

# Policy Directive



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## Official Travel

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**Functional Sub group** Personnel/Workforce - Conditions of employment  
 Personnel/Workforce - Industrial and Employee Relations

**Summary** This Policy Directive addresses official travel undertaken by employees of NSW Health. It describes the conditions applicable and administrative procedures to be followed when undertaking official travel both overseas and within Australia.

**Replaces Doc. No.** Official Travel [PD2015\_019]

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**Applies to** Local Health Districts, Board Governed Statutory Health Corporations, Chief Executive Governed Statutory Health Corporations, Specialty Network Governed Statutory Health Corporations, Public Health System Support Division, Community Health Centres, Dental Schools and Clinics, NSW Ambulance Service, Ministry of Health, Public Health Units, Public Hospitals

**Audience** All staff

**Distributed to** Public Health System, Health Associations Unions, Ministry of Health

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**Policy Manual** Not applicable

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**Status** Active

### Director-General

This Policy Directive may be varied, withdrawn or replaced at any time. Compliance with this directive is **mandatory** for NSW Health and is a condition of subsidy for public health organisations.

## OFFICIAL TRAVEL

### PURPOSE

This policy directive sets out the mandatory requirements for staff members of the NSW Health Service, the NSW Ministry of Health, the Institute of Psychiatry and the Health Professionals Council Authority when undertaking official travel within Australia and overseas.

The policy directive is supported by the attached procedures. These procedures provide the conditions applicable and administrative processes to be followed when undertaking official travel.

The provisions of this policy do not apply to staff specialists undertaking Training, Education and Study Leave except in respect to clause Travel Insurance.

It does not cover individuals or staff members of organisations who provide services under contract to a NSW Health agency.

### MANDATORY REQUIREMENTS

Mandatory requirements when undertaking official travel are arranged in Parts, which are attached to this policy directive.

**Part A** outlines the mandatory provisions that must be met when staff members undertake official travel both within Australia and overseas.

**Part B** outlines the additional provisions specific to official travel overseas.

**Part C** outlines the additional provisions specific to official travel within Australia.

NSW Health agencies are to develop and implement procedures to ensure official travel applications are approved, processed and reported as authorised in this policy directive.

NSW Health agencies are required to provide a report to the Chief Financial Officer, NSW Ministry of Health on all overseas official travel undertaken by staff members every six months.

### IMPLEMENTATION

#### ***NSW Ministry of Health***

The NSW Ministry of Health is responsible for:

- i) Setting policy direction for staff members in NSW Health agencies and the NSW Ministry of Health
- ii) Establishing procedures for approving and processing of official travel applications.

***Chief Executives*** are required to:

- Ensure that this policy is communicated to all managers and staff involved in managing and processing official travel

- Ensure that local procedures are developed for approving, processing and reporting of official travel consistent with this policy directive.

**Workforce Directorates / Human Resources Departments** are required to:

- Ensure provision of advice, instruction, information as necessary to support effective implementation of this policy
- Provide six monthly reports on official travel to Chief Financial Officer every six months
- Monitor compliance with this policy.

**Travel Coordinators / Accounts staff** are required to:

- Comply with this policy in booking and processing official travel applications.

**Staff members** are required to:

- Comply with this policy directive and procedures when seeking approval to undertake official travel.

## REVISION HISTORY

Version	Approved by	Amendment notes
April 2016 (PD2016_010)	Director, Workplace Relations	Replaces policy PD2015_019. Updated the NSW Government's approved supplier to FCM Travel Solutions effective 1 March 2016.
April 2015 (PD2015_019)	Deputy Secretary, Governance, Workforce and Corporate	Replaced policy PD2014_044 – updated
November 2014 (PD2014_044)	Deputy Secretary, Governance, Workforce and Corporate	Replaces policy directive - PD2009_016 – updated
April 2009 (PD2009_016)	Deputy Director-General	Replaces policy directive - PD2005_619 – updated
September 2005 (PD2005_619)	Deputy Director-General	New policy

## ATTACHMENTS

1. Official Travel: Procedures.

**Official Travel**



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**Issue date:** April-2016

PD2016\_010

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## 1 BACKGROUND

### 1.1 About this document

Unless otherwise stated, the provisions outlined in this policy apply to all staff members employed in the NSW Ministry of Health and the NSW Health Service when undertaking official travel both within Australia and overseas.

Where awards / determinations have specific travel provisions (that are more beneficial to the staff member), those awards / determinations are to apply.

This policy does not cover individuals or staff members of organisations who provide services under contract to a NSW Health agency. Where necessary, travel provisions in respect of such contract personnel should be set out in the relevant conditions of the contract or determined prior to any travel being undertaken by the contractor and are not to be any more generous than the provisions of this policy.

The provisions of this policy do not apply to Staff Specialists undertaking Training, Education and Study Leave (TESL) except in respect to **Section 3.14** Travel Insurance.

This policy does apply to staff specialists travelling for reasons other than TESL.

### 1.2 Relationship to other parts

As well as the mandatory requirements specified in Part A of this policy, additional specific provisions apply when undertaking travel overseas or within Australia. Before undertaking either official travel overseas or within Australia, the relevant additional requirements specified in Part B or Part C must be met.

### 1.3 Key definitions

**NSW Health Agency:** for the purposes of this policy, includes all public health organisations, the Ambulance Service of NSW, and all other bodies and organisations within the public health system, and the NSW Ministry of Health.

**NSW Ministry of Health:** For the purpose of this document includes the NSW Ministry of Health, and the Mental Health Review Tribunal, Mental Health Commission, and the NSW Institute of Psychiatry.

**Employer:** For the purposes of this document, means any person authorised to exercise the functions of the employer of staff to which this policy applies.

**Official Travel:** means any travel by a staff member or any other person where a public sector organisation or service responsible to a Minister uses public monies to pay for the travel.

## 2 PART A – OFFICIAL TRAVEL WITHIN AUSTRALIA AND OVERSEAS

### 2.1 Minimising travel

Alternative methods of communicating over long distances should always be explored prior to considering travel, including teleconferencing and video conferencing.

## 2.2 Class of air travel

Staff members undertaking official travel **must** use economy class. However some staff members may fly premium economy or business class when travelling to Western Australia, Northern Territory and overseas when undertaking official travel. This includes New Zealand and Papua New Guinea. These are:

- Chief Executives, members of the Senior Executive Service or Health Executive Service, and Senior Officers employed in the NSW Ministry of Health
- Staff members whose annual salary is at or above that applicable to a Senior Officer Grade 1, Year 1 under the Crown Employees (Senior Officers Salaries) Award 2007, (as varied from time to time)
- Staff members accompanying a NSW Minister and if required by a Minister, may travel in the same class as the Minister for the sectors in which they travel together
- Staff members travelling overseas on duty as a member of a Government sponsored delegation or similar representative group may, with the approval of the Secretary / Chief Executive, travel in the same class as other members of the delegation who are not NSW Health staff members
- A Minister may waive the requirement to fly economy class for medical reasons.

## 2.3 Booking the air travel

All domestic and international travel bookings are to be made through the NSW Government's approved supplier, whether financed from the General Fund or the Special Purpose and Trust Fund. This company is appointed under Travel Management Company (TMC) – Contract 1008. Further information on the Contract can be obtained at the following location:

<https://www.procurepoint.nsw.gov.au/buying/travel-and-related-services>

FCM Travel Solutions (FCM) was the company appointed for the provision of all air travel, car hire and accommodation bookings effective 1 March 2016. FCM's contact details are as follows:

- All booking enquiries:
  - [nswq@fcmtravel.com.au](mailto:nswq@fcmtravel.com.au) or
  - 1800 823 464 or
  - (02) 8974 0859
- Accounts payable: [nswq.ap@fcmtravel.com.au](mailto:nswq.ap@fcmtravel.com.au)
- Accounts receivable: [nswq.ar@fcmtravel.com.au](mailto:nswq.ar@fcmtravel.com.au)

All travel bookings made prior to 1 March 2016 are to continue to be managed by the previous NSW Government approved supplier, Carlson Wagonlit Travel (CWT). The contact details of the previous supplier can be obtained at the following location:

<https://www.procurepoint.nsw.gov.au/buying/travel-and-related-services/contact-information>



A concerted effort is to be made to utilise FCM's online booking tool as this reduces costs and increases efficiency. Staff members should contact their local travel coordinator for travel bookings.

FCM is contracted to offer the lowest logical airfare of the day. This is the cheapest fare available that meets the staff member's logistical needs. Staff members cannot specify a desired airline, but can only nominate their destination and desired date and time of departure when booking air travel. FCM will book a flight in accordance with the staff member's specified needs within 20 minutes either side of the specified time of departure for the cheapest fare.

To reduce cost, restrictive fares will be sought where possible. For example the initial leg of the journey should be a restrictive fare as it is less likely this will be required to change.

## 2.4 Loyalty schemes and airline lounge schemes

The Secretary or Chief Executive should decide whether to meet the cost of staff members joining or maintaining membership of airline lounge facilities or similar services. The frequency (i.e. at least 4 times per month) and duration of official travel by a staff member, and the scheduling of flights and official business commitments, are considerations relevant to such decisions. Staff members may join and maintain membership of such schemes and facilities at their own expense irrespective of the nature and extent of their official travel.

Staff members undertaking official travel are not to seek or accept frequent flyer points from any airline. Benefits from airline, car or hotel loyalty schemes or lounge memberships are not to influence travel decisions.

## 2.5 Travel diary required for travel beyond five consecutive nights - fringe benefit substantiation

Attention is drawn to the ATO requirement for staff members to keep a travel diary where the domestic or overseas travel exceeds five consecutive nights and where the travel is not exclusively for performing employee related duties. The number of nights away from home includes the transit time. More information about the requirements can be found at <http://www.ato.gov.au/businesses/content>.

# 3 PART B – OFFICIAL OVERSEAS TRAVEL

## 3.1 Purpose of Part B

The purpose of Part B is to outline the specific **additional** provisions that apply when undertaking official travel overseas. It describes the conditions applicable and administrative procedures to be followed when a staff member undertakes official travel overseas.

## 3.2 What constitutes official travel overseas

Official overseas travel is travel out of Australia, including New Zealand, Papua New Guinea, Norfolk and Lord Howe Islands and other external Australian territories by staff members when:

- The staff member is on duty
- The staff member undertakes some official duty during the course of a private overseas visit
- The staff member is on special leave for any purpose
- The staff member undertakes official duty during absence overseas on leave granted for study purposes, or
- The staff member proceeds overseas for a tour of duty (on exchange or otherwise) with another government or a body such as the United Nations or one of its agencies.

### 3.3 Sponsorship / private funding

A staff member who is sponsored (financed) by a person, firm or other organisation to attend or present at conferences or seminars is considered to be on official overseas travel and subject to this policy. A conflict of interest statement is required for sponsored travel identifying that the travel will not influence the staff member or the NSW Health agency in the purchase or utilisation of any products or service provided by the sponsor or any of its subsidiaries. NSW Health *Sponsorship Policy* (PD2005\_415) provides further information on requirements when seeking and accepting sponsorships.

Staff members seeking approval for official travel shall disclose any funding from a private source at the time of making an application. This requirement also encompasses private funding that may affect any claim on the administration for leave, subsistence or travel costs, whether provided before or after a claim is made.

### 3.4 Study scholarships and study leave

Study overseas on scholarship or study leave is not considered official overseas travel even though the staff member concerned may be on part or full salary for the period of the scholarship or study leave, or may receive financial support from the NSW Health agency during that time.

The critical question in study leave or scholarship cases is whether or not the staff member is to be regarded as being on duty, conducting official business, or performing an official function during the absence overseas. If so, the provisions of this policy apply.

### 3.5 Special leave

A staff member who is on approved special leave is paid salary only for the duration of the special leave. Other costs are not met by the NSW Health agency.

### 3.6 Private leave

The practice of taking private leave (e.g. annual or long service leave) before, during or after a period of official overseas travel is not encouraged. Applications to interrupt or extend any period of private leave whilst undertaking official overseas travel must be submitted in writing prior to the leave period and each application will be considered on its merits, such approval being at the sole discretion of the Employer. Under no circumstances is the NSW Health agency to be put to any additional cost as a result of any approved private leave undertaken prior, during or following official travel.

### 3.7 Procedure for seeking approval to travel overseas

Staff members must not give an irrevocable commitment in respect to a proposed overseas visit prior to approval. Any costs incurred where approval is not given, or that is above the approved amount, will be the responsibility of the applicant and other person(s) concerned.

Staff members are to obtain 'approval in principle' from their relevant Manager / Deputy Secretary to submit a paper or a synopsis for acceptance by conference/ seminar organisers prior to submitting their application for approval to travel.

Staff members should ensure that applications are submitted as early as possible (approximately eight weeks prior to travel) to ensure applications are able to be considered in time.

#### 3.7.1 The official overseas travel application

Applications for official overseas travel must be approved in writing in accordance with the Delegation of approval (**refer to Section 3.7.2**).

The application form at [Attachment 1](#) is to be completed and signed by the appropriate Manager / Branch Director prior to it being submitted for approval. The application is to include a detailed Itinerary ([Attachment 2](#)), and a completed Statement on Medical Insurance Arrangements form ([Attachment 3](#)). A checklist of documentation to be included in application is at [Attachment 4](#).

#### 3.7.2 Authority of approval

Authority to approve official overseas travel applications is in accordance with the Combined Delegations Manual, and summarised as follows:

## Official Travel



Source of funding	Staff of health entity (other than CE)	CE of health entities	NSW Ministry of Health staff / HAC entities
General fund	<ul style="list-style-type: none"> <li>Submit application to Executive</li> <li>Approval by CE if within notional allocation</li> <li>If notional allocation exceeded, can be submitted to WR, MOH for Secretary and/or Minister's consideration</li> </ul>	<ul style="list-style-type: none"> <li>Submit application to WR, MOH</li> <li>Approval by Secretary if within notional allocation</li> <li>If notional allocation exceeded, can be submitted to WR, MOH for Secretary and/or Minister's consideration</li> </ul>	<ul style="list-style-type: none"> <li>Obtain CE / Deputy Secretary endorsement</li> <li>Submit application to WR, MOH</li> <li>Approval by Secretary if within notional allocation</li> <li>If notional allocation exceeded, can be submitted to WR, MOH for Secretary and/or Minister's consideration</li> </ul>
Sponsorship	<ul style="list-style-type: none"> <li>Submit application to Executive</li> <li>Approval by CE</li> </ul>	<ul style="list-style-type: none"> <li>Submit application to WR, MOH</li> <li>Approval by Director, WR</li> </ul>	<ul style="list-style-type: none"> <li>Obtain CE / Deputy Secretary endorsement</li> <li>Submit application to WR, MOH</li> <li>Approval by Director, WR</li> </ul>
Special Purpose and Trust Fund (non-TESL) / Health Professional Councils' Funds)	<ul style="list-style-type: none"> <li>Submit application to Executive</li> <li>Approval by CE</li> </ul>	<ul style="list-style-type: none"> <li>Submit application to WR, MOH</li> <li>Approval by Secretary</li> </ul>	<ul style="list-style-type: none"> <li>Obtain CE / Director / Deputy Secretary endorsement</li> <li>Submit application to MOH for Secretary's approval</li> <li>Approval by Secretary</li> </ul>
Self-funded (leave sought for official travel / request to be on duty)	<ul style="list-style-type: none"> <li>Submit application to Executive</li> <li>Approval by CE</li> </ul>	<ul style="list-style-type: none"> <li>Submit application to WR, MOH</li> <li>Approval by Secretary or Deputy Secretary, Governance, Workforce and Corporate (NB: Approval is related to the absence on official travel)</li> </ul>	<ul style="list-style-type: none"> <li>Approval by relevant Deputy Secretary or Secretary</li> </ul>

For the purposes of the above:

- "Health entities" includes Local Health Districts, Statutory Health Corporations, and Ambulance Service of NSW
- "Health Administration Corporation entities" include Health Professional Councils Authority, Health Infrastructure; NSW Health Pathology, Health System Support Group; Health Share NSW; and eHealth
- "NSW Ministry of Health" includes NSW Ministry of Health, Mental Health Review Tribunal, Mental Health Commission, and Institute of Psychiatry.
- NB. Statutory office holders are covered by other arrangements for overseas travel.

### 3.7.3 Criteria for assessing overseas travel applications

The strictest economy is to be exercised in approving overseas travel. Sound reasons are to be provided in support of any application to undertake official overseas travel to demonstrate that a proposed visit is essential and will have significant benefit to NSW Health and the State of New South Wales.

When assessing overseas travel applications, the Employer must be satisfied that the following criteria is taken into consideration, and addressed in the application:

- Sufficient funds are available (see Section [3.8](#))
- The proposed visit is essential to the staff member carrying out his / her duties
- The staff member is presenting a paper of significance on an important Health issue at an international conference
- Travel is to undertake core NSW Health business (e.g. recruitment of health staff; attendance at Commonwealth meetings such as AHMAC)
- Where travel is via sponsorship, no conflict of interest exists for the individual or for the NSW Health agency
- Sound reasons are given in support of the application and there is a significant and demonstrable benefit to the public health system and the State of New South Wales
- Length of absence and costs are kept to the minimum practicable
- Alternative means of achieving the aims of the official travel/visit have been considered, and determined as not appropriate
- If the travel is for personal professional development, what the benefits will be to the individual and to NSW Health.

### 3.8 General fund annual notional budget

Each financial year, a General Fund notional budget is established for official overseas travel undertaken by staff members.

NSW Health agencies will be advised annually by the Chief Financial Officer of their annual notional budget allocation for overseas travel.

Although the relevant NSW Health agency pays for the travel, the expenditure is recorded against the notional General Fund budget.

Responsibility for ensuring the notional budget allocation is not exceeded rests with the NSW Health agency. Where an overseas travel application will mean the notional budget allocation is exceeded, applications may be forwarded to Workplace Relations in the Ministry for submission to the Secretary and / or Minister for approval.

The Chief Financial Officer, NSW Ministry of Health is authorised to increase the base amount of the notional budget each financial year by such amount as considered appropriate.

### 3.9 Reporting requirements

Occasions of overseas travel need to be justified and recorded for audit purposes.

NSW Health agencies are to provide reports on all overseas travel every six months. The report is to include details of each occasion of overseas travel during the previous six months (excluding TESL travel), including travel from the General Fund, Special Purpose and Trust Fund, Health Professional Councils' Funds and sponsored travel, the staff member's name (and any companions), the date and duration, the purpose of the travel, any associated private leave granted and the cost and funding source.

These reports are to be submitted by e-mail in the attached Excel format ([Attachment 5](#)) to the Chief Financial Officer, NSW Ministry of Health as at 31 December and 30 June each year and are required by 14 January and 14 July. Any additions or changes occurring after the report has been lodged should be reported in the following six monthly report.

### 3.10 Overseas travel allowances (subsistence) – what is covered

The following subsistence is paid to staff members:

- A **daily allowance rate** to cover meals and incidentals for personal expenses such as personal laundry and dry cleaning, taxi fares (for personal reasons), newspapers and magazines, private telephone calls, gratuities (**see Section 3.11 for details**)
- **Official incidentals** to cover official business expenses for taxis, trains, buses, fares or stationery items. An estimated cost of such items should be included with the overseas travel application with reimbursement subject to the production of receipts
- The cost of **reasonable accommodation**. Generally the accommodation entitlement is 3-star. The final cost of reasonable accommodation is paid on the basis of actual reasonable expenses incurred, subject to the production of receipts.

Staff members are not paid subsistence during travel time. The daily allowance rate and incidentals are payable from the time of arrival at the destination (and any stopovers where meals are not provided) until the time of leaving the destination.

Due to taxation implications regarding overseas travel allowances, a staff member may elect in writing, to receive payment of the total of the allowances (meals and incidentals) as currently prescribed by Australian Taxation Office Ruling TR 2004/6, if the total of the allowances is less than the total allowance (meals and incidentals) prescribed by this policy. Please refer to the ATO website <http://www.ato.gov.au> for further information.

### 3.11 Overseas allowance rates

Daily overseas travelling allowance rates are as per the Department of Foreign Affairs and Trade approved rates issued by ECA International (ECA).

The daily allowance rate is determined by a staff member's level of remuneration, as set by the Department of Premier and Cabinet. The levels of remuneration can be obtained at the NSW Ministry of Health's Intranet site at: <http://internal.health.nsw.gov.au/jobs/travel/travel-rates.html>.

Access to the allowance rates is through a subscription service. Agencies can purchase these rates from ECA on telephone (02) 8923 5400. Alternatively, Travel Coordinators / Human Resource staff are able to contact the NSW Ministry of Health at: [emprel@doh.nsw.gov.au](mailto:emprel@doh.nsw.gov.au) to ascertain relevant rates.

Where a staff member's itinerary includes free meals, such as meals provided at conferences, seminars, etc., the daily allowance claim must be adjusted accordingly.

When a staff member has resided in accommodation in the same city in excess of 35 days his / her allowance for meals and incidentals will be reduced to 70 per cent.

### 3.12 Claims

Claims for travel expenses should be submitted as soon as possible, and no later than one month after the travel has occurred. Claims should be supported by all procurable documents, such as air tickets, boarding passes, receipts and approvals.

### 3.13 Receipts

All staff members travelling overseas are required to produce receipts for all expenses that are claimed outside of those items included within the daily allowance.

Only costs reasonably and properly incurred will be considered for payment. Should any staff member consider that they have been disadvantaged by the operation of these allowances, they may claim all-inclusive actual expenditure in respect of the entire period of travel overseas.

#### 3.13.1 Taxation arrangements for meal and travelling allowances

Australian Taxation Office determines the reasonable limits for taxation purposes for each financial year (currently TD2014/19). This should be read in conjunction with Taxation Ruling 2004/6 which prescribes the taxation arrangements for meal and travelling allowances at <http://www.ato.gov.au>.

### 3.14 Travel insurance

The NSW Government's Treasury Managed Fund (TMF) covers the assets and liability risks for NSW Health.

TMF indemnity is provided to staff members of NSW Health who are required to undertake official visits overseas in connection with or as part of their employment. TMF indemnity is not extended during periods of private leave that is taken in conjunction with official travel (not associated with official travel).

This cover includes Staff Specialists undertaking overseas travel for the purposes of TESL in accordance with the Staff Specialists Determination as amended from time to time.

The TMF Statement of Cover is available from Risk Management Co-ordinators or from the NSW Government website at [www.sicorp.nsw.gov.au](http://www.sicorp.nsw.gov.au).

Local regulations in the country being visited should be examined to determine whether local insurance coverage is required. If you have any questions regarding this please call your Risk Management Co-ordinator in the first instance.

[Attachment 6](#) provides a summary of insurance coverage while undertaking official travel overseas.

### 3.15 Protocol and other special conditions

The proper protocol is to be observed at all times in connection with official visits overseas and relations with foreign governments. This information is available from the Commonwealth Department of Foreign Affairs and Trade (DFAT) at <http://www.dfat.gov.au>. The Office of Protocol and Special Events, Department of Premier and Cabinet can offer further advice and assistance together with any updates on changes made by DFAT.

### 3.16 Health and security

Proper medical advice should be sought prior to undertaking any overseas travel. Staff members should familiarise themselves with the content of the Travel Health section of the DFAT website called Smart Traveller at:

<http://www.smarttraveller.gov.au/tips/travelwell.html>

Staff members are advised to visit the DFAT Smart Traveller website for travel advice about the countries they are planning to visit: <http://www.smarttraveller.gov.au/zw-cgi/view/Advice/>

## 4 PART C - TRAVEL WITHIN AUSTRALIA

### 4.1 Purpose of Part C

The purpose of Part C is to outline the specific **additional** provisions that apply when undertaking official travel within Australia. It describes the conditions applicable and administrative procedures to be followed when a staff member undertakes official travel within Australia.

### 4.2 Delegation of approval

The Secretary and Chief Executives may approve their own official domestic travel. However, the Minister's approval should be obtained for any proposed travel arrangements that might attract public concern and the strictest economy should be exercised. Travel to Norfolk Island, Lord Howe Island or other external Australian territories is considered to be overseas travel, and is subject to Part B of this policy.

Section 17.3 (A54) of the Delegations Manual outlines the delegations for approving all other domestic official travel for staff members of the NSW Ministry of Health. For staff members of the NSW Health Service, approvals for domestic official travel must be by



the relevant Chief Executive or under formal delegation as outlined in their respective Delegations Manual. All requests by staff members must be approved in writing prior to any official travel being undertaken.

A staff member seeking approval for official domestic travel must disclose any funding from a private source for that travel at the time of making the application.

Where a staff member undertaking domestic official travel wishes to extend the visit, either prior, during or after, for private purposes, prior written approval is required. However, this practice is not encouraged, and under no circumstances is the NSW Health agency to be put to any additional cost as a result of any approved private leave undertaken prior, during or following a period of official travel.

### 4.3 Means of travel

Staff members must complete a Request for Approval to Travel Form (available locally) and have obtained the appropriate approval to travel from the authorised delegate, prior to arranging any travel.

It should be noted that all travel request forms are to be signed (for both travel and subsistence costs) by an officer delegated with authority to incur expenditure and certify the availability of funds.

Travel arrangements must ensure the most economical means of travel is arranged and approved. This also includes exploring all modes of transport, and the cost of excess travelling time.

The need to obtain overnight accommodation shall be determined by the NSW Health agency having regard to the safety of the staff member travelling on official business and local conditions applicable in the area.

Where staff members are required to attend conferences or seminars, which involve evening sessions, or staff members are required to make an early start at work in a location away from their normal workplace, overnight accommodation shall be appropriately granted.

### 4.4 Travelling time

**Where NSW Health awards / determinations have specific travelling and / or excess fares provisions, those awards / determinations are to apply.**

Compensation for travel time should be paid as follows:

- a) On a non-working day, for all time spent travelling on official business and
- b) On a working day, for all additional time spent travelling outside of the staff member's normal hours of duty

provided the period for which the compensation is being sought is 30 minutes or more on any one day.

A staff member directed to travel on official business outside their usual hours of duty is entitled to apply and be compensated for such time either by payment at single time in accordance with the provisions contained in this section, or, if operationally convenient,

by taking equivalent time off in lieu. Time off in lieu should be taken within one month of accrual.

Compensation for travelling time will only be granted in respect of the time that might reasonably have been taken by the use of the most practical and economic means of transport. It shall exclude the following:

- a) Time normally taken for the periodic journey from home to headquarters and return (the periodic journey, both ways, is always deducted unless the staff member is leaving from or returning to headquarters)
- b) Any periods of excess travel of less than 30 minutes on any one day
- c) Travel to new headquarters on permanent transfer, if special leave has been granted for the day or days on which travel is to be undertaken
- d) Time from 11.00 pm on one day to 7.30 am on the following day where the staff member has travelled overnight and sleeping facilities have been provided for the staff member
- e) Travel not undertaken by the most practical available route
- f) Working on board ship where meals and accommodation are provided
- g) Any travel undertaken by a staff member whose salary includes an "all incidents of employment" component, and
- h) Where flex-time applies, time within the flex bandwidth.

When a staff member is required to wait for transport in order to commence a journey to another location or to return to headquarters and such time is outside the normal hours of duty, such waiting time shall be treated and compensated in the same manner as travelling time.

For NSW Ministry of Health staff members the rate of payment for travel or waiting time on a non-working day shall be the same as that applying to a working day. Those staff members whose salary is in excess of Clerk Grade 5, as varied from time to time, are to be paid at the maximum rate for a Clerk Grade 5 plus \$1.00.

Time off in lieu or payment for excess travelling time or waiting time will not be granted or made for more than eight hours in any period of 24 consecutive hours.

#### **4.5 Reimbursement of travel expenses**

Any authorised official travel and associated expenses, properly and reasonably incurred by a staff member required to perform duty at a location other than their normal headquarters shall be met by the NSW Health agency.

Staff members must obtain authorisation for all official travel prior to incurring any travel expense. Payment of any actual expenses is subject to the production of receipts, unless the NSW Health agency is prepared to accept other evidence from the staff member.

#### 4.6 *Travel allowances - daily allowances and actual expenses*

Where a staff member performs official duty at a temporary work location and is thereby compelled to reside temporarily at a place other than his / her residence, the following provisions regarding the payment of domestic travel allowances apply.

The allowances in this Part are prescribed under Treasury Public Sector Industrial Relations Circular Review of Meal, Travelling and Other Allowances and Department of Premier and Cabinet Circular *Australian and Overseas Travelling Allowances for Official Travel by Senior Officers*. The rates, as amended from time to time, apply from the date of effect in the relevant Circular / Directive.

These allowances can be accessed through the NSW Ministry's Intranet site at <http://internal.health.nsw.gov.au/jobs/travel/travel-rates.html>

##### 4.6.1 Actual expenses

The following staff members can only claim actual expenses (with receipts) up to the maximum allowance rates as set out in Categories A and B of Department of Premier and Cabinet Circular *Australian and Overseas Travelling Allowances for Official Travel by Senior Officials*:

- Chief Executives
- Members of the Senior or Health Executive Service, and
- Staff members receiving a cash salary at or above that applicable to a Senior Officer Grade 1, Year 1 under the Crown Employees (Senior Officers Salaries) Award (as varied from time to time).

**Note:** This does not include Senior Officers employed in the NSW Ministry of Health, Health Professional Councils Authority and the Institute of Psychiatry under the Crown Employees (Senior Officers Salaries) Award. Senior Officers are entitled to claim allowances or actuals (see 4.6.2 and 4.6.3).

##### 4.6.2 Daily allowances

Subject to the provisions at section 4.6.3, the following staff are eligible to claim the daily allowance as an alternative to claiming actual expenses:

- Senior Officers within the NSW Ministry of Health, and
- All other staff members on a cash salary below that applicable to Senior Officer Grade 1, Year 1 of the Crown Employees (Senior Officers Salaries) Award (as varied from time to time).

The daily allowance rates are prescribed in the Department of Premier and Cabinet Circular *Australian and Overseas Travelling Allowances* under Category C.

The daily allowance rate provides for the cost of meals, incidental expenses and accommodation. Items in the category of incidental expenses would include, for example, laundry and dry cleaning, taxi fares (for personal reasons), newspapers and magazines, private telephone calls, gratuities, etc.

When a staff member has resided in accommodation in the same town/city for over 35 days and up to 6 months the allowance is paid at 50% of the appropriate daily rate.

#### 4.6.3 Agency and non-agency accommodation

Where the NSW Health agency elects to provide accommodation or pay the accommodation provider direct, the staff member shall receive:

- (a) The appropriate meal allowance and incidental allowance for each 24 hour period, and
- (b) Actual meal expenses properly and reasonably incurred (excluding morning and afternoon teas) for any residual part day travel.

Where the NSW Health agency elects not to provide accommodation or pay the accommodation provider direct, the staff member shall, if eligible, elect to receive either:

- (a) The appropriate daily allowance for each 24 hour period and actual meal expenses properly and reasonably incurred (excluding morning and afternoon teas) for any residual part day travel, or
- (b) Payment of the actual expenses properly and reasonably incurred for the whole trip on official business (excluding morning and afternoon teas) and the incidental allowance.

#### 4.6.4 Payment of allowances

Only absences of 24 hours duration involving an overnight stay attract the daily allowance rate. However, payment of the allowance may be made where the staff member satisfies the approving officer that, despite the period being less than 24 hours, expenditure for accommodation and three meals has been incurred.

Claims must be made on a uniform basis, i.e. daily allowance or actual expenses. An exception is where some part day travel at the end of the trip is involved. In this case, the allowance payable for the part day of travel shall be limited to the actual expenses incurred, up to the respective allowance rates.

Where a staff member proceeds directly to a temporary work location in a capital city and returns direct, the capital city rate as prescribed in Treasury Public Sector Industrial Relations Circular *Review of Meal, Travelling and Related Allowances* applies to the whole absence. Where a staff member breaks the journey in centres other than a capital city, the Capital City rate shall apply only in respect of the time spent in the capital city. The High Cost Country Centres, Tier 2 Country Centres and Other Country Centre rate as appropriate, shall apply to the remainder of the absence.

#### 4.6.5 Restrictions on payment of allowances

Allowances are not payable in respect of:

- Any period during which the staff member returns to his / her residence at weekends or public holidays, commencing with the time of arrival at that residence and ending at the time of departure from that residence
- Any period of leave, except with the approval of the NSW Health agency, or

- Any other period during which the staff member is absent from his/her temporary work location otherwise than on official duty.

A staff member in receipt of an allowance may return to the staff member's residence on any weekend and shall be entitled to the allowance for the journey from the temporary work location to the staff member's residence, and for the return journey from the staff member's residence to the temporary work location. Unless otherwise determined by the NSW Health agency the amount so paid shall not exceed the amount to which the staff member would have been entitled by remaining at his/her temporary work location.

A staff member who is in receipt of an allowance, and upon ceasing to perform duty at or from a temporary work location leaves that location, is entitled to the allowance in respect of the necessary period of travel to return to his/her residence or to take up duty at another temporary work location.

Daily allowances are not to be reduced if one or more meals are taken at NSW Health agency establishments. However, the staff member is to pay for the meal(s).

#### 4.6.6 Increase or reduction in payment of allowances

Where the Employer, or delegate, is satisfied that a travelling allowance at Section 4.6 and 4.7 is:

- Insufficient to adequately reimburse the staff member for expenses properly and reasonable incurred, a further amount may be paid to reimburse the staff member for the additional expenses incurred or
- In excess of the amount which would adequately reimburse the staff member for expenses properly and reasonably incurred, the allowances may be reduced to an amount which would reimburse the staff member for expenses incurred properly and reasonably.

Where a staff member's travel includes "free meals", e.g. meals provided at conferences, seminars, etc., the claim for travelling allowances must be adjusted accordingly, e.g. where dinner is provided, a deduction of the dinner allowance must be made.

#### 4.7 Meal allowances on one day journeys (if not specified by an applicable award or other industrial instrument)

A staff member who is authorised to make a journey on official business and who is not, by reason of that journey, required to reside temporarily at a place other than the staff member's residence shall be paid the following allowances:

- **For breakfast** when required to commence travel at or before 6.00 am and at least 1 hour before the prescribed starting time
- **For dinner** when required to work or travel until or beyond 6.30 pm
- **For lunch** only when the staff member is required to travel a total distance on the day of at least 100 kilometres and, as a result, is located at a distance of at least

50 kilometres from the staff member's normal headquarters at the time of taking the normal lunch break.

These allowances are prescribed in Treasury Public Sector Industrial Relations *Review of Meal, Travelling and Related Allowances*. The allowance is only payable if the staff member incurred an expense.

#### 4.8 Claims for payment of allowances

The NSW Health agency may approve applications for advance payments of travel allowances. Such applications should include a detailed estimate of anticipated expenditure and specify whether the NSW Health agency is providing or paying for accommodation and / or meals, e.g. not part of a conference.

Claims should be submitted promptly, that is, within one month from the completion of work or within such reasonable time as the NSW Health agency determines in writing.

Payments of actual expenses shall be subject to the production of receipts, unless the NSW Health agency is prepared to accept other evidence from the staff member.

#### 4.9 Increase or reduction in payment of allowances

Where the Employer, or delegate, is satisfied that a travelling allowance (Section [4.7](#)) is:

- Insufficient to adequately reimburse the staff member for expenses properly and reasonable incurred, a further amount may be paid to reimburse the staff member for the additional expenses incurred, or
- In excess of the amount which would adequately reimburse the staff member for expenses properly and reasonably incurred, the allowances may be reduced to an amount which would reimburse the staff member for expenses incurred properly and reasonably.

Where a staff member's travel includes "free meals", e.g. meals provided at conferences, seminars, etc, the claim for travelling allowances must be adjusted accordingly, e.g. where dinner is provided, a deduction of the dinner allowance must be made.

#### 4.10 Part day travel allowance

Part-day travel allowances received should be shown as assessable income in the staff member's tax returns. Any claim for work-related expenses incurred for travel that does not involve sleeping away from home is subject to the normal substantiation requirements.

Refer to Taxation Ruling 2004/6 for detailed information on the way in which these expenses are to be claimed.

#### 4.11 Taxation arrangements for meal and travelling allowances

Refer to the latest Australian Taxation Office Determination (currently [TD2014/19](#)) on reasonable travel and overtime meal allowance expense amounts and Taxation Ruling 2004/6 for information on the taxation arrangements for meal and travelling allowances including overtime, meal allowances and subsistence daily rates.

ATO sets the reasonable limits for taxation purposes for each financial year and TR 2004/6 explains the substantiation exception and the way in which these expenses are able to be claimed.

Due to taxation implications regarding the daily allowance a staff member may elect in writing, to receive payment of the total of the allowances (accommodation plus meals plus incidentals) as currently prescribed by ATO Determination if the total of the allowances is less than the daily allowance rate. Please refer to the ATO website at <http://www.ato.gov.au> for more information on the current Determination and Australian Taxation Ruling 2004/6.

The ATO regards meal allowances for one day journeys without an overnight stay or part day journeys as assessable income and requires these amounts to be taxed and shown on staff members' group certificates. Any claim for work-related expenses incurred for travel that does not involve sleeping away from home is subject to the normal substantiation requirements.

Refer to Taxation Ruling 2004/6 for detailed information on the way in which these expenses are to be claimed.

#### 4.12 Travel insurance

The NSW Treasury Managed Fund automatically covers staff members travelling by air under the provisions of Workcover and no other official insurance coverage is allowed.

### 5 USE OF PRIVATE MOTOR VEHICLES ON OFFICIAL BUSINESS

A staff member who, with the prior written approval of the Employer, or delegate, uses a private motor vehicle for work shall be paid an appropriate rate of allowance for the use of such private motor vehicle, in line with rates specified in Treasury Public Sector Industrial Relations Circular *Meal, Travelling and Related Allowances*, as amended from time to time. A deduction from the allowance payable is to be made for travel as described in Section.5.2.

These rates can be accessed through the NSW Ministry of Health Intranet site at <http://internal.health.nsw.gov.au/jobs/travel/travel-rates.html>.

Where particular awards / determinations have specific motor vehicle allowance provisions, those awards / determinations are to take precedence.

## 5.1 Rates

### 5.1.1 Official business rate

The official business rate is only payable where a staff member is directed, and agrees, to use their vehicle for official business, and specific prior written approval has been obtained from the Employer, or delegate for the staff member to use their private motor vehicle, and there is no other transport available. It is also payable where a staff member is unable to use other transport due to a disability.

It is considered that under normal circumstances staff members would not qualify for the payment of the official business rate, as an official vehicle should be made available where possible to the staff member if they are required to travel daily during working hours in the performance of their duties.

It should be noted that the vehicles approved for use primarily for official business need to have the appropriate insurance policy endorsed to indemnify the NSW Health agency against legal responsibilities (please see Insurance Requirements).

### 5.1.2 Transport rate

The transport rate only applies to staff members employed in the NSW Public Health System.

The transport rate is set by Determination made under the *Health Services Act 1997*, and is to be adjusted using the formula set out in [IB2009\\_049 Private Motor Vehicle use on Official Business – Transport Rate](#), as amended from time to time.

This rate is to be paid in accordance with the provisions contained in the public health system awards. The transport rate generally applies when staff members are recalled to duty. The transport rate is also used when approval has been given to staff members using their own vehicles while on temporary work locations (refer Section 5.5) However, if an award / determination provides for something different, the award provisions should be followed.

### 5.1.3 Casual journey rate

This rate applies to staff members of the NSW Ministry of Health as defined in this policy and the Ambulance Service of NSW.

The casual rate is the appropriate rate payable if a staff member elects, with the approval of the Employer, to use their vehicle for occasional travel for work. This is subject to the allowance paid for the travel not exceeding the cost of travel by public or other available transport.

### 5.1.4 Motor cycle allowance

The allowance for motor cycles / scooters as prescribed in Treasury Public Sector Industrial Relations Circular *Review of Meal, Travelling and Related Allowances* applies in all circumstances.



## 5.2 Deduction from allowance

Where a staff member uses a private vehicle for official business, a deduction from the allowance payable for private vehicle usage is to be made to take into account the distance that would normally be travelled daily by the staff member from home to their headquarters and return, and any distance that is travelled in a private capacity.

For the purposes of this section 'headquarters' means the administrative headquarters to which the staff member is attached or from which the staff member is required to operate on a long term basis or the determined headquarters per Section 5.2.1 or 5.2.2.

### 5.2.1 Point determined as headquarters

Where the administrative headquarters of the staff member is not within the typical work area in which the staff member is required to use the private vehicle on official business, the distance to and from a point determined within the typical work area is to be adopted as the distance to and from the headquarters for the purpose of calculating the daily deduction.

### 5.2.2 Residence determined as headquarters

A staff member's residence may be determined as their headquarters for the purpose of this allowance provided that such recognition does not result in a further amount of allowance being incurred than would otherwise be the case.

Each day that a staff member uses a private motor vehicle on official business and travels to and from home, whether or not the staff member reports to the headquarters, a deduction is to be made from the total distance travelled on the day. The deduction is to equal the distance from the staff member's residence to their headquarters and return or 20 kilometres (whichever is the lesser) and any distance that is travelled in a private capacity.

Where a headquarters has been determined per Section 5.2.1 or 5.2.2, and the staff member is required to attend the administrative headquarters, the distance for calculating the daily deduction is to be the actual distance to and from the administrative headquarters or, to and from the point determined in Section 5.2.1 or 5.2.2, whichever is the lesser.

### 5.2.3 Exemption from deduction

Deductions are not to be applied in respect of days where:

- Staying away from home overnight is involved, including the day of return from any itinerary
- The staff member uses the vehicle on official business and returns it to home prior to travelling to their accustomed place of work by other means of transport at their own expense
- The staff member uses the vehicle for official business after their normal working hours

- The monthly claim voucher shows official use of the vehicle has occurred on one day only in any week. Exemption from deduction under this sub-paragraph being exclusive of and not in addition to days referred to in the points above
- The purchase by a staff member of a weekly or other periodical rail or bus ticket shall, in proper circumstances, provide grounds for exemption from deductions provided that:
  - (i) At the time of purchasing the periodical ticket the staff member did not envisage the use of their private motor vehicle on approved official business
  - (ii) The periodical ticket was in fact purchased, and
  - (iii) In regard to train travellers, no allowance is to be paid in respect of distance between the staff member's home and the railway station or other intermediate transport stopping place.

### 5.3 Insurance requirements

No motor vehicle allowance is to be paid to a staff member who uses a private motor vehicle on official business unless the following insurance requirements are met:

- The vehicle has been approved for official business
- The motor vehicle is covered by a policy as required by the *Motor Vehicles (Third Party Insurance) Act 1942*, and
- The staff member has in force, at the time the vehicle is being used on official business, a comprehensive policy of insurance or policy of indemnity, to an amount and in a form approved by the NSW Health agency, providing insurance or indemnity against:
  - (i) Liability of the NSW Health agency and the staff member to pay for loss or damage to property arising out of the use of the vehicle by the staff member, and
  - (ii) Liability of the NSW Health agency to pay for loss or damage to the vehicle.

A written statement by the staff member indicating that the NSW Health agency would not be liable to pay for any loss or damage to the staff member's vehicle, or any other vehicle or property, whilst that staff member is using their private vehicle on official business **does not suffice** as an indemnity.

### 5.4 Damage to private vehicle on official business or other approved travel

Where a private vehicle is damaged while being used on official business or other approved travel, the Agency is to consider applications from staff members for reimbursement of normal excess insurance charges where prescribed by insurers provided:

- The staff member must submit a copy of the authorised request for approval for use of a private vehicle for official business with any reimbursement of normal excess insurance charges, and

## Official Travel



- The use of the motor vehicle the accident or damage is not due to gross negligence by the staff member and
- The charges claimed by the staff member are not the charges prescribed by the insurer as punitive excess charges.

If a claim is not made on the insurer e.g. to avoid loss of a no-claim bonus etc, the maximum reimbursement is the prescribed excess that would have been paid had a claim been made, or the actual cost of repair, whichever is the lesser.

### 5.4.1 Broken windscreens

A staff member shall be reimbursed the costs of repairs to a damaged windscreen or replacement of a broken windscreen where:

- The use of a private motor vehicle had been approved for official business
- The damage or breakage was sustained in the course of that official business
- The costs cannot be met under insurance policies due to excess clauses, and
- The damage is not the fault of the staff member.

The maximum amount to be reimbursed is the cost of replacing the broken windscreen with one of the same type as that broken, or the amount of the prescribed excess, whichever is the lesser.

The cost of a replacement registration label is not to be refunded where the windscreen of a private motor vehicle is damaged while on official business.

### 5.4.2 Claims for reimbursement

Claims for reimbursement under this part should be accompanied by sufficient detail for the NSW Health agency to assess the claim.

## 5.5 Use of private motor vehicles - temporary work locations (TWL)

Where approval is given by the NSW Health agency for a staff member to proceed to a temporary work location for two days or more, approval may also be given for the staff member to take their private car to the temporary work location.

If approval has been given, motor vehicle allowances are to be paid in accordance with the schedules outlined below, as appropriate.

### Official Business Use Required

SITUATION	RATE PAYABLE
1st journey to, and last journey from TWL	Official Business
Other journeys between home and TWL	Applicable Transport or Casual Rate (see <a href="#">5.1.2</a> and <a href="#">5.1.3</a> )
Official business use at TWL	Official Business

**Official Travel****Official Business Use Not Required**

SITUATION	RATE PAYABLE
All travel to and from TWL	Applicable Transport or Casual Rate (see <a href="#">5.1.2</a> and <a href="#">5.1.3</a> )

**5.6 Use of private motor vehicles in connection with official air travel**

Private motor vehicles may be used in travelling to and from airports where the air travel has been approved in connection with official business. The approval applies to air travel from Kingsford Smith Airport, Mascot, from secondary metropolitan airports, eg Bankstown and from country airports including Wollongong and Newcastle.

The following conditions apply to the use of private vehicles for this purpose:

- Motor vehicle allowance is paid at the appropriate casual journey or transport rate for the distance travelled from / to home or headquarters to the airport and return, no daily deduction to be made
- Parking fees incurred at the airport may be reimbursed. The use of valet parking must only be used in exceptional circumstances, e.g. where staff member has excessive luggage
- The insurance policies on the staff member's vehicle are to meet the specified requirements
- The normal policy in respect of repair costs arising from damage to the vehicle, which are in excess of insurance cover, will apply.

Where a staff member has been allocated an official vehicle which he / she normally drives to and from work, he / she should not, other than under exceptional circumstances, use it for the above purpose. Official vehicles should not be left unattended for long periods in parking areas where they are subject to increased risk of damage or theft, and which would deprive the NSW Health agency from allocating the vehicle for use by other staff members.

## **6 LIST OF ATTACHMENTS**

- 6.1 Application Form
- 6.2 Sample Day-to-Day Itinerary
- 6.3 Statement on Medical Insurance Arrangements
- 6.4 Checklist
- 6.5 Report Format for Official Travel
- 6.6 TMF Coverage while undertaking approved official overseas travel

## 6.1 Attachment 1: Application for Official Overseas Travel (page 1 of 4)

SECTION 1: STAFF MEMBER DETAILS		
<b>Title:</b>	<b>First Name:</b>	<b>Surname:</b>
<b>Classification:</b>		<b>Position:</b>
<b>Ministry Division / NSW Health Agency:</b>		
SECTION 2: ROLE AND BENEFITS		
Role of Staff Member on Official Travel (e.g. attending and/or presenting a paper Conference / Seminar etc):		
Is the travel essential in terms of the staff member's role? Provide details.		
Expected benefit to the NSW Health Agency, NSW Health and NSW public health system / or staff member's career development:		
Sponsorship: Demonstrate that no conflict exists to staff member, Agency and NSW Health.		
Alternative means of achieving the aims of official travel / visit have been considered and determined as not appropriate.		
How will information be disseminated throughout Agency and / or NSW Health?		
Details of official overseas travel undertaken in the last two (2) years (reason for travel, date/s and cost):		

Please read the following criteria in relation to calculating associated travel costs for official travel days, subsistence and accommodation before completing travel details and associated expenses on the following page:

### Official Travel:

- Relate only to days on which the staff member would otherwise be on duty. Staff members who otherwise work shift work should be considered day workers. Official travel does not include weekends or personal leave (however described) taken at the staff member's request.
- Includes those week days where travel occurs between destinations e.g. travel between official engagements including travel from one country to any other, and the week day period over which the conference is held. Weekends are not to be counted.

### Daily Allowance and incidentals:

- Is not payable during travel time, or when the departure is not arranged for the first available return flight, or during periods of personal leave i.e. any normal working day when the staff member is not attending the official visit.
- Is not payable when weekends are taken as leisure days between the time of arrival and the conference commencement.
- Calculated from the time the staff member arrives at the overseas destination to the time of departure of the first available return flight to Australia (having regard to the above exclusions). Agencies will need to consider the time of the return flight to determine if any subsistence is payable on the day of departure.
- Is not paid when the staff member requests to take personal leave (however described) for either week days or weekends at his / her request.
- Is to be calculated based on the exchange rate applicable to the country in which travel occurs. Where a staff member is in transit between countries, the applicable exchange rate should be calculated on a proportionate basis.

### Accommodation:

- Is payable for the number of nights for which accommodation is actually required while on official travel, including time spent in travelling between official engagements and/or pending official travel arrivals or departures and where accommodation is required pending departure for the return flight to Australia.
- Costs are not payable where the staff member is taking personal leave or leave without pay during any period of official travel.

## Official Travel



Continued Application for Official Overseas Travel (page 2 of 4)

SECTION 3: DETAILS OF TRAVEL (e.g. conference, seminar, study tour, visit etc)					
Reason for travel: Conference / Seminar Name / Other reason for travel:					
Location:		(City)	(Country)		
Conference/Seminar/Study Tour Dates:		From :			
		To:			
Total Travel Dates		From : (Depart NSW)			
		To: (Arrive NSW)			
No. of working days required for Travel	No. of working days required on official travel	No. of private leave days requested	No of weekend days included	Total No. days	
SECTION 4: DETAILS OF ALL TRAVEL COSTS					
Foreign Currency -Exchange rate (eg. DM 1.19)		Date of Exchange Rate: (as rate may vary)		Conversion in Australian \$	
<i>Calculation of expenses must include conversion from foreign currency into Australian dollars for Accommodation, Daily Allowance and Official Incidental expenses. Please attach formal quotes for fares, registration and accommodation.</i>					
Type of Expense	Foreign currency used	Exchange Rate	Number of nights/days	Rate per night/day	Equivalent in AUD
Fares (Air, Buses, Trains)					
Registration					
Accommodation No. of nights @ cost / night)					
Daily Allowance (No. days @ daily rate)					
Official Incidentals / expenses (estimate)					
Other					
Calculation of leave and costs prepared by (please print):				TOTAL AUD \$	
SECTION 5: SOURCE OF FUNDING (\$)					
General Fund	Special Purpose & Trust Fund / Health Professional Council Funds	Sponsorship	Personal		
Applicant's Signature:..... Date: ...../...../.....					

Continued Application for Official Overseas Travel (page 3 of 4)

<b>SECTION 6: THIS SECTION FOR USE BY RECOMMENDING MANAGER/DIRECTOR)</b>	
1. Sufficient funds are available in the General Fund or SP&T, ie funds have been endorsed by Finance Manager	<input type="checkbox"/> yes <input type="checkbox"/> no
<b>Comment:</b>	
2. Proposed visit is essential and is of significant benefit to the NSW Health Agency, and the NSW public health system.	<input type="checkbox"/> yes <input type="checkbox"/> no
<b>Comment:</b>	
3. Staff member presenting a paper of significance on an important Health issue at an international conference.	<input type="checkbox"/> yes <input type="checkbox"/> no
<b>Comment:</b>	
4. There will be a significant and demonstrable benefit to the Agency, and NSW public health system and State of New South Wales.	<input type="checkbox"/> yes <input type="checkbox"/> no
<b>Comment:</b>	
5. Official travel is to undertake core NSW Health business, or a requirement of the NSW Health Agency.	<input type="checkbox"/> yes <input type="checkbox"/> no
<b>Comment:</b>	
6. Where travel is via a sponsorship, no conflict of interest exists for the individual or for the NSW Health Agency.	<input type="checkbox"/> yes <input type="checkbox"/> no
<b>Comment:</b>	
7. Where travel is for personal professional development, will there be benefits to the individual and / or to NSW Health.	<input type="checkbox"/> yes <input type="checkbox"/> no
<b>Comment:</b>	
8. Length of absence and costs have been kept to the minimum practicable.	<input type="checkbox"/> yes <input type="checkbox"/> no
<b>Comment:</b>	
9. Alternative means of achieving the aims of the official travel / visit have been considered, and determined as not appropriate.	<input type="checkbox"/> yes <input type="checkbox"/> no
<b>Comment:</b>	



Continued Application for Official Overseas Travel (page 4 of 4)

SECTION 7: RECOMMENDATION		
Recommended by Manager / Director		
_____	_____	Date: ...../ ...../ .....
(Name and position)	(Signature)	
Expenditure supported by authorised officer (funds available from relevant fund)		Amount: \$
_____	_____	
(Name and position)	(Signature)	
Endorsed by Agency Executive / Division Deputy Secretary		
_____	_____	Date: ...../ ...../ .....
(Name and position)	(Signature)	
SECTION 8: APPROVAL		
_____		Date: ...../...../.....
(Chief Executive / Secretary) (Signature)		

## 6.2 Attachment 2: Sample Itinerary for Joe Bloggs

Day of Week and Date	Details
Friday 14/9/15	<b>Depart: Sydney 9.35am</b> Arrive: Los Angeles 6.10 am  Depart: Los Angeles 8.30am Arrive: Atlanta 3.51pm
Saturday 15/9/15	Weekend
Sunday 16/9/15	Attending Conference
Monday 17/9/15	Attending Conference  Depart: Atlanta 5.25pm Arrive: New Orleans 6.00 pm
Tuesday 18/9/15	Attending meetings with Medical Oncology Units
Wednesday 19/9/15	Annual Leave
Thursday 20/9/15	Depart: New Orleans 12.55pm Arrive: Los Angeles 5.10pm  Depart: Los Angeles 10.15pm
Friday 21/9/15	In transit / Air Travel
Saturday 22/9/15	Arrive: Sydney 6.05am

*No. of working days required for travel = 3  
 (Friday 14 September; Thursday 20 September, Friday 21 September)*

*No of working days required on official travel = 2  
 (Monday 17 September, Tuesday 18 September)*

*No of private leave days = 1  
 (Wednesday 19 September)*

*No of weekends days included = 3 (Saturday 15 September, Sunday 16 September,  
 Saturday, 22 September)*

**TOTAL NO. OF DAYS = 9**

### 6.3 Attachment 3: Statement on Medical Insurance Arrangements

#### TO WHOM IT MAY CONCERN

#### STATEMENT ON MEDICAL INSURANCE ARRANGEMENTS APPLYING TO OVERSEAS TRAVEL ON OFFICIAL BUSINESS

This is to certify that (name) \_\_\_\_\_  
 (designation) \_\_\_\_\_ (NSW Health entity / Branch) \_\_\_\_\_  
 is authorised by the NSW Ministry of Health, New South Wales, Australia, to travel on official business from (date) \_\_\_\_\_ to (date) \_\_\_\_\_ inclusive (**private or annual leave not associated with official business from (date) \_\_\_\_\_ to (date) \_\_\_\_\_ is excluded**). If delayed, (staff member's name) \_\_\_\_\_ official travel schedule will alter accordingly. During this period of approved travel, the NSW Ministry of Health through the NSW Treasury Managed Fund (TMF) has in place cover for medical expenses incurred outside of Australia and again through TMF, has contracted providers to provide travel and emergency medical assistance to employees whilst travelling overseas on official business.

For advice or assistance under the contract whilst overseas, employees can make a reverse charge call to any of the following:

- **24/7 Emergency Hotline: +61 2 9372 2468**
- **Email: Sydney@internationalsos.com**

Details of Coverage are as follows:

<b>Carrier:</b>	NSW Treasury Managed Fund
<b>Policy No.:</b>	MF 050325-1
<b>Expiry Date:</b>	30 June (Annually)
<b>Amount:</b>	AUD \$1,000,000

Inquiries in respect of medical insurance or any other insurance related matter may be referred to your Risk Management Coordinator

Yours faithfully

Secretary, NSW Ministry of Health / Chief Executive

## 6.4 Attachment 4: Checklist

### CHECKLIST

*(Incomplete applications will be returned to the staff member for completion)*

Applications for official overseas travel will NOT be considered for approval without all of the below documentation:

1.	Completed application form at Attachment 1 of this policy, which includes: <ul style="list-style-type: none"> <li>• <i>Staff Member Details (name, position, classification etc).</i></li> </ul>	<input type="checkbox"/> yes
2.	Role and Benefits have been addressed and demonstrated (see section <a href="#">3.7.3</a> of this policy) <ul style="list-style-type: none"> <li>• <i>Role of staff member, benefit to Agency, NSW Health,</i></li> <li>• <i>Presenting paper of significant Health issue;</i></li> <li>• <i>Undertaking core NSW Health business,</i></li> <li>• <i>No conflict of interest exists, where travel is by sponsorship</i></li> <li>• <i>No alternative means of attending conference/travel etc.</i></li> </ul>	<input type="checkbox"/> yes
3.	Details of Travel completed <ul style="list-style-type: none"> <li>• <i>Name of conference/study tour etc</i></li> <li>• <i>Location/s</i></li> <li>• <i>Conference/study tour etc dates, and any travel between cities</i></li> <li>• <i>Total leave dates, including dates of departure and return</i></li> <li>• <i>Number of working days required for travel</i></li> <li>• <i>Any proposed private leave recorded</i></li> </ul>	<input type="checkbox"/> yes
4.	Detail of all Travel Costs completed <ul style="list-style-type: none"> <li>• <i>Exchange rates</i></li> <li>• <i>Budget breakdown of all fares, registration, accommodation, subsistence (ECA International allowance rates must be used for subsistence based on the appropriate remuneration level of the staff member – see <a href="#">s.3.11</a> of this policy)</i></li> <li>• <i>Details of the staff member who prepared the calculation of leave and costs</i></li> <li>• <i>Total cost</i></li> </ul>	<input type="checkbox"/> yes
5.	Source of Funding <ul style="list-style-type: none"> <li>• <i>General Fund, Sponsorship, Special Purpose &amp; Trust Fund (LHDs only), Health Professional Councils' Funds (HPCA only)and/or Personal</i></li> </ul>	<input type="checkbox"/> yes
6.	Recommendation for General Fund Expenditure <ul style="list-style-type: none"> <li>• <i>(This application form checked and certified by an appropriate Manager)</i></li> </ul>	<input type="checkbox"/> yes
7.	The FCM Travel Solutions (FCM) lowest logical fare quotation <ul style="list-style-type: none"> <li>• <i>Appropriate class of travel has been booked (see section <a href="#">2.2</a> of this policy)</i></li> </ul>	<input type="checkbox"/> yes
8.	Detailed travel itinerary completed(see <a href="#">Attachment 2</a> for example)	<input type="checkbox"/> yes
9.	Written approval for the official overseas travel from the relevant Deputy Secretary or Agency Chief Executive.	<input type="checkbox"/> yes

## Official Travel



## 6.5 Attachment 5: Six-Monthly Report - Approved Overseas Travel

DATE \_\_\_\_ / \_\_\_\_ / \_\_\_\_

NSW Health Agency: .....

Name and Title of staff member (s)	If accompanied by any persons, provide names	Countries (Include cities)	Dates, Duration and Purpose of travel (Role of staff member, name of conference etc)	No. of days on official leave (including travelling days)	No. of days on private leave	Total Cost	Source of Funds *

\* i.e. General Fund, Special Purpose &amp; Trust Fund, Sponsorship etc

## 6.6 Attachment 6: TMF Coverage while undertaking approved official overseas travel

### TMF Cover while undertaking official travel overseas

The NSW Self Insurance Corporation (SIcorp) manages the Treasury Managed Fund (TMF) which provides indemnity for all employees of NSW Health in relation to injuries sustained whilst undertaking official travel both within Australia and overseas.

The coverage is in accordance with, and equivalent to, the benefits payable under the Workplace Injury Management and Workers Compensation Act 1998. (The Schedule of Benefits is amended on 1 April and 1 October each year).

In addition, cover is provided for employees for medical expenses of up to \$1,000,000 incurred while outside of Australia and while travelling for the purpose of NSW Health business. The intention of this additional cover for medical expenses is to protect the approved agency person for the entire period they are overseas whilst on official business e.g. 24 hours, 7 days a week and cover includes treatment for accidents and acute episodes of illness occurring whilst overseas. Cover is provided for treatment other than elective treatment.

#### **Baggage and Personal Effects Coverage**

Coverage to the value of \$10,000 is provided for baggage and personal effects in accordance with the Treasurer's Directions.

In applying this cover to staff specialists undertaking overseas travel for the purposes of TESL, the staff specialist is covered while on official business 24 hours per day. However, should the staff specialist take recreation, long service or leave without pay, or during days when TESL entitlements do not apply while abroad, then TMF cover is suspended for the time of that leave or period when TESL entitlements do not apply, and private arrangements should be made to obtain any insurance coverage for that period. On resumption of official TESL, TMF coverage would again apply.

#### **Personal Accident Exclusions**

This personal accident protection shall not apply to any event directly or indirectly attributable to or a consequence of:

- Intentional self-injury or suicide (whether felonious or not) or any attempt thereof
- Sexually transmitted diseases that are acquired during approved travel unless the disease was workplace contracted while undertaking approved activities
- Engaging in professional sport(s).

#### **Emergency assistance**

TMF has contracted International SOS to provide travel and emergency medical assistance to employees of TMF Agencies whilst travelling overseas on official business.

For advice or assistance under the International SOS contract whilst overseas, employees can make enquiries to the following:

- 24/7 Emergency Hotline: +61 2 9372 2468
- Email: [Sydney@internationalsos.com](mailto:Sydney@internationalsos.com)
- Membership Name: NSW Treasury Managed Fund