



MINISTER FOR STATE DEVELOPMENT, EMPLOYMENT AND INDUSTRIAL RELATIONS

DIRECTIVE No. 7/07
September 2007

- 1. TITLE:** **Domestic Travelling and Relieving Expenses**
- 2. PURPOSE:** To compensate employees for expenses incurred when required to travel within Australia on official duty or to relieve another employee or to perform special duty away from the employee's usual place of work.
- 3. LEGISLATIVE PROVISION:** Section 34(2) of the *Public Service Act 1996*.
- 4. APPLICATION:** This directive applies to –
 - public service officers; and
 - temporary employees engaged under section 113(2)(a) of the *Public Service Act 1996*.

This directive does not apply to –

 - general employees engaged under section 112(2)(a) of the *Public Service Act 1996*; and
 - employees engaged on a casual basis under sections 112(2)(b) and 113(2)(b) of the *Public Service Act 1996*.
- 5. STANDARD:** The conditions prescribed in the Schedules apply.
- 6. EFFECTIVE DATE:** This directive is to operate from **1 September 2007**
- 7. VARIATION:** The provisions in the Schedule may be varied in accordance with certified agreements made under Chapter 6, Part 1 of the *Industrial Relations Act 1999* or decisions of an industrial tribunal of competent jurisdiction.
- 8. INCONSISTENCY:** Sections 34 and 117 of the *Public Service Act 1996* and section 687 of the *Industrial Relations Act 1999* apply if there is a conflict with an act, regulation or industrial instrument.
- 9. SUPERSEDES:** Directive 10/06: "*Domestic Travelling and Relieving Expenses*"
- 10. PREVIOUS REFERENCES:** Directive 8/05: "*Domestic Travelling and Relieving Expenses*"
Directive 3/04: "*Travelling and Relieving Expenses*"
Directive 01/02: "*Travelling and Relieving Expenses*"
Directive 3/00: "*Travelling and Relieving Expenses*"
Directive 17/99: "*Travelling and Relieving Allowances*"
Directive 11/97: "*Travelling and Relieving Allowances*"
Sections 63 and 66 of the *Public Service Management and Employment Regulation 1988*
Determination No. 10
Circular letters 2/90, 7/90, 6/91, 2/92
Administrative Instruction Nos 1 | 10, 1 | 94.

SCHEDULE A

GENERAL CONDITIONS

1. Entitlement

- 1.1 A public service officer or temporary employee engaged under section 113(2)(a) of the *Public Service Act 1996* (referred to as “employee” in this directive) who is required to –
- (a) travel on official duty; or
 - (b) to take up duty away from the employee’s usual place of work to relieve another employee or to perform special duty
- shall be allowed actual and reasonable expenses or allowances for accommodation, meals and incidental expenses necessarily incurred by the employee as provided in this directive.

2. Options for payment

- 2.1 The chief executive may determine the method of payment of travelling and relieving expenses or allowances for employees within his or her department.
- 2.2 The determination may be made from the following options –
- (a) payment direct to the supplier through the use of corporate credit cards;
 - (b) payment direct to the supplier by contractual arrangement or billing system;
 - (c) reimbursement to the employee for actual, reasonable costs incurred by the employee;
 - (d) payment of travelling and relieving allowances as prescribed in this schedule.

A combination of any of these options may be used.

- 2.3 If an employee has specific reasons or believes that they will be financially disadvantaged by a particular method of payment, they may apply as a special case to the chief executive for payment by a different method.

3. Minimum standard of accommodation

- 3.1 Employees are to be provided with accommodation that is at least consistent with the 3 star rating used in RACQ accommodation directories (ie. well appointed establishments offering a comfortable standard of accommodation), except where this standard is not available at a particular centre.

- 3.2 Departments may offer their employees a higher standard of accommodation where appropriate (eg. conference venue, location of hotel in relation to work site, competitive rates negotiated with a higher rated establishment).

4. Limit on meals

- 4.1 The actual and reasonable costs allowed for meals are not to exceed the standard meal allowances as prescribed in this schedule unless otherwise approved by the chief executive.

5. Application of allowances

- 5.1 The allowances contained in this schedule apply in situations where the accommodation, meals or incidentals are not paid directly by the department or reimbursed to the employee.
- 5.2 Payment of meal allowances shall be based on the prescribed rates for the particular centre where the employee incurred the expense.

6. Meals during overnight absences

- 6.1 On the first and last day of an employee’s overnight absence from usual place of work or home, the employee is entitled to the payment of meal expenses or meal allowances in accordance with the following departure and return times.

6.2 Departure from or return to usual place of work or home

Lunch – the employee departs earlier than 1.30 pm or returns later than 1.30 pm.

Dinner – the employee departs earlier than 6.30 pm or returns later than 6.30 pm.

- 6.3 In the case of breakfast, an employee is not eligible for payment of expenses or a meal allowance upon departure except in situations where the employee has to depart from their usual place of work or home before 6.00 am and it is not practicable for the employee to have breakfast before leaving and must purchase it during the journey.

7. Deduction of meal expenses or allowances

- 7.1 An employee is not entitled to expenses or a meal allowance for a meal that is provided at departmental expense or as part of a fare.

Provided that such meal is of reasonable quantity and quality in the relevant circumstances.

GENERAL CONDITIONS

8. Not payable during leave

8.1 An employee who takes leave while travelling on official duty or while absent from their usual place of work on relieving or special duty is not entitled to the payment of travelling or relieving expenses or allowances during the period of the leave except in the case of illness or any other case determined by the chief executive.

9. Telephone calls, facsimiles and postage

9.1 Official telephone calls, facsimiles, etc. and postage costs are to be paid by the department concerned.

10. Incidental expenses or allowance

10.1 Incidental expenses or the incidental allowance are paid to employees to cover expenditure of the following nature –

- newspapers, magazines;
- snacks including coffee, tea or drinks, etc;
- private telephone calls;
- personal items necessary for the travel.

11. Cost of conveyance

11.1 Travelling and relieving expenses and allowances are in addition to the cost of conveyance of the employee.

12. Locality allowance

12.1 Where an employee is in receipt of travelling or relieving expenses or allowances under this schedule, the arrangements for locality allowance applicable at the employee's usual place of work are to continue during the first 42 days of absence at a particular centre of duty. Thereafter the arrangements for locality allowance, if any, applicable to that centre shall apply as long as the employee remains at that centre.

12.2 The payment of locality allowance should not be taken into account in determining an employee's entitlement to travelling or relieving expenses or allowances.

13. Advances

13.1 Where the employee is to be paid travelling or relieving allowances or will be claiming reimbursement of actual expenses, the employee may be granted an advance up to 100% of the estimated costs.

14. Certification after overnight absence

14.1 At the conclusion of the journey, the employee is required to certify that the official travel was undertaken in accordance with the approved itinerary.

14.2 Any change to the itinerary resulting in variation of payments or changed costs (eg. claiming actual expenses instead of meal allowances) should be appropriately acquitted.

15. Documentary evidence

15.1 Before an expense is paid, the employee may be required to produce documentary evidence as determined by the chief executive. This evidence may include –

- receipts,
- itemised statements,
- certifications, etc.

16. Time limit on claim

16.1 Without the approval of the chief executive, a claim shall not be paid unless it is submitted within 12 months of –

- the date of completion of the work; or
- incurring of the expense; or
- the conclusion of the circumstances leading to the claim.

17. Other Issues

17.1 It is a requirement that employees abide by all regulations outlined for the given locality eg. alcohol management plans.

SCHEDULE B

TRAVELLING AND RELIEVING ALLOWANCES	
CATEGORY AND CONDITIONS OF APPROVAL	ENTITLEMENTS
<p>1. ABSENCES NOT EXTENDING OVERNIGHT</p> <p>(a) Absence from headquarters or home is at least 12 hours</p> <p>An employee shall be paid allowances for costs incurred in purchasing lunch and dinner.</p>	<p>Lunch - \$22.65 (Capital Cities & High Cost Country) - \$20.65 (Tier 2 Country Centres) - \$20.65 (Other Country Centres) Dinner - \$38.95 (Capital Cities & High Cost Country) - \$35.60 (Tier 2 Country Centres) - \$35.60 (Other Country Centres)</p>
<p>(b) Absence from headquarters or home is less than 12 hours</p> <p>No allowance is payable except in the following circumstances –</p> <ul style="list-style-type: none"> • an employee is required to purchase an expensive meal as an integral part of travel (eg. catered lunch during a 1 day conference); <li style="text-align: center;">OR • an employee returns after 6.30pm and incurs the cost of purchasing a meal. 	<p>Lunch - \$22.65 (Capital Cities & High Cost Country) - \$20.65 (Tier 2 Country Centres) - \$20.65 (Other Country Centres) Dinner - \$38.95 (Capital Cities & High Cost Country) - \$35.60 (Tier 2 Country Centres) - \$35.60 (Other Country Centres)</p> <p>Dinner - \$38.95 (Capital Cities & High Cost Country) - \$35.60 (Tier 2 Country Centres) - \$35.60 (Other Country Centres)</p>
<p>(c) Breakfast allowance</p> <p>Breakfast allowance will be payable where the employee has to depart from home before 6.00am and it is not practicable for the employee to have breakfast at home and must purchase it during the journey.</p>	<p>Breakfast - \$20.20 (Capital Cities & High Cost Country) - \$18.05 (Tier 2 Country Centres) - \$18.05 (Other Country Centres)</p>
<p>N.B. An incidental allowance is not payable in 1 (a), (b) and (c)</p>	

CATEGORY AND CONDITIONS OF APPROVAL	ENTITLEMENTS																																																											
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CATEGORY AND CONDITIONS OF APPROVAL	ENTITLEMENTS
<p>3. OPTION TO CLAIM ACTUAL EXPENSES</p> <p>An employee may claim actual expenses where the accommodation charges at a particular centre exceed the amount prescribed for accommodation at that centre or where the cost of meals exceeds the total amount prescribed for meals for the whole of the employee's absence.</p> <p>Such actual expenses are to be reimbursed to the employee subject to the chief executive being satisfied that the claim is reasonable and the employee has complied with the general conditions relating to minimum standard of accommodation and documentary evidence.</p> <p>Five situations are shown to clarify the employee's entitlement where actual expenses are claimed by the employee.</p>	<p>(i) All accommodation and meals claimed as actuals Actual and reasonable expenses for accommodation and meals PLUS Relevant incidental expenses allowance</p> <p>OR</p> <p>(ii) All meals and some accommodation claimed as actuals Actual and reasonable expenses for accommodation and meals PLUS Relevant allowances as prescribed in 2 above for accommodation not claimed as actual expenses PLUS Relevant incidental expenses allowance</p> <p>OR</p> <p>(iii) All accommodation claimed as actuals Actual and reasonable expenses for accommodation PLUS Relevant allowances as prescribed in 2 above for meals PLUS Relevant incidental expenses allowance</p> <p>OR</p> <p>(iv) Some accommodation claimed as actuals Actual and reasonable expenses for accommodation PLUS Relevant allowances as prescribed in 2 above for meals and accommodation not claimed as actual expenses PLUS Relevant incidental expenses allowance</p> <p>OR</p> <p>(v) All meals claimed as actuals Actual and reasonable expenses for meals PLUS Relevant allowances as prescribed in 2 above for accommodation PLUS Relevant incidental expenses allowance</p>

CATEGORY AND CONDITIONS OF APPROVAL	ENTITLEMENTS
<p>4. EXTENDED PERIODS OF RELIEVING OR SPECIAL DUTY</p> <p>Where an employee relieves another employee or performs special duty at another centre for an extended period, the employee shall be allowed relieving allowances or expenses as determined hereunder –</p>	<p>(a) Up to 4 weeks</p> <p>Relevant allowances as prescribed in 2 above for accommodation, meals and incidentals.</p> <p>(b) More than 4 weeks</p> <p>For the whole period of the relieving or special duty, such reasonable expenses as negotiated between the employee and the department provided that the employee is not out of pocket (ie. not financially disadvantaged in comparison to remaining at the employee's usual place of work) during the extended period of relieving or special duty.</p> <p>Without limiting the capacity of the parties to negotiate the payment of expenses, the following costs may be taken into consideration –</p> <ul style="list-style-type: none"> • accommodation costs appropriate to the duration of the relieving period and the personal family circumstances of the employee; • costs of purchasing or preparing meals for the employee; • payment of transfer expenses as prescribed in the Ministerial Directive <i>Transfer and Appointment Expenses</i> in lieu of relieving allowances; • use of a government vehicle or compensation for taking own vehicle to the relieving centre as prescribed in the Ministerial Directive <i>Motor Vehicle Allowances</i>; and • reunion visits to the employee's normal centre. <p>The agreed arrangements are to be documented to satisfy any human resource management or financial audit requirements.</p>