be dependent upon the provision of tax invoices and receipts by the employee, and will be net of any applicable government assistance.

23 Making travel arrangements

- 23.1 All travel arrangements are to be made in the most cost effective way. Carlson Wagonlit is the FWO’s contracted travel provider and all travellers are required to complete an FWO/DEEWR [travel profile form online](#) with Carlson Wagonlit. It is recommended that travellers make all bookings via [Carlson Wagonlit](#). All bookings for air travel **must** be made through Carlson Wagonlit, while all accommodation and car hire arrangements **may** either be made through Carlson Wagonlit or directly by staff. However, if booked through Carlson Wagonlit, any variations to travel arrangements can be made with one call.
- 23.2 Carlson Wagonlit has recently introduced an on-line booking tool, details of which are outlined in Attachment D. On-line booking provides a convenient means of arranging travel, clearly indicates the service that is the lowest practical fare and attracts a lower booking fee than telephone/ e-mail bookings. The on-line booking tool can be used for air travel, accommodation and car rental.

24 Air travel

- 24.1 All domestic travel flight bookings must be made through [Carlson Wagonlit](#). Consistent with government policy as outlined in [Attachment E](#), all FWO employees should purchase the lowest practical fare (LPF).
- 24.2 The on-line booking tool provided by Carlson Wagonlit should be used – see Clause 23.2 above. For bookings made via telephone/ e-mail, Carlson Wagonlit will offer FWO travellers the LPF, and will also advise other available options. If the FWO traveller rejects the LPF, Carlson Wagonlit is contractually obliged to ask the traveller for the reason and to report that reason to the FWO.
- 24.3 SES Staff must travel economy, except where the flight time exceeds 3 hours, or the Chief Executive deems otherwise.

¹ TOIL provisions relate only to time spent travelling to/from locations; time spent on location is subject to [normal working arrangements](#).

25 Accommodation

- 25.1 Accommodation for official travel must be booked through [AOT Hotels](#), selecting accommodation having regard to the relevant indicative daily cap and other requirements, such as proximity to place of business and additional travel costs for more distant accommodation.
- 25.2 Where the AOT Hotels portal does not identify suitable accommodation within cap, the traveller should contact the AOT Hotels call centre and request they arrange a booking at a suitable hotel. Staff are not permitted to book accommodation directly with the hotel or through other providers.
- 25.3 The selection of accommodation must be consistent with the principle of reasonable cost that underpins the FWO travel policy.
- 25.4 AOT Hotels will charge the travellers Diners Club card. Diners Club surcharges are excluded from the cap, however, AOT's booking fee is included. These fees will be automatically calculated and reflected in the hotel costs on the AOT website.

26 Loyalty schemes, benefits and airport lounge memberships

- 26.1 Where, as a result of having undertaken official travel, bonus points (and/or other benefits) accrue or are awarded to employees under airline or other loyalty schemes, these points must not be used for private purposes. Staff are responsible for keeping account of which points are work related and those that have been accrued by personal means.
- 26.2 For employees who fly regularly on official business (eg eighteen or more business trips in a twelve month period), airline lounge membership may be approved. SES officers may authorise payment for any joining and/or annual fees associated with lounge membership for their staff. The FWO is party to DEEWR's Qantas Club corporate membership, for which the membership number 2174383 should be quoted to get the corporate rate.
- 26.3 Employees may also choose to join airline lounge memberships at their own expense at the reduced corporate rates.

27 Use of public transport

- 27.1 Employees are encouraged to use public transport where this is cost effective, taking into account travel times, service frequency and proximity of final destination. FWO will meet such costs of official travel. Employees using public transport may either pay these costs by travel card or claim reimbursement, upon presentation of a valid ticket, through Staff Reimbursement.

28 Car with driver (taxis, etc)

- 28.1 Taxis are the normal standard for cars with driver service. Private hire cars should not be used except:
- where the use is consistent with the efficient, effective and ethical use of Commonwealth resources;
 - where carbon neutral or significantly reduced CO₂ options are to be used; or
 - in exceptional circumstances.
- 28.2 Subject to the provisions of Clause 27 – [Use of public transport](#), the FWO will meet the cost of taxis hired in the course of official travel, including attendance at business appointments or other business journeys within the home office location of the

employee. Travel cards are to be used for all taxi expenditure, or if a travel card is not available, a Cabcharge voucher may be used.

- 28.3 This policy does **not** address non-business travel, such as the safe transport of staff to/from home for work outside of the [normal bandwidth](#), which is provided for in the [FWO \(HR\) Working Arrangements Guide](#).
- 28.4 A Local Taxi Request must be raised for all taxi travel within the home office location. Where the cost is expected to exceed \$50 the request must be raised in advance. For trips expected to cost less than \$50, the request must be raised on return to the office. Travellers are to provide sufficient information with the [acquittal](#) to identify the purpose of each trip and managers are to satisfy themselves that the trips made were for legitimate business purposes.
- 28.5 During official travel, taxis should only be used for official purposes, such as travel to and from the airport on the day of travel and from FWO offices to other work related locations. Taxis may also be used to travel between commercial accommodation and work locations at a temporary station when such use represents efficient use of public money. Expenditure on taxis is not included in the indicative daily cap.
- 28.6 Employees are to meet their own costs for any personal travel, eg to/from non-commercial accommodation, restaurants and places of entertainment. (See [Clause 18 - Non-commercial/private accommodation](#).)

29 Self-drive vehicles and safe driving

- 29.1 Self-drive vehicles include FWO pool vehicles, rental vehicles and private vehicles. In all cases, employees are required to comply with [FWO Practical Guide 15 – Vehicle Usage](#). Drivers of FWO vehicles must also comply with the requirements of the [Fleet Management Practical Guide](#), which provides useful guidance for all drivers.
- 29.2 Drivers undertaking long-distance trips, whether by rental vehicle or their own car, should ensure that they take rest breaks and other precautions to avoid driver fatigue. Other requirements related to safe driving are outlined in [FWO Practical Guide 15 – Vehicle Usage](#).

30 Rental vehicles

- 30.1 Rental cars may be used as a cost-effective alternative to taxi travel:
- within a metropolitan area,
 - to/from airports, or
 - when air travel is not feasible.
- 30.2 Rental costs are to be charged to the travel card. Payment of ancillary costs such as petrol and parking fees should also be by travel card, where practicable.
- 30.3 After the traveller has provided details of proposed arrangements to the relevant manager and obtained approval, the traveller may arrange vehicle hire either by booking through Carlson Wagonlit or by booking directly with the hiring organisation.
- 30.4 Close attention is to be paid to vehicle collection and return times, so as to minimise total hire charges.

31 Use of private vehicles

- 31.1 In general, private vehicles are not to be used for official travel except where alternative transport, including air, car rental, coach or train, is either not available or not operationally efficient. On those occasions when the use of a motor vehicle is deemed necessary, the use of a rental vehicle should be considered as the preferred option.

Approval for employees to use their own motor vehicles will only be given if the use of the vehicle would result in greater efficiency.

- 31.2 Where approved to use a private vehicle, an employee will be entitled to receive a motor vehicle allowance (MVA) at the rate provided in the Enterprise Agreement (currently 76 cents per kilometre) or such other workplace arrangement as is in force; except that if a private vehicle is used instead of the most efficient means of travel (as determined by the FWO), the MVA will not exceed the cost of the most efficient means of travel (minus GST and other taxes).
- 31.3 Payment of the motor vehicle allowance may be arranged through the [FWO Request System](#) (using a Staff Reimbursement form).
- 31.4 Where private vehicle use is approved, the Commonwealth does not accept responsibility for any financial liability or loss which may arise from events such as an accident or mechanical failure. As the Commonwealth does not provide or carry insurance on private vehicles used for official purposes, the traveller's manager must be satisfied that the driver is licensed and that comprehensive insurance cover is in place before approving the use of the vehicle. Insurance details should be recorded for every use of private vehicles for official purposes.
- 31.5 When using Commonwealth or rental vehicles, employees are not entitled to receive a motor vehicle allowance.
- 31.6 If an individual proposes to use a private vehicle for travel to/from an airport, this must be approved in advance, in accordance with the provisions of this Clause and include consideration of FWO reimbursement of parking costs.

32 Cabcharge

- 32.1 Cabcharge vouchers (and cards) are not commonly used in FWO, but are an option when the use of a travel card is not practicable or appropriate. Officers issuing Cabcharge vouchers are to advise recipients that:
- vouchers are accountable forms (like a Bank Cheque) and use is limited to official FWO travel only, and
 - the recipient is responsible for its safe custody and efficient use.
- 32.2 Cabcharge users are to ensure all trip details including date, times and amount are clearly recorded on the transaction slip. Blank or incomplete transaction slips must never be signed. Cabcharge users are liable for charges where they have signed for the journey without completing journey details.
- 32.3 Cabcharge cards may only be issued to FWO employees and Contractors whose travel arrangements have been approved by their FWO manager, and are for use by only the person to whom the card is issued.

33 Further references and useful information

APS Code of Conduct - Public Service Act 1999, Section 13 ([Comlaw website](#)). See also the [APS Values on the APSC website](#))

[Attorney-General's Department, Commonwealth Fraud Control Guidelines \(Mar, 2011\)](#)

[Australian National Audit Office \(ANAO\) - Better Practice Guide - Public Sector Travel \(December 1997\)](#)

[Department of Finance and Deregulation, Commonwealth Procurement Rules \(2012\)](#)

[Finance Circular 2009/10 – Use of the Lowest Practical Fare for Official Domestic Air Travel](#)

[Whole of Australian Government Phase 2 Travel Arrangements Implementation](#)

[FWO Chief Executive Instructions](#)

[FWO \(Finance\) *Fleet Management Practical Guide*](#)

[FWO \(Finance\) *Practical Guide 4 – Credit Cards*](#)

[FWO \(Finance\) *Practical Guide 8 - Gifts*](#)

[FWO \(Finance\) *Practical Guide 15 – Vehicle Usage*](#)

[FWO 2011-14 Enterprise Agreement](#)

[FWO \(HR\) *Working Arrangements Guide*](#)

34 Contacts

Name	Function	Contact Details
Carlson Wagonlit	Bookings for: - accommodation (at Australian Government rates); - air travel (including excess baggage); - bus travel, rail travel and sea travel; - charter travel; - group travel and conference arrangements; - hire car with driver; and - short-term self-drive rental vehicles.	Carlson Wagonlit On-line Bookings DEEWR Travel Centre 1300 550 318 or 08 8217 7782 Domestic Travel: woagdom.adl.au@contactcwt.com International Travel: woagint.adl.au@contactcwt.com After Hours Emergency Travel Service Weekdays: 6pm – 8am Weekends 24hours Within Australia: 1300 302 578 Overseas: +61 (0) 2 8268 7690 Fax: +61 (0) 2 8323 4687
Diners	- Lost or stolen cards	1800 105 660 (24x7) From Overseas: (02) 8643 2210
FWO Finance	Financial policy, including travel policy and financial delegations	Either: Mark Scully, CFO [03] 8509 3018, (ext 33018), Russell Thackeray [03] 9954 2644 (ext 32644) or Ly Hoang [02] 9246 0721 (ext 20721)
FWO Finance	- New travel card applications - Travel card limit increases	Either: Russell Thackeray [003] 9954 2644 (ext 32644) or Virginia Veenstra [03] 9603 0915 (ext 30915), or FWO - Travel Queries
FWO Finance	General travel enquiries	FWO - Travel Queries

Attachment A: Daily Travel Caps

FAIR WORK OMBUDSMAN
Daily Travel Caps – 2012/13

Non-SES (\$)	Accom	Meals & Incid	Total 1 Night	Accom	Meals & Incid	Total 2 Nights	Accom	Meals & Incid	Total 3 Nights	Accom	Meals & Incid	Total 4 Nights
Adelaide	157	160	317	314	280	594	471	400	871	628	520	1148
Brisbane	201	160	361	402	280	682	603	400	1003	804	520	1324
Canberra	168	160	328	336	280	616	504	400	904	672	520	1192
Darwin	202	160	362	404	280	684	606	400	1006	808	520	1328
Hobart	176	160	336	352	280	632	528	400	928	704	520	1224
Melbourne	173	160	333	346	280	626	519	400	919	692	520	1212
Perth	233	160	393	466	280	746	699	400	1099	932	520	1452
Sydney	183	160	343	366	280	646	549	400	949	732	520	1252
Tier 2 Country Centres (refer below)	152	160	312	304	280	584	456	400	856	608	520	1128
Country- other than High Cost or Tier 2 Country Centres (below)	127	160	287	254	280	534	381	400	781	508	520	1028
<u>High Cost Country Centres</u>												
Albany (WA)	179	160	339	358	280	638	537	400	937	716	520	1236
Alice Springs (NT)	150	160	310	300	280	580	450	400	850	600	520	1120
Bourke (NSW)	165	160	325	330	280	610	495	400	895	660	520	1180
Bright (VIC)	136	160	296	272	280	552	408	400	808	544	520	1064
Broome (WA)	233	160	393	466	280	746	699	400	1099	932	520	1452
Bunbury (WA)	155	160	315	310	280	590	465	400	865	620	520	1140
Burnie (TAS)	135	160	295	270	280	550	405	400	805	540	520	1060
Cairns (QLD)	140	160	300	280	280	560	420	400	820	560	520	1080
Carnarvon (WA)	151	160	311	302	280	582	453	400	853	604	520	1124
Castlemaine (VIC)	133	160	293	266	280	546	399	400	799	532	520	1052
Chinchilla (QLD)	143	160	303	286	280	566	429	400	829	572	520	1092
Christmas Island (WA)	150	160	310	300	280	580	450	400	850	600	520	1120

FAIR WORK OMBUDSMAN
Daily Travel Caps – 2012/13

SES (\$)	Accom	Meals & Incid	Total 1 Night	Accom	Meals & Incid	Total 2 Nights	Accom	Meals & Incid	Total 3 Nights	Accom	Meals & Incid	Total 4 Nights
Adelaide	209	160	369	418	280	698	627	400	1027	836	520	1356
Brisbane	252	160	412	504	280	784	756	400	1156	1008	520	1528
Canberra	246	160	406	492	280	772	738	400	1138	984	520	1504
Darwin	284	160	444	568	280	848	852	400	1252	1136	520	1656
Hobart	195	160	355	390	280	670	585	400	985	780	520	1300
Melbourne	265	160	425	530	280	810	795	400	1195	1060	520	1580
Perth	326	160	486	652	280	932	978	400	1378	1304	520	1824
Sydney	265	160	425	530	280	810	795	400	1195	1060	520	1580
Country- other than High Cost Country Centres (below)	190	160	350	380	280	660	570	400	970	760	520	1280
<u>High Cost Country Centres</u>												
Albany (WA)	190	160	350	380	280	660	570	400	970	760	520	1280
Alice Springs (NT)	190	160	350	380	280	660	570	400	970	760	520	1280
Bourke (NSW)	190	160	350	380	280	660	570	400	970	760	520	1280
Bright (VIC)	190	160	350	380	280	660	570	400	970	760	520	1280
Broome (WA)	233	160	393	466	280	746	699	400	1099	932	520	1452
Bunbury (WA)	190	160	350	380	280	660	570	400	970	760	520	1280
Burnie (TAS)	190	160	350	380	280	660	570	400	970	760	520	1280
Cairns (QLD)	190	160	350	380	280	660	570	400	970	760	520 ²¹	1280
Carnarvon (WA)	190	160	350	380	280	660	570	400	970	760	520	1280
Castlemaine (VIC)	190	160	350	380	280	660	570	400	970	760	520	1280
Chinchilla (QLD)	190	160	350	380	280	660	570	400	970	760	520	1280

Attachment B: [Part-day allowance](#) – determining the entitlement

This is an overtime meal allowance for the purposes of Tax legislation, it is the allowance provided for in clause 72a of the FWO 2011-14 Enterprise Agreement, which states: "Where an employee is required to undertake travel for less than one day, but commences before 7am or concludes after 7pm, in the State where they work, they;

a. will be eligible for a cash payment of \$20 per day;"

(Refer Attachment E Clause 72 b of the FWO 2011-14 Enterprise Agreement)

Entitlements for Day of Travel (Using local time of home office)	Part-Day Allowance	Total
Deemed departure from home office is: Before 7.00am AND / OR Deemed return to home office is: 7.00pm or after	Yes	\$20
Deemed departure from home office is: After 7.00am AND Deemed return to home office is: Before 7.00pm	No	\$0

'Home office' is the person's usual work location, or base.

'[Deemed departure](#) from home office' is the time the employee would have had to leave the office to commence the travel.

'[Deemed return](#) to home office' is the time the employee would have arrived back at the office if the travel had ended there.

See also Section 21 of this policy.

Examples of applying part-day allowance policy

Scenario 1 – Deemed departure/return does not require actual travel from/to [home office](#)

My home office is in Brisbane. I catch a 7.40am flight to Sydney for a one day course, and my return flight arrives back in Brisbane at 6.40pm. Although I had travelled from home, I estimate that to leave my home office in time to check in for my flight, I would have had to leave the office by 6.25am. I also estimate that if I had returned directly to my home office, I would have arrived at 7.25pm. Therefore, my deemed departure from – and return to - the home office are 6.25am and 7.25pm respectively, ie before 7.00am and after 7.00pm. I am entitled to a \$20 part-day allowance. [Note: Eligibility for the \$20 allowance only requires that the travel EITHER commence before 7.00am OR conclude after 7.00pm. In this scenario both occurred and the allowance remains \$20.]

Scenario 2 – Departure and return times are based on the timezone of the [home office](#)

I fly from Adelaide to Melbourne for a meeting and I return the same day. My deemed departure from – and return to - my home office are 7.30am and 6.45pm. Because this period commences after 7.00am and before 7.00pm, I am **not** entitled to a part-day allowance.

Attachment C: Calculating meal entitlements for part-day travel where cash allowance is **NOT** taken

This is an actual costs travel expense and is the entitlement referred to in Clause 72b of the FWO 2011-14 Enterprise Agreement which states: "Where an employee is required to undertake travel for less than one day, but commences before 7am or concludes after 7pm, in the State where they work, they;

b. may use their travel card to purchase the meals (breakfast, lunch or dinner) for which the employee is away from the home locality to the value of those specified in the relevant policy or guide. The purchase of the meal must be accompanied by a receipt"

(Note: receipt means Tax Invoice)

Entitlements for same day travel

(Using local time of home office)

Deemed departure (*) from home office is	Deemed return (*) to home office is	Breakfast	Lunch	Dinner
Before 7.00am	After 7:00pm	Yes	Yes	Yes
Before 7.00am	1:00pm to 7:00pm	Yes	Yes	No
Before 7.00am	Before 1:00pm	Yes	No	No
After 7:00am	After 7:00pm	No	Yes	Yes
After 7:00am	1:00pm to 7:00pm	No	No	No
After 7:00am	Before 1:00pm	No	No	No
After 1:00pm	After 7:00pm	No	No	Yes
After 1:00pm	1:00pm to 7:00pm	No	No	No

'Deemed departure from home office' is the time the employee would have had to leave the office to commence the travel.

'Deemed return to home office' is the time the employee would have arrived back at the office if the travel had ended there.

'Home office' is the person's usual work location, ie the office where they are based.

Note: Staff are not permitted to claim meal allowances for any meals that are provided as part of the travel arrangements, eg meals included in accommodation, conferences or training (but excluding food and drink provided on domestic flights).

(*) Deemed departure and return relate only to the period required for official travel purposes and exclude any extension of travel for private travel. No allowances are claimable for any period that travel is extended for private travel.

Examples of applying part-day travel meal purchase policy

Scenario 1 – Deemed departure/return does not require actual travel from/to home office

My home office is in Brisbane. I catch a 7.40am flight to Sydney for a one day course, and my return flight arrives back in Brisbane at 6.00pm. Although I had travelled from home, I estimate that to leave my home office in time to check in for my flight, I would have had to leave the office by 6.25am. I also estimate that if I had returned directly to my home office, I would have arrived at 6:45pm. Therefore, my deemed departure from – and return to - the

home office are 6.25am and 6:45pm respectively, ie before 7.00am and before 7.00pm. I am entitled to use my travel card to purchase breakfast up to the value of \$20 and lunch up to the value of \$20 but not dinner as my deemed return time is prior to 7:00pm.

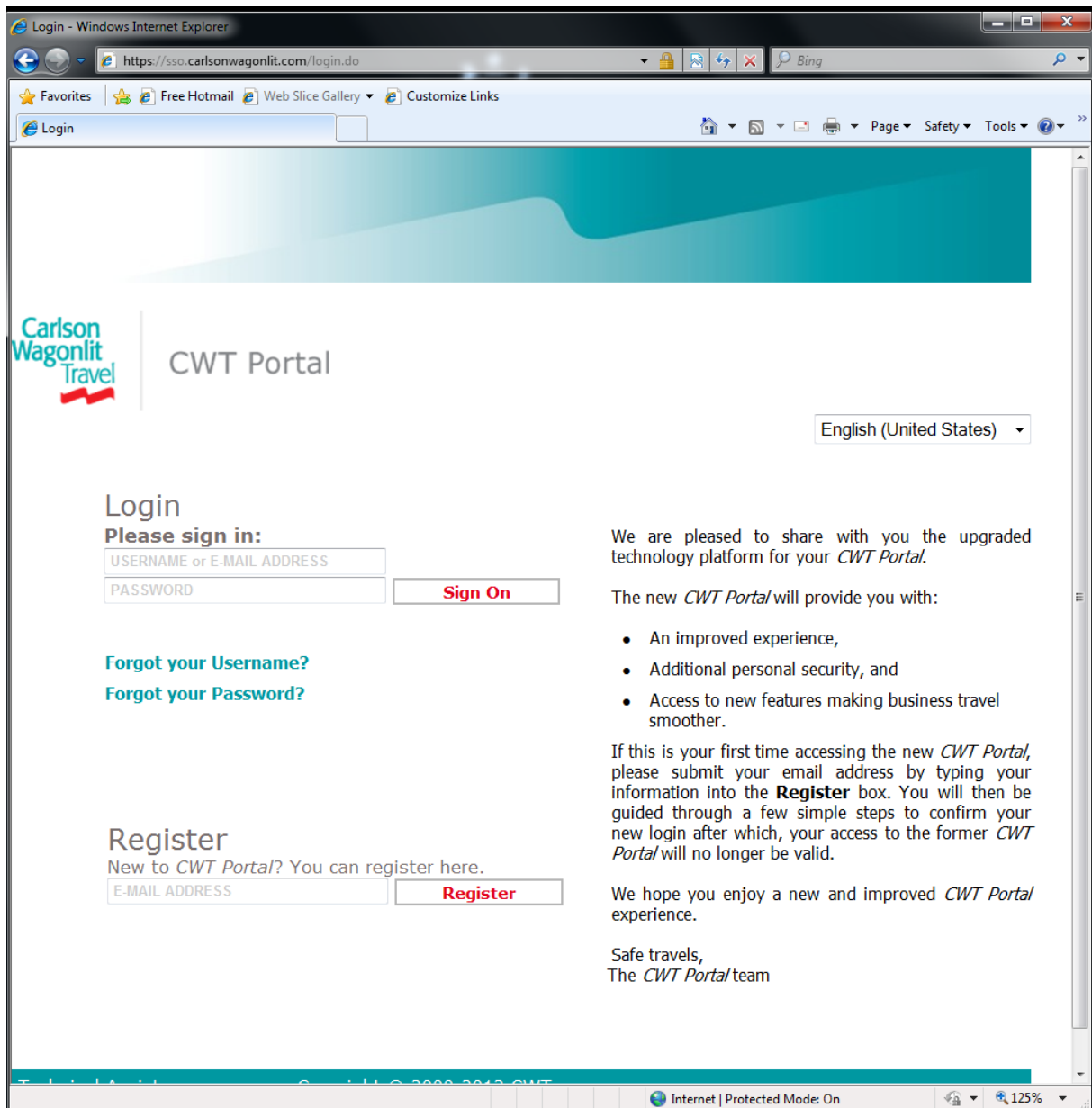
Scenario 2 - Deemed departure/return does not require actual travel from/to home office

My home office is in Sydney. I catch a 10:00am flight to Melbourne for an afternoon meeting and return to Sydney on the 6:30pm flight on the same day. Because my deemed departure is after 7:00am but before 1:00pm I am not entitled to purchase breakfast using my travel card however because my deemed return time is after 7:00pm I am entitled to use my travel card to purchase lunch up to the value of \$20 and to purchase dinner up to the value of \$40.

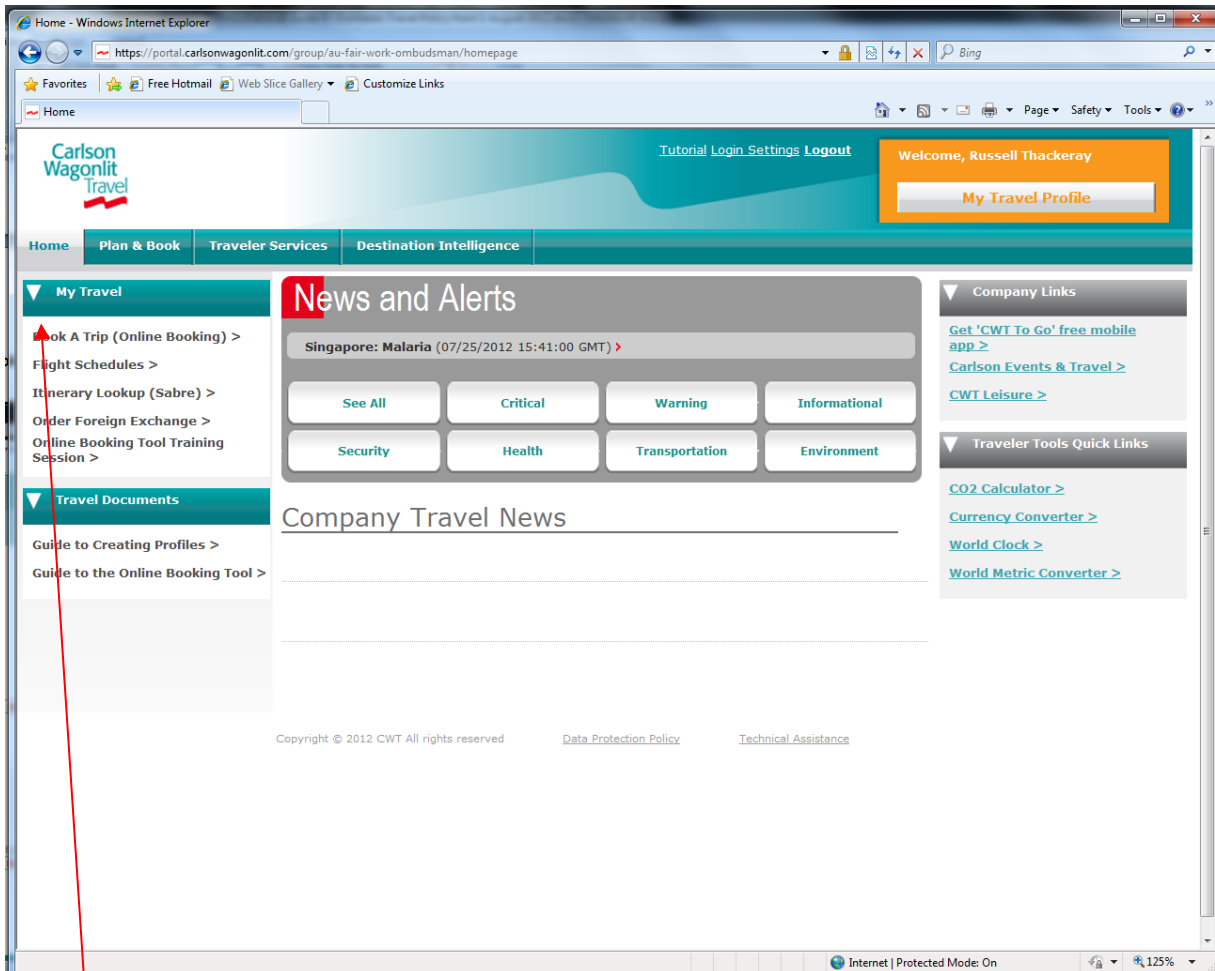
Scenario 3 – Departure and return times are based on the timezone of the home office

I fly from Adelaide to Melbourne for a meeting and I return the same day. My deemed departure from – and return to - my home office are 7.30am and 6.45pm. Because this period commences after 7.00am and finishes before 7.00pm, I am **not** entitled to purchase any meals using my travel card.

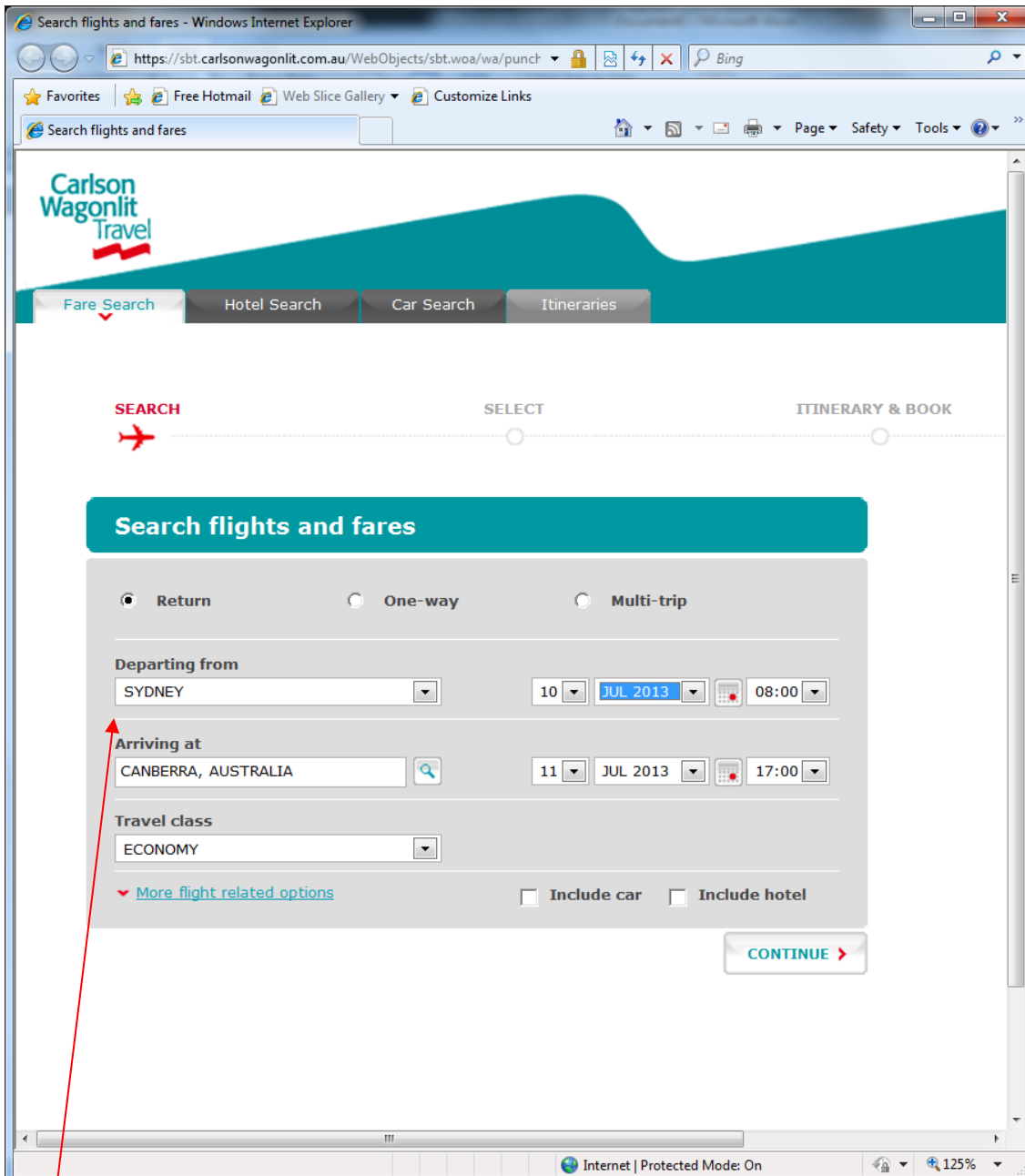
Attachment D: CWT Online Booking



Log in screen.



Click on Book A Trip to book flights.



Enter the trip details to search for flights and fares.

Build a trip - Windows Internet Explorer

https://sbt.carlsonwagonlit.com.au/WebObjects/sbt.woa/wo/aEQ2IXml

Build a trip

Please note, no flight information was returned from JETSTAR_APL.

Build a trip

Select a flight

Departure date: 10 JUL 2012 08:00












Return date: 11 JUL 2012 17:00

Option A: Sector by Sector

= matches your compliance policy
 = does not match your compliance policy

The prices below are quoted in **AUD** and have been rounded for display purposes.

SYDNEY to CANBERRA - Tuesday 10 Jul 2012 PREVIOUS DAY | NEXT DAY

AIRLINE	FROM	TO	FLIGHT	PRICE
	06:45 SYD	07:35 CBR	QF 1461	<input checked="" type="radio"/> \$ 73 Red e-deals
				<input type="radio"/> Unavailable Not applicable
				<input type="radio"/> \$ 178 Flexi Saver
				<input type="radio"/> \$ 116 Fully Flexible
				<input type="radio"/> Unavailable Business Class
	07:05 SYD	08:05 CBR	DJ 630	<input type="radio"/> Unavailable Happy Hour
				<input checked="" type="radio"/> \$ 110 Saver
				<input type="radio"/> \$ 200 Flexi
				<input type="radio"/> \$ 119 Flexi WOAG
				<input type="radio"/> \$ 284 Business
	07:20 SYD	08:15 CBR	QF 803	<input type="radio"/> \$ 159 Red e-deals
				<input type="radio"/> Unavailable Not applicable
				<input type="radio"/> \$ 178 Flexi Saver
				<input checked="" type="radio"/> \$ 116 Fully Flexible
				<input type="radio"/> \$ 457 Business Class
	07:40 SYD	08:30 CBR	QF 1463	<input type="radio"/> \$ 159 Red e-deals
				<input type="radio"/> Unavailable Not applicable
				<input type="radio"/> \$ 178 Flexi Saver
				<input checked="" type="radio"/> \$ 116 Fully Flexible
				<input type="radio"/> Unavailable Business Class
	08:05 SYD	09:05 CBR	DJ 632	<input type="radio"/> Unavailable Happy Hour
				<input type="radio"/> \$ 134 Saver
				<input type="radio"/> \$ 200 Flexi
				<input checked="" type="radio"/> \$ 119 Flexi WOAG
				<input type="radio"/> Unavailable Business
	Operated by: SKY WEST AIRLINES			
	08:20 SYD	09:15 CBR	QF 787	<input type="radio"/> \$ 73 Red e-deals
				<input type="radio"/> Unavailable Not applicable
				<input type="radio"/> \$ 178 Flexi Saver
				<input type="radio"/> \$ 116 Fully Flexible
				<input type="radio"/> \$ 457 Business Class
	08:45 SYD	09:35 CBR	QF 1467	<input type="radio"/> \$ 73 Red e-deals
				<input type="radio"/> Unavailable Not applicable
				<input type="radio"/> \$ 178 Flexi Saver
				<input type="radio"/> \$ 116 Fully Flexible
				<input type="radio"/> Unavailable Business Class
	09:40 SYD	10:30 CBR	QF 1471	<input type="radio"/> Unavailable Red e-deals
				<input type="radio"/> Unavailable Not applicable
				<input type="radio"/> Unavailable Flexi Saver
				<input checked="" type="radio"/> \$ 270 Fully Flexible
				<input type="radio"/> Unavailable Business Class
	10:40 SYD	11:30 CBR	QF 1473	<input type="radio"/> \$ 159 Red e-deals
				<input type="radio"/> Unavailable Not applicable
				<input type="radio"/> \$ 178 Flexi Saver
				<input checked="" type="radio"/> \$ 116 Fully Flexible
				<input type="radio"/> Unavailable Business Class
	11:05 SYD	12:05 CBR	DJ 642	<input type="radio"/> Unavailable Happy Hour
				<input type="radio"/> \$ 154 Saver
				<input type="radio"/> \$ 200 Flexi
				<input checked="" type="radio"/> \$ 119 Flexi WOAG
				<input type="radio"/> Unavailable Business
	Operated by: SKY WEST AIRLINES			
	11:25 SYD	12:15 CBR	QF 1419	<input type="radio"/> \$ 159 Red e-deals
				<input type="radio"/> Unavailable Not applicable
				<input type="radio"/> \$ 178 Flexi Saver
				<input checked="" type="radio"/> \$ 116 Fully Flexible
				<input type="radio"/> Unavailable Business Class

Internet | Protected Mode: On

Select your flights

Itinerary details - Windows Internet Explorer

https://sbt.carlsonwagonlit.com.au/WebObjects/sbt.woa/wo/AXt6Mph

Itinerary details

Itinerary details

1 Review itinerary details [GO TO BOTTOM](#)

✓ = matches your compliance policy
! = does not match your compliance policy

FLIGHT 1 - SYD to CBR, 10 Jul 2012 Status: Not Booked Booking Reference:

Qantas[QF] QF 1461 AIRCRAFT DH4 CLASS ECONOMY STOPS 0	DEPARTS SYDNEY (SYD)	ARRIVES CANBERRA (CBR) Rules ✓
	Tue 06:45 AM 10 Jul 2012	Tue 07:35 AM 10 Jul 2012

[ADD FLIGHT](#) [ADD HOTEL](#) [ADD CAR](#)

FLIGHT 2 - CBR to SYD, 11 Jul 2012 Status: Not Booked Booking Reference:

Virgin Australia [DJ] DJ 661 AIRCRAFT E90 CLASS ECONOMY STOPS 0	DEPARTS CANBERRA (CBR)	ARRIVES SYDNEY (SYD) Rules !
	Wed 05:05 PM 11 Jul 2012	Wed 05:55 PM 11 Jul 2012

NOTE A lower fare is available. If you proceed you will need to select a reason for not booking the lowest fare. If you wish to reselect please click the edit icon on the right.

\$110.00 CANBERRA - SYDNEY

[ADD FLIGHT](#) [ADD HOTEL](#) [ADD CAR](#)

Additional items

SUPPLIER	ITEM	ADD-ON
Virgin Australia [DJ]	Flight 2 (CBR to SYD)	Included baggage only (1 bag, up to 23kg each)

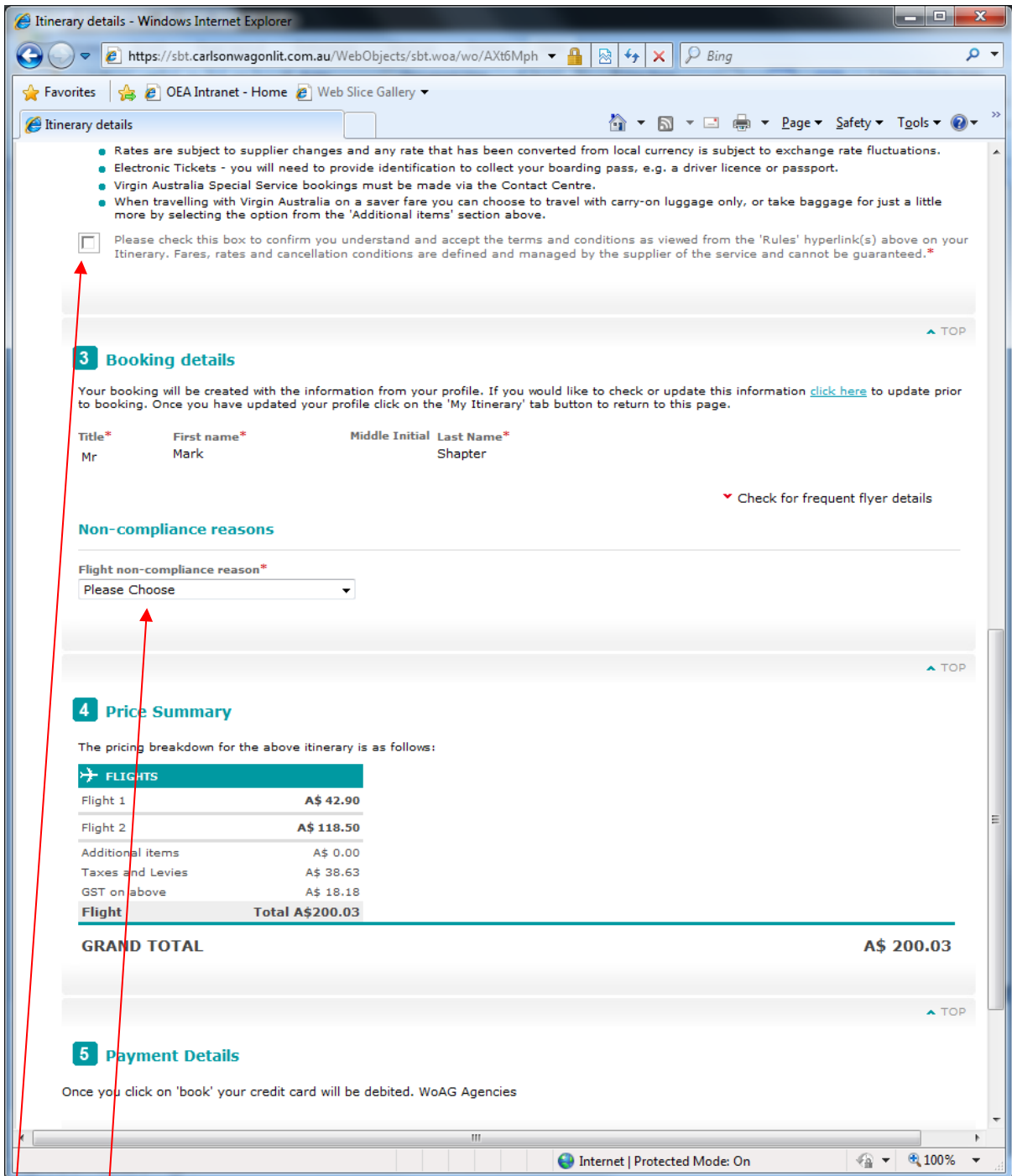
[TOP](#)

2 Review rules & restrictions

- Please review the rules from the hyperlinks in section one.
- Rates are subject to supplier changes and any rate that has been converted from local currency is subject to exchange rate fluctuations.

Internet | Protected Mode: On

Note LPF not chosen and warning comes up in the itinerary.



Need to check box re the rules of the fares chosen.

Where LPF has not been selected must choose reason from the drop down menu – reason codes are on next page.

Attachment E: Australian government rules for airline travel

The Department of Finance and Deregulation has issued the following requirements for official domestic travel:

- Necessity for Travel: When it is efficient to do so, all staff must use teleconferencing and/or videoconferencing (or other communication tools) rather than undertaking travel.
- Value for Money: Officials must use the lowest practical fare (LPF) unless there are sound business reasons to do otherwise.
 - The LPF is the lowest fare available on a regular scheduled service (that is, not a charter flight) that suits the practical business needs of the traveller.
 - LPF must be assessed WITHOUT consideration to preference for jets or full-service airlines; access to airline lounges; or accumulating airline benefits such as reward or loyalty points.
 - LPF must include consideration of flights within a 'time window' of 45 minutes before the latest appropriate outbound departure flight, and 45 minutes after the earliest appropriate return flight.

The 45 minute time window is intended to facilitate an efficient use of time for the traveller. It should include consideration of:

- time to get to/from the airport and the event venue,
- time required preparing or setting up prior to (and after) the event, and
- the travel times between airports, if applicable.

- Where there is a high degree of certainty for required arrival or departure times, flexible fares should be avoided unless they are the lowest available fare.
- Officials must document reasons why a fare is selected if that fare is NOT the lowest practical fare. (Note: In practice, CWT will document reasons provided to them.)

For more information: [Finance Circular 2011/12 – Use of the Lowest Practical Fare for Official Domestic Air Travel](#)