

Travel - Official

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Summary Procedures, allowances and approval process that must be followed for travel (overseas, domestic & motor vehicles) by staff of the Dept of Health; any public health organisation within the meaning of the Health Services Act 1997; the Ambulance Service of NSW and the Health Administration Corporation. It does not apply to Staff Specialists utilising Training, Education and Study Leave (TESL).

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Author Branch Employee Relations

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Applies to Area Health Services/Chief Executive Governed Statutory Health Corporation, Board Governed Statutory Health Corporations, Affiliated Health Organisations - Non Declared, Public Health System Support Division, Community Health Centres, Dental Schools and Clinics, NSW Ambulance Service, NSW Dept of Health, Public Health Units, Public Hospitals

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Compliance with this policy directive is mandatory.

OFFICIAL TRAVEL POLICY

This Policy Directive rescinds and replaces Policy Directive 2005_612.

Procedures, allowances and approval process that must be followed for travel (overseas, domestic & motor vehicles) by staff of the Dept of Health; any public health organisation within the meaning of the Health Services Act 1997; the Ambulance Service of NSW and the Health Administration Corporation. It does not apply to Staff Specialists utilising Training, Education and Study Leave (TESL).

The rates and effective dates in this policy are set by the Premier's Dept and at the date of issuing this policy are prescribed in Premier's Circulars 2005/31 and 2005/35. Where Awards/Determinations have specific travel allowance provisions that are more beneficial to the employee, then those Awards/Determinations are to apply. Please check the Premier's Dept website at <http://www.premiers.nsw.gov.au> to ensure these rates are still current.

This policy incorporates the information on official travel contained within the Dept of Health's Supply Manual and the Purchasing/Supply Manual for Area Health Services, as well as all information on the use of private motor vehicles on official business. These arrangements also incorporate Premier's guidelines on overseas travel (Premier's Dept Circular 2005-03, as varied from time to time).

Enquiries concerning this policy should be directed in the first instance to your Health Service Human Resources Manager. Only Area Human Resources personnel should contact the Dept.

Robyn Kruk
Director-General

OFFICIAL TRAVEL POLICY

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SECTION ONE - DEFINITIONS

1.1 DEFINITIONS

Health Administration Corporation (HAC) is the Director-General, NSW Department of Health in his/her statutory capacity as a corporation sole and is the deemed employer for certain industrial purposes within the NSW Health Service.

Health Service refers to individual public health organisations as defined under section 6 of the Health Services Act 1997 (that is, Area Health Services, The Children's Hospital at Westmead and Justice Health) and the Ambulance Service of NSW. However, in this policy, the use of the term *Health Service* also includes the Health Administration Corporation and the NSW Department of Health.

NSW Health refers collectively to the Department of Health, public health organisations as defined under section 7 of the Health Services Act 1997 (including Area Health Services, Justice Health, The Children's Hospital at Westmead) and the Ambulance Service of NSW.

NSW Health System includes employees of area health services; statutory health corporations and affiliated health organisations, as listed in Schedules 1, 2 and 3 of the *Health Services Act 1997*; the Ambulance Service of NSW; the Health Administration Corporation and the NSW Department of Health.

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

Public Official means an officer or employee of a public service department, or of a statutory authority, or of any other public sector service reporting to a Minister, or any other person remunerated by and performing duties under the direction or auspices of such an organisation or service. The intention is that this expression covers any person in an employment relationship with a public sector organisation or service. It does not cover individuals or employees of organisations who provide services under contract to a public sector organisation or service. Where necessary, travel provisions in respect of such contract personnel should be set out in the relevant conditions of the contract.

TESL refers to Training, Education and Study Leave provisions as provided for in the Salaried Medical Practitioners Determination 1997 for Staff /Senior Staff Specialists (as amended from time to time).

SECTION TWO – OVERSEAS TRAVEL

2.1 ELIGIBILITY

Unless otherwise stated, the provisions of this policy apply to all employees of the NSW Health System. Where awards/determinations have specific travel allowance provisions that are more beneficial to the employee, those awards/determinations are to apply.

The provisions of this policy do not apply to leave taken by Staff Specialists pursuant to Training, Education and Study Leave (TESL) except in respect to point 2.9 Travel Insurance. These provisions are provided for in the Salaried Medical Practitioners Determination and Policy Directive 2005-305 (previously Circular 2003/29). However, where a Staff/Senior Staff Specialist travels for a reason other than TESL, the provisions of this policy apply.

2.2 SCOPE

Official Overseas Travel is travel out of Australia by employees when, the employee is on duty; the employee undertakes some official duty during the course of a private overseas visit; the employee is on special leave for any purpose; the employee undertakes official duty during absence overseas on leave granted for study purposes; or the employee 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.

The strictest economy is to be exercised on overseas visits. Sound reasons should be provided in support of any recommended proposals that establish that a proposed visit is essential and will have significant benefit to the NSW Health System. The length of absence and costs must be kept to the minimum practicable.

▪ Study Scholarships

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

▪ Sponsorship

An employee 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.

▪ Private/Annual Leave

The practice of taking private leave before, during or after official overseas travel should not be encouraged. Each application should be considered on its merit. The amount of private leave should be based on the distance travelled and length of the conference/seminar, and approval is at the discretion of the Director-General/Chief Executive. Any request by an employee to take private leave while undertaking official overseas travel is to be limited to 1-3 days, and must be approved by the Director-General/Chief Executive as appropriate.

2.3 PROCEDURE FOR SEEKING APPROVAL TO TRAVEL

The following criteria and procedures apply where travel applications involve expenditure from the General Fund.

Applications are not approved as a matter of course and approval should not be assumed in any circumstance. Employees should not give an irrevocable commitment in respect to a proposed overseas visit prior to approval. Once the application is approved or declined, the decision is

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final. Any costs incurred in the absence of such approval, or above the approved amount, will be the responsibility of the applicant and other person(s) concerned.

2.3.1 Procedure

Application Process if Presenting a Paper at a Conference/Seminar (“Approval in Principle”)

Employees must in the first instance obtain the Chief Executive’s/Director-General’s “Approval in Principle” before submitting an abstract/paper to conference/seminar organisers.

i) Application for Approval in Principle to Present a Paper (refer Attachment 3)

“Approval in Principle” is to be obtained prior to an employee submitting either a paper or a synopsis for acceptance to the conference/seminar organisers. Approval at this stage can be taken to be an approval in principle that funding is approved.

ii) Criteria for Formal Approval To Present A Paper:

- There has been no prior commitment to conference organisers by the individual to present a paper;
- The employee is presenting a paper of significance on an important Health issue;
- The relevant manager certifies the application is a high priority for the Department/Area Health Service;
- There is a real and demonstrable benefit to NSW Health.

iii) If approval in principle is granted, the employee is still required to complete the Application for Official Overseas Travel (see below).

Application Process for all Official Overseas Travel (Attachment 2)

- Applications for official overseas travel are to be submitted to the Chief Executive of the Health Service for health system staff and the Director-General for Department of Health employees and public health organisation Chief Executive’s for approval (see Section 2.4).
- Requests for approval to present a paper/speak at a conference, or to attend a conference as a participant on behalf of NSW Health will be critically reviewed, and sound reasons in support of the request are to be provided by the applicant.
- Applications are to be checked and signed by an appropriate manager and include all documentation requested in the Checklist (Attachment 1).

Criteria for approval:

- The proposed visit is essential and is of significant benefit for the Department/Area Health Service;
- Sound reasons are given in support of any recommended proposals and there is a real and demonstrable benefit to NSW Health;
- Length of absence and costs are kept to the minimum practicable; and
- The applicant has previously been “Approved in Principle” by the Director-General/Chief Executive if they are to present a paper at a Conference.

Each financial year, a General Fund notional budget is established for official overseas travel undertaken by NSW Health employees. Although the relevant Department/Area Health Service pays for the travel, the expenditure is recorded against the notional General Fund budget. The notional budget for the 2005/2006 financial year stands at \$250,000. The Chief Financial Officer, Department of Health is authorised to increase this base amount each financial year by such amount as he considers appropriate.

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Health Services will be advised of their annual notional budget allocation for overseas travel in advance by the Chief Financial Officer, and will need to determine how applications will be prioritised to ensure the General Fund notional budget will not be exceeded. Responsibility for ensuring the notional budget

allocation is not exceeded rests with the Health Service. The Department receives a general allocation across all directorates. Employee Relations will monitor Department of Health expenditure for the Director General to ensure that travel approvals do not lead to over-expenditure of the allocation.

Where overseas travel will exceed the allocated budget, the Health Service or the Department must seek approval in writing from the Chief Financial Officer, Department of Health. If approval to exceed the budget is granted the amount overspent will be offset from the travel budget for the following financial year and the Area's allocation in that year will be reduced accordingly.

Conversely, where the allocated budget is under expended at the end of the financial year the balance will be added to the Area's allocation for the following financial year.

2.3.2 Health Service Six-Monthly Reporting Requirements

- In order to report on overseas travel activities to the Minister, Health Services and the Department are to provide six-monthly advice on all overseas travel by employees. This advice should include each occasion of overseas travel, its date and duration, the officer(s) or employees (and any companions) travelling, purpose, any associated private leave granted, the cost and funding source.
- These reports are to be submitted by e-mail in Excel format to the Chief Financial Officer, NSW Health Department 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. Please use the form at (Attachment 4) as a template.
- Overseas travel is subject to audit reporting requirements (refer Section 2.11)

2.4 DELEGATION OF APPROVAL

Overseas travel including Travel to New Zealand, Papua New Guinea, Norfolk and Lord Howe Islands or other external Australian territories is to be approved in accordance with the following:

NATURE OF FUNDING	SUBMIT APPLICATION TO	APPROVAL BY
General Fund	AHS - Area HR/Area Executive DoH - Employee Relations	Within the notional budget: AHS - Area CE DoH - Director-General If the notional budget is exceeded applications must go through: AHS/DoH - Chief Financial Officer, Department of Health
Sponsorship	AHS - Area HR/Area Executive DoH - Employee Relations	AHS - Area CE DoH - Director, Employee Relations
Special Purpose and Trust Fund (Health Services only)	AHS - Area HR/Area Executive	AHS - Area CE
Funds not sought, only leave for Official Travel	AHS - Area HR/Area Executive DoH - Director-General - Deputy Directors-General - Director, Employee Relations	AHS - Area CE DoH - Director-General - Deputy Directors-General - Director, Employee Relations

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Where expenditure is via a sponsorship, recommending officers should ensure that no conflict of interest exists for the individual, for the Health Service, or for NSW Health (refer to Staff Delegation A109).

▪ **Private Funding**

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

2.5 CLASS OF AIR TRAVEL

The following conditions apply to all employees, including Staff Specialists not travelling pursuant to TESL entitlements -

- Chief Executives, members of the Senior Executive Service or equivalent, Staff Specialists, other public officials whose annual salary exceeds a Senior Officer Grade 1, 1st year, (as varied from time to time), Chairpersons of statutory bodies and of Government bodies and committees may use Business Class for all overseas travel. This includes New Zealand and Papua New Guinea.
- Travel by other employees including Staff Specialists on a salary below a Senior Officer Grade 1, 1st year, (as varied from time to time) should be Economy Class, except where the employee is:
 - (a) accompanying a Minister: if required by the Minister, the employee may travel in the same class as the Minister for the sectors where they travel together; or
 - (b) travelling overseas on duty as a member of a Government sponsored delegation or similar representative group: the submission to the Director-General/Chief Executive may propose that the employee travel in the same class as the members who are not NSW public officials for the sectors where they travel together.
- If an employee elects to travel in a class higher than their salary allows for as specified above, all additional costs are to be borne by the employee.

2.6 AIR TRAVEL BOOKINGS (both overseas and domestic travel)

2.6.1 General

Health Services are required to utilise the NSW Supply Service Contract 1008 “**Air Travel and Related Services**” for all travel whether it is financed from either the General Fund or Special Purpose and Trust Fund.

Details of Contract 1008 can be found at:

<http://www.supply.dpws.nsw.gov.au/Contract+Information+and+User+Guides/Contract+Information+and+User+Guides.htm>

2.6.2 Airline "Frequent Flyer" Schemes

Employees of the NSW public health system and other people who are travelling at Government expense are not to seek or accept frequent flyer points from any airline in respect of official transport. No frequent flyer points are to be sought or allocated, and choice of airline, particularly for transport overseas, is not to be influenced by the availability of frequent flyer points.

The risk of improper use of frequent flyer points credited to corporate or individual accounts in respect of official transport before 1 July 2002 should be considered in internal audit programs. If there is an unacceptable risk that points may be used improperly, the points should be surrendered to the relevant airline. To surrender points, airlines require written advice from the account holder.

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2.7 TRAVEL ALLOWANCES (Subsistence)

When travelling overseas on official business, employees are not paid subsistence during travel time.

However, employees are paid:

- A daily allowance rate to cover meals and incidentals (incidentals such as expenses to cover personal laundry and dry cleaning, taxi fares (for personal reasons), newspapers and magazines, private telephone calls, gratuities);
- Official incidentals (business costs) 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 is paid on the basis of actual reasonable expenses incurred, subject to the production of receipts.

Allowances 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, i.e. meals and incidentals (refer Section 2.8) an employee may elect in writing, to receive payment of the total of the allowances (meals + 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 + incidentals) prescribed by this policy. Please refer to the ATO website <http://www.ato.gov.au> for the latest information. Written substantiation must be provided in respect to accommodation costs claimed.

2.7.1 Overseas Allowance Rates

ECA International provides the overseas allowance rates through a subscription service. Due to copyright provisions these rates can only be accessed by Health Services through the Department of Health Intranet site at: <http://internal.health.nsw.gov.au/jobs/travel/index-travel.html>

2.7.2 How to determine appropriate daily rates

The remuneration levels for determining appropriate daily allowance rates for overseas travel are as follows:

<p>Chief Executives of Area Health Services and Statutory Health Corporations; Senior/Health Executive Officers paid a total remuneration package of at least \$199,574 pa; Statutory Officers receiving a cash salary of \$144,691 pa & above; & Senior Staff Specialists in Public Hospitals</p>	<p><u>Department Head Rates</u></p> <p>Claim actual expenses (not paid as an allowance). This rate is treated as an indicative upper limit.</p>
<p>All other Senior/Health Executive Officers paid a total remuneration package below \$199,574 pa; and Statutory Officers on a cash salary above a Senior Officer Grade 1, 1st year, and below \$144,691 pa; and Staff Specialists in Public Hospitals</p>	<p><u>SES Rates</u></p> <p>Claim actual expenses (not paid as an allowance). This rate is treated as an indicative upper limit.</p>
<p>Officers on a cash salary below or equal to a Senior Officer Grade 1, 1st year, (as varied from time to time)</p>	<p><u>Other Rates</u></p>

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NOTE - The above remuneration levels are set by the Premiers Department, which at the date of issuing this policy were prescribed in Premiers Circular 2005/35. Please check the Premiers Department website at <http://www.premiers.nsw.gov.au> to ensure these levels are still current.

Where an employee's itinerary includes "free meals", such as meals provided at conferences, seminars, etc., the authorising Officer must ensure the claim is adjusted accordingly, e.g. where dinner is provided, a deduction of the dinner allowance prescribed at 3.5.6 of this policy must be made.

In accordance with Premier's Department policy, the daily meal and incidental allowance rates should be reduced to 70 per cent of the daily rates after an employee has resided in accommodation in the same town/city overseas for a period in excess of 35 days.

The intention is that employees should be paid the full daily allowance for the first 35 days they reside in accommodation in the same town/city to compensate for the higher costs associated with transitory living arrangements and the costs of settling into long term accommodation. When an employee has resided in accommodation, in the same town/city, for 35 days his/her allowance for meals and incidentals will be reduced.

2.7.3 Claims

Claims for travel expenses incurred by public officials in the course of official travel should be returned to the officer who processes travel claims within the relevant organisation or service as soon as possible, and within one month after the travel has occurred. Travel expense claims should be supported by all procurable documents, such as air tickets, boarding passes, receipts and approvals.

2.7.4 Receipts

All employees travelling overseas are to be made aware, prior to the travel, of the requirement to produce receipts for all expenses that are claimed outside of those items included within the daily allowance, such as accommodation and official fares etc. Only costs reasonably and properly incurred will be considered for payment. Should any employee consider that he/she has been disadvantaged by the operation of these allowances, he/she may claim all-inclusive actual expenditure in respect of the entire period of travel overseas.

2.8 TAXATION ARRANGEMENTS FOR MEAL AND TRAVELLING ALLOWANCES

At the time of issuing this policy, Taxation Ruling 2004/6 deals with the taxation arrangements for meal and travelling allowances including overtime, meal allowances and subsistence daily rates. Taxation Determination 2005/32 sets the reasonable limits for taxation purposes for the 2005/2006 financial year. For the latest information please refer to the ATO website at <http://www.ato.gov.au>

2.9 TRAVEL INSURANCE

The Contract of Coverage with the NSW Treasury Managed Fund provides at Section E.5.1.4 for automatic Tourist and Travellers Protection for official visits of employees (including Staff Specialists undertaking overseas travel for the purposes of TESL in accordance with the Salaried Medical Practitioners Determination (as varied from time to time) travelling abroad. The Contract may be found in a booklet titled "Treasury Managed Fund – Scheme Structure incorporating the TMF Contract of Coverage March 2004" which can be obtained from your Risk Management Co-ordinator.

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 service please call your Risk Management Co-ordinator in the first instance, or David Wilkinson, NSW Health Department on (02) 9391 9173. Insurance coverage and its exclusion is as summarised below:

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2.9.1 Official Visits of Employees Abroad

Personal Accident and Medical Expenses Cover

Tourist and travellers personal accident protection automatically covers employees and approved persons against injury or death by accident while travelling abroad.

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, medical expenses of up to \$1,000,000 are provided while outside of Australia.

The intention of this cover is to protect the approved agency person for the entire period they are overseas whilst on official business i.e. 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.

In applying this cover to Staff Specialists undertaking overseas travel for the purposes of TESL the Department advises that the Staff Specialist is covered whilst on official business 24 hours per day. However, should the Staff Specialist take recreation, long service or leave without pay whilst abroad then TMF cover would be suspended for the time of that leave and private arrangements should be made to obtain any insurance coverage for that period.

On resumption of official TESL TMF coverage would again apply.

Baggage and Personal Effects Coverage

Coverage to the value of \$10,000 is provided for baggage and personal effects in accordance with the Treasurers Directions (\$10,000 – as of December 1998).

Note: Subject to the employee receiving the Director-General's/Chief Executive's prior approval, the cover extends to leisure and recreational periods associated with the conference only while the employee is abroad (but not private leave).

2.9.2 Personal Accident Exclusions

This tourist and travellers 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;
- Engaging in professional sport(s).

2.9.3 Proof of Medical Insurance

It is suggested that a "Statement on Medical Insurance Arrangements Applying to Overseas Travel on Official Business" signed by the Director-General/Chief Executive or delegate similar to the pro forma at (Attachment 5) be supplied to each employee travelling overseas.

2.9.4 Emergency Assistance

In addition to the protection provided, the NSW Treasury Managed Fund has an agreement with International SOS Australasia Pty Ltd to provide emergency assistance to employees of Fund members travelling within Australia (in excess of 160km from place of residence) or overseas on official business. The services provided are detailed below, and can be accessed through a 24-Hour Alarm Centre by contacting SOS Sydney Alarm Centre, SYDNEY, AUSTRALIA, telephone: 61 2 9273 2784, facsimile: 61 2 9372 2455 (call charges may be reversed).

The services provided are also detailed on their website <http://internationalsos.com>

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(a) Corporate Medical Membership

1. Emergency and Routine Medical Advice
2. Travel Health Information
3. Medical and Dental Referrals
4. Outpatient Case Management
5. Medical Evacuation and Repatriation
6. Convalescence Expenses
7. Return Home after Medical Evacuation
8. Outpatient Medical Expense Guarantee and Payment
9. Arrangement for Inpatient Admission and Identify Receiving Physician
10. Inpatient Medical Expense Guarantee, Cost Review and Payment, Medical Monitoring
11. Dispatch of Medication and Medical Supplies
12. Repatriation of Mortal Remains
13. Access to International SOS Clinics
14. Legal Referrals
15. Emergency Message Transmission
16. Translations and Interpreters
17. Lost Document Advice and Assistance
18. Arrange Ground Transportation and Accommodation for Accompanying Family Members
19. Companion Ticket
20. Advance of Emergency Personal Cash
21. Return of Dependant Children

(b) Corporate Security Program

1. Travel Security Information
2. International SOS Crisis Centre
3. Security Evacuation Assistance and Co-ordination
4. Security Surveys and Emergency Response Planning
5. Other Security Services

Arrangements have been made for membership cards to be provided by the State Government's Contracted Travel Agents at the time that aeroplane tickets are collected. In the event that a card **is not** received the following membership name and number must be quoted whenever contact is made with SOS Assistance. Health Services should include this information in the approval letter provided to the employee travelling overseas.

Membership Name: NSW Treasury Managed Fund

Membership Number: 12AMMS000001

2.9.5 Pre Travel Arrangement

International SOS can also provide other services relating to pre travel assistance on a fee for service basis. Details of this assistance can be found on their website <http://internationalsos.com> with the password being the membership number, or obtained direct from International SOS on 61 2 9372 2400.

2.10 OBSERVATION OF PROTOCOL AND OTHER SPECIAL CONDITIONS

It is important that the proper protocol be observed at all times in connection with official visits overseas. Requests for assistance to foreign governmental authorities of other countries for assistance (eg. in the arranging of appointments, transport, etc) must be made through established diplomatic channels either to the Diplomatic and Consular Missions in Australia of the countries to be visited, or the Australian missions in those countries. Departure from these procedures could create difficulties or disrupt travel.

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Foreign governments should not be approached directly by a State Minister or employee seeking the provision of any form of assistance relating to overseas visits. This applies even if an established liaison already exists with a representative of a foreign government or one of its departments. Such requests should be directed through the Diplomatic/Consular Missions.

From time to time, the Federal Department of Foreign Affairs and Trade supplies the Premier's Department with guidelines on this subject. Premier's Department Circular 98/12, as varied from time to time, contains current information as at this date and the Office of Protocol can advise when the information has changed.

2.11 AUDIT AND REPORTING REQUIREMENTS

Each occasion of overseas travel, the date and duration, the officer travelling, purpose and any associated private leave granted, cost and funding source will need to be justified and recorded for audit purposes, *including* any travel undertaken by Staff /Senior Staff Specialists for reasons other than TESL. The requirement for disclosure of overseas travel in the Annual Report will continue.

The report should be completed where:

- the employee is not a Staff/Senior Staff Specialist utilising TESL; and
- the travel is not covered by Award conditions; and
- the travel is funded in excess of \$2000 from the Special Purposes and Trust Fund; and
- employees seeking approval by the Director-General/Chief Executive.

Employees (who have had overseas travel approved by the Director-General/Chief Executive) are to forward a short report (preferably 2 - 3 pages) on the seminar/conference by e-mail to the Employee Relations Division, Department of Health. The format to be used for the report will be attached to the approval letter. The report will then be included on NSW Health Intranet site <http://internal.health.nsw.gov.au/jobs/travel/index-travel.html>

Note: It is ESSENTIAL that reports are provided in electronic form so that they can be easily uploaded onto the NSW Health Intranet site. Employees should check their Health Service's reporting requirements as the Health Service may require a more comprehensive report.

SECTION THREE - DOMESTIC TRAVEL

The allowances in this section are set by the Premiers Department, which at the date of issuing this policy were prescribed in Premiers Circular 2005/31 and 2005/35.

Please check the Premiers Department website at <http://www.premiers.nsw.gov.au> to ensure these figures are still current.

3.1 DELEGATION OF APPROVAL

The Director-General, Chief Executives, statutory office holders reporting directly to the Minister, and Chairpersons of statutory bodies and of Government boards and committees may approve their own official domestic travel. The Minister's approval should be obtained for any proposed travel arrangements that might attract public concern and the strictest economy should be exercised.

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

The relevant Chief Executive or Chairperson, or delegates acting under formal delegation must approve domestic travel by all other employees in writing. The Director-General must approve travel to Norfolk Island, Lord Howe Island or other external Australian territories.

Where an employee undertaking domestic travel on duty proposes to extend the visit for private purposes, or conversely proposes to extend private travel for official purposes, prior approval is required. Government policy is that this practice should not be encouraged.

3.2 CLASS OF TRAVEL (All Modes of Transport)

The following conditions apply to all employees, including Staff Specialists not travelling pursuant to their TESL entitlement.

Economy class should be used for all travel within Australia, with the exceptions set out below.

Chief Executives, members of the Senior or Health Executive Service, and employees with remuneration on or above a cash salary equal to a Senior Officer Grade 1, 1st year under the *Crown Employees (Senior Officers Salaries 2004) Award* (as varied from time to time), may use Business Class for travel to Western Australia, the Northern Territory, Tasmania, and destinations in Queensland to the north of Brisbane.

All other domestic travel to destinations not specified above or by employees on a cash salary below or equal to a Senior Officer Grade 1, 1st year, (as varied from time to time), should be Economy Class, except where the employee is accompanying the Minister, if required by the Minister, the employee may travel in the same Class as the Minister for the sectors which they travel together.

3.3 MEANS OF TRAVEL

- Employees must complete a "Request for approval to travel" (available from Health Services) form, and have obtained approval to travel from an authorised officer, 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.

Title: OFFICIAL TRAVEL POLICY

- Rail and air timetables are to be examined closely to ensure that the most economical arrangement is approved. Air travel may be approved in instances where it can be clearly demonstrated that an overall saving would eventuate, that is, in regard to applications for travel the expected relative costs of travel by air and rail should be considered having regard to the:
 - cost of rail fares;
 - cost of subsistence allowance;
 - cost of air fares;
 - cost of excess travelling time.
- Air travel may be approved:
 - for the forward journey where one day or less is involved in order to avoid overnight travel on consecutive nights;
 - for the forward journey where the train arrival time is earlier than 6 a.m. on the outward journey from Headquarters;
 - where the urgency of business warrants it;
 - where there is no significant difference in cost between rail and air travel and the employee is required to maintain close liaison with other parties travelling by air;
 - where it is of advantage to have the employee available at the start of business on the following day and rail travel does not allow this;
 - for the return journey when the return journey commences later than 10 p.m. and/or the train arrives back at point of departure (near headquarters) earlier than 6 a.m. on a working day and air travel at a more suitable time is available;
 - where a rail sleeper accommodation is not available.
- Use of air travel, including travel by chartered aircraft is to be monitored and wherever practicable, arrangements should be made to coordinate travel by officers using chartered aircraft so that maximum economies can be achieved.
- In other cases Government transport services should be used whenever practicable. Rail transit should be used for the transport of material and equipment where the Rail Division of the State Rail Authority can provide a reasonable service.
- Rail travel is to be based on overnight rail travel with sleeper accommodation.

3.4 AIR TRAVEL BOOKINGS (see section 2.6)

3.5 TRAVEL ALLOWANCES (Subsistence)

3.5.1 General

Any authorised official travel and associated expenses, properly and reasonably incurred by an employee required to perform duty at a location other than their normal headquarters, shall be met by the Health Service. Employees 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 employer is prepared to accept other evidence from the employee.

The need to obtain overnight accommodation shall be determined by the Director-General, Chief Executive of a Health Service, or their delegate, having regard to the safety of the employee travelling on official business and local conditions applicable in the area. Where employees are required to attend conferences or seminars, which involve evening sessions or employees are required to make an early start at work in a location away from their normal workplace, overnight accommodation shall be appropriately granted.

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3.5.2 Travelling Time

Compensatory 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 before or after the employee's normal hours of duty.

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

An employee directed to travel on official business outside the 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.

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 employee 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 p.m. on one day to 7.30 a.m. on the following day where the employee has travelled overnight and sleeping facilities have been provided for the employee;
- e) travel not undertaken by the most practical available route;
- f) working on board ship where meals and accommodation are provided; and
- g) any travel undertaken by an employee whose salary includes an "all incidents of employment" component.

When an employee 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 Department of Health employees 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. Staff members whose salary is in excess of Clerk Grade 5, under the Crown Employees (Public Sector Salaries January 2002) Award, as varied from time to time, are to be paid at the Clerk Grade 5 rate + \$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.

3.5.3 Living Allowance - Daily Rates versus Actual Expenses

In accordance with Government policy, Chief Executives, Senior or Health Executive Service Officers, and statutory officers receiving a cash salary of at least a Senior Officer Grade 1, 1st year under the *Crown Employees (Senior Officers Salaries 2004) Award* (as varied from time to time) **can only claim actual expenses, with receipts, not the daily allowance rate**. The rates at Columns A and B of Attachment 6 are to be treated as indicative upper limits for these expenses (see s.3.5.4).

Health Service award employees are eligible to be paid the daily allowance rate as opposed to claiming actual expenses. The daily allowance rate is found at Column C of Attachment 6.

As an alternative to claiming the daily allowance rates, employees with salary rates specified as Clerk Grade 12, maximum, (as varied from time to time) or below and Public Service Senior Officers or Skill Shortage Allowance Officers may elect to claim necessary and reasonable expenses actually incurred for meals (excluding morning and afternoon teas) and accommodation while absent from headquarters, plus an amount of **\$14.55** per day for incidental expenses at all locations. Daily rates are to be treated as an indicative upper limit for travel expenses.

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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 employee satisfies the approving officer that, despite the period being less than 24 hours, expenditure for accommodation and three meals has been incurred.

In other cases, where some part day travel at the end of the trip is involved, the amount payable for the part day of travel shall be limited to the actual expenses (excluding morning and afternoon teas) incurred (receipts required) up to the allowance levels set for meals. As a guide, the 6.00am and

6.30pm times set for payment of day only travel allowances are to be used as the basis for the payment of actual expenses where part day travel is involved at the end of the trip.

3.5.4 Indicative Upper Limits and Daily Allowance Rate (where not specified by an applicable Award/Determination or other industrial instrument)

The table at Attachment 6 provides the indicative upper limits for actual expenses and the daily allowance rate. 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.

The below remuneration levels are set by the Premiers Department, which at the date of issuing this policy were prescribed in Premiers Circular 2005/35. Please check the Premiers Department website at <http://www.premiers.nsw.gov.au> to ensure these levels are still current.

Category A contains the indicative upper limit for actual expenses claimed by Chief Executives, Senior or Health Executive Service Officers paid a total remuneration package of at least \$199,574 p.a. and above, and Statutory Officers receiving a cash salary of at least \$144,691 p.a.

Category B contains the indicative upper limit for actual expenses claimed by all other Senior or Health Executive Service Officers paid a total remuneration package below \$199,574 and Statutory Officers on a cash salary of at least the rate for Senior Officer Grade 1, 1st year, under the *Crown Employees (Senior Officers Salaries 2004) Award* (as varied from time to time) and below \$144,691 p.a.

Category C contains the daily allowance rate for eligible employees and other officers below a cash salary of Senior Officer Grade 1, 1st year, under the *Crown Employees (Senior Officers Salaries 2004) Award* (as varied from time to time). Actual expenses are paid where reasonably and properly incurred costs exceed the allowance.

The amounts payable to part-time chairpersons and members of Government Boards are dependant on the category of the board as categorised in Premier's Memorandum No. 2004-10. Advisory Committees will continue to claim actual expenses with a daily indicative upper limit as specified in category 'C'.

Where an employee's itinerary includes "free meals", eg meals provided at conferences, seminars, etc., authorising officers must ensure the claim is adjusted accordingly, eg. where dinner is provided, a deduction of the dinner allowance prescribed at 3.5.6 of this policy must be made.

Due to taxation implications regarding the daily allowance, i.e. subsistence (refer Section 3.7) an employee may elect in writing, to receive payment of the total of the allowances (accommodation + meals + incidentals) as currently prescribed by Australian Taxation Office Determination TD 2005/32, if the total of the allowances is less than the rate prescribed by this policy at Attachment 6. Please refer to the ATO website at <http://www.ato.gov.au> for more information on Determination 2005/32 and Australian Taxation Ruling 2004/6.

3.5.5 Living Allowance - Payment of Allowances

The following guidelines apply to the payment of domestic travel allowances:

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(a) Non-Government/NSW Health Accommodation

Where an employee performs official duty at a temporary work location and is thereby compelled to reside temporarily at a place other than his/her residence, and is not provided with accommodation by the Government/NSW Health, the employee shall be paid an allowance for the expenses properly and reasonably incurred during the time actually spent away from the employee's residence (from time of leaving to time of return) in order to perform that duty.

Where possible, the overnight accommodation for employees travelling on official business should be of the middle of the standard range, referred to generally as three star/three diamond accommodation.

If claiming Sydney rate, the boundary is determined by Sydney Telephone District as defined by the Telstra's (02) 8 and (02) 9 boundary.

Where an employee proceeds directly to a temporary work location in a capital city and returns direct, the Capital City rate applies to the whole absence. Where an employee 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.

Where actual expenses are claimed, employees can claim **\$14.55** per day for incidental expenses at all locations.

- During any one itinerary, a claim must be made on a uniform basis, that is, employees may not claim daily allowance rates for part of the period of absence, and actual expenses for the other part of the period of absence.

However, in accordance with section 3.5.3. 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.

Upon the expiration of 35 continuous calendar days (commencing from the time of arrival at the employee's temporary work location and including any public holiday and any period of return to the employee's residence at weekends) and up to 6 months, an employee shall, subject to section 3.5.8 "Adjustment of Allowances" of these procedures be paid an allowance at the reduced daily rate, provided that the allowance paid to an employee temporarily located in Broken Hill shall be increased by one-fifth.

The intention is that employees should be paid the full daily allowance for the first 35 days they reside in accommodation in the same town/city to compensate for the higher costs associated with transitory living arrangements and the costs of settling into long term accommodation. When an employee has resided in accommodation, in the same town/city, for 35 days their allowance will be reduced.

(b) Government/NSW Health Accommodation

Where an employee performs official duty at or from a temporary work location and is thereby compelled to reside temporarily at a place other than his/her residence, and is provided with accommodation by the Government/NSW Health, the employee shall be reimbursed expenses properly and reasonably incurred during the time actually spent away from his/her residence in order to perform that duty, and shall in addition be paid incidental expenses of **\$14.55** per day.

Restrictions on Payment of Travelling Allowances

Allowances are not payable in respect of:

- any period during which the employee 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 Chief Executive or delegate, or

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

An employee, who is in receipt of an allowance, may return to the employee's residence on any weekend or public holiday and shall be entitled to be paid the actual expenses of travel (for the journey from the temporary work location to the employee's residence, and for the return journey from the employee's residence to the temporary work location) properly and reasonably incurred (including any allowance for use of private motor vehicle). Unless otherwise determined by the HAC, the amount so paid shall not exceed the amount to which the employee would have been entitled by remaining at his/her temporary work location.

An employee 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 an 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 health organisation establishments. However, the employee is to pay for the meal(s).

3.5.6 Meal Allowances (where not specified by an applicable Award/Determination or other industrial instrument)

An employee 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 employee's residence shall be paid the following allowances:

- (a) **for breakfast** when required to commence travel at or before 6.00 a.m. and at least 1 hour before the prescribed starting time;
- (b) **for dinner** when required to work or travel until or beyond 6.30 p.m.;
- (c) **for lunch** only when the employee 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 members normal headquarters at the time of taking the normal lunch break.

Description	Amount
Capital Cities & High Cost Country Centres	
• (a) Breakfast	\$18.90
• (b) Lunch	\$21.15
(c) Dinner	\$36.40
Tier 2 and Other Country Centres	
(a) Breakfast	\$16.85
(b) Lunch	\$19.30
(c) Dinner	\$33.30

The allowance under (a), (b) and (c) are payable as long as the employee incurred an expense.

3.5.7 Claims for Payment of Allowances

- (a) Payment in advance: the Director-General (or delegate), Department of Health; Chief Executive (or delegate) of Health Services or the Ambulance Service of NSW may approve applications for advance payments of travelling and sustenance allowances. Such applications should include a detailed estimate of anticipated expenditure.
- (b) Time for submitting claims: claims should be submitted promptly, that is, within one month from the completion of work or within such reasonable time as the Director-General (or delegate), Department of Health, or Chief Executive (or delegate) of a Health Service or the Ambulance Service of NSW determines in writing.
- (c) Payments of actual expenses shall be subject to the production of receipts, unless the delegated officer is prepared to accept other evidence from the staff member.

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3.5.8 Adjustment of Allowances

Where an allowance under sections 3.5.5 and 3.5.6 of these procedures is insufficient to adequately reimburse the employee for expenses properly and reasonably incurred, a further allowance may be paid so as to reimburse the employee for the additional expenses incurred.

Where:

- a) any expenses in respect of which a domestic travel allowance is payable were not properly and reasonably incurred by the employee in the performance of official duties; or any purported expenses in respect of which a domestic travel allowance is payable were not properly and reasonably incurred by the employee in the performance of official duties; or
- b) any purported expenses in respect of which a domestic travel allowance is payable were not in fact incurred by the employee;
- c) the employee was paid in excess of the amount which would adequately reimburse him/her for expenses properly and reasonably incurred, payment of the allowance is to be refused or the amount of the allowance is to be reduced, as the case may require, by the Director-General (or delegate), Department of Health, or the Chief Executive (or delegate) of a Health Service or the Ambulance Service of NSW.

3.6 PART DAY TRAVEL ALLOWANCE (PDTA)

Part-day travel allowances received should be shown as assessable income in the **employees'** 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.

3.7 TAXATION ARRANGEMENTS FOR MEAL AND TRAVELLING ALLOWANCES

Refer to Australian Taxation Office Determination 2005/32 and Taxation Ruling 2004/6 for information on the taxation arrangements for meal and travelling allowances including overtime, meal allowances and subsistence daily rates. TD 2005/32 sets the reasonable limits for taxation purposes for the 2005/2006 financial year and TR 2004/6 explains the substantiation exception and the way in which these expenses are able to be claimed.

- **award transport payments** paid under an industrial instrument that was in force on 29 October 1986;
- **laundry expense allowances** up to the value of \$150.00 per annum;
- **overtime meal allowances** up to \$21.10 per meal paid under an industrial instrument in connection with overtime worked;
- **domestic related travel allowances** up to the amount the Commissioner for Taxation deems reasonable (Taxation Determination 2005/32). A domestic travel allowance is an allowance paid to cover expenses on accommodation, meals and incidentals to the travel, *where an overnight stay away from home is involved*.

3.8 TRAVEL INSURANCE

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

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3.8.1 Emergency Assistance

When an employee is travelling in Australia, and is in excess of 160 kms from the employee's residence, emergency assistance protection is provided by NSW Treasury Managed Fund that has an agreement with International SOS Australasia Pty Ltd. See Section 2.9.4 for more information.

SECTION FOUR – MOTOR VEHICLES

The allowances in this section are set by the Premiers Department, which at the date of issuing this policy were prescribed in Premiers Circular 2005/31.

Please check the Premiers Department website at <http://www.premiers.nsw.gov.au> to ensure these figures are still current.

4.1 USE OF PRIVATE MOTOR VEHICLES ON OFFICIAL BUSINESS

Please note that where particular awards/determinations have specific motor vehicle allowance provisions, those awards/determinations are to take precedence.

4.2 RATES

4.2.1 Official Business Rate

The official business rate is only payable where specific written approval has been obtained from the Health Service for the employee to use their private motor vehicle with the primary intention that the vehicle is used for employment purposes.

In general, private vehicles are to be approved for use by employees in the performance of their duties when the following conditions are met:

- no official vehicle is available;
- no public or other transport is available to permit travel within a reasonable time and at a reasonable cost; and
- the use of the employee's private motor vehicle is essential to, or necessary for the economic performance of the employee's duties.

It is considered that under normal circumstances Health Service employees would not qualify for the payment of the "official business" rate, as an official vehicle should be made available where possible to the employee if that employee is required to travel daily in the performance of the required duties during working hours.

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 Health Service against legal responsibilities (please see 4.4 Insurance Requirements)

<u>Engine Capacity</u>	<u>Rate per kilometre</u>
Over 2700cc	79.1 cents
1600-2700cc	73.6 cents
Under 1600cc	52.7 cents

4.2.2 Transport Rate (*relates to employees covered by the Health Services Act 1997 only*)

This rate is to be paid in accordance with the provisions contained in public hospital awards. The transport rate is usually relevant when an employee is not normally required to travel on a daily basis as part of his/her work, an official vehicle is not available, and the employee is agreeable to use his/her own vehicle with the approval of the employer.

The most frequent incidents of employees using their own motor vehicle occur when employees are recalled to duty, however if an award/determination provides for something different, the award provisions should be followed.

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<u>Engine capacity</u>	<u>Rate per kilometre</u>
1600cc or above	33.7 cents
Under 1600cc	28.2 cents

4.2.3 Casual Journey Rate (*relates to employees of the Department of Health and the Ambulance Service of NSW*)

The casual rate is the appropriate rate payable in respect of a motor vehicle maintained by the staff member for private purposes but which the staff member may elect to use with the approval of the Department Head for occasional travel on official business or other approved travel, subject to the allowance paid for such travel not exceeding the cost of travel by public or other available transport.

<u>Engine capacity</u>	<u>Rate per kilometre</u>
Over 2700cc	28.1 cents
1600-2700cc	26.1 cents
Under 1600cc	22.0 cents

4.2.4 Motor Cycle Allowance

The allowance of **34.7** cents per kilometre for motor cycles/scooters is paid regardless of the total number of kilometres travelled per annum, the engine capacity and whether the journey is official business or transport.

4.3 LIMITATIONS ON PAYMENT - DEDUCTION FROM ALLOWANCE

4.3.1 Deductions for Private Use

Where an employee 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 employee from home to accustomed place of work and return, and any distance that is travelled in a private capacity.

4.3.2 Point Determined as "Accustomed place of work"

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

4.3.3 Visits to Accustomed Place of Work

Where the above usually applies but the employee is required to attend the accustomed place of work, the distance for calculating the daily deduction is to be the actual distance to and from the accustomed place of work, or, to and from the point determined in the clause above, whichever is the lesser.

4.3.4 Residence Determined as Accustomed Place of Work

An employee's residence may be designated as their accustomed place of work 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.

4.3.5 Deduction When Reporting to Accustomed Place of Work

Each day that an employee uses a private motor vehicle on official business and during that day reports to the accustomed place of work, a deduction is to be made from the total distance travelled on

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the day. The deduction is to equal the distance from the employee's residence to their accustomed place of work and return.

4.3.6 Deduction When Not Reporting to Accustomed Place of Work

Each day that an employee uses their private motor vehicle on official business and does not report to their accustomed place of work, then a deduction is to be made of the distance usually travelled to and from the accustomed place of work and return.

4.3.7 Exemption from Deduction

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

- (a) staying away from home overnight is involved, including the day of return from any itinerary;
- (b) the employee 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;
- (c) the employee uses the vehicle for official business after their normal working hours;
- (d) 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 (a), (b) and (c);
- (e) the purchase by an employee 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 employee 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 employees home and the railway station or other intermediate transport stopping place.

4.4 INSURANCE REQUIREMENTS

No motor vehicle allowance is to be paid to an employee who uses a private motor vehicle on official business unless certain insurance requirements are met. The requirements are:

- (a) the motor vehicle must be covered by a policy as required by the Motor Accidents Compensation Act 1999; and
- (b) the employee must have 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 Health Service, providing insurance or indemnity against
 - (i) liability of the Health Service and the employee to pay for loss or damage to property arising out of the use of the vehicle by the employee; and
 - (ii) liability of the Health Service to pay for loss or damage to the vehicle.

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

4.5 PRIVATE VEHICLES DAMAGED ON OFFICIAL BUSINESS OR OTHER APPROVED TRAVEL

4.5.1 Reimbursement of Insurance Excess (Policy)

(a) General

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

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- the 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.

(b) Maximum Reimbursement

The maximum amount that may be reimbursed is the "normal excess" prescribed by the insurer at the time that the vehicle is damaged. "Punitive" excess charges imposed by an insurer because of a poor driving record or the type of vehicle insured shall not be reimbursed. The additional excess imposed by some insurers on inexperienced drivers (or those under 25) is not considered to be a "punitive" excess and shall be reimbursed.

If a claim is not made on the insurer eg, 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.

(c) Conditions for Reimbursement

Reimbursement is to be made where the following conditions are met:

- the vehicle had been approved for official business;
- the accident or damage to the vehicle was incurred while the vehicle was being used on official business;
- the damage has been repaired and paid for, or a claim made and the excess paid to the insurer or repairer; and
- receipts have been provided to substantiate the claim.

4.5.2 Broken Windscreens

(a) Maximum Reimbursement

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.

(b) Conditions for Reimbursement

An employee 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.

4.5.3 Replacement Registration Labels

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.

4.5.4 Claims for Reimbursement

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

4.6 USE OF PRIVATE MOTOR VEHICLES - TEMPORARY WORK LOCATIONS (TWL)

Where approval is given by the employer for an employee to proceed to a temporary work location (TWL) for two days or more, approval may also be given for the employee to take their private car to the temporary work location.

If approval is given, motor vehicle allowances are to be paid in accordance with the schedules hereunder, as appropriate.

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Official Business Use Required

SITUATION	RATE PAYABLE
1st journey to, and last journey from TWL	Official Business
Other journeys between home and TWL	Transport Rate (AHS only)/Casual Rate (DOH & ASNSW)
Official business use at TWL	Official Business

Official Business Use Not Required

SITUATION	RATE PAYABLE
All travel to and from TWL	Transport Rate (AHS only) / Casual Rate (DOH & ASNSW)

4.7 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:

- (a) car allowance is paid at the appropriate specified journey or transport rate for the distance travelled from/to home or headquarters to the airport and return, no daily deduction to be made;
- (b) parking fees incurred at the airport may be reimbursed;
- (c) the insurance policies on the employee's vehicle are to meet the specified requirements;
- (d) the normal policy in respect of repair costs arising from damage to the vehicle, which are in excess of insurance cover, will apply.

Where an employee 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 Health Service from allocating the vehicle for use by other employees.

ATTACHMENT 1

CHECKLIST

(Incomplete applications will be returned to the employee for completion)

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

- The completed application form at Attachment 2 of this policy (2 pages) which includes:
 - ✘ Employee Details
 - name, position, classification etc
 - ✘ Role and Benefits
 - role of employee, benefit to the organisation and employee etc
 - ✘ Details of Travel
 - name of conference/study tour,
 - location/s,
 - conference/study tour dates, and any travel between cities
 - total leave dates including dates of departure and return
 - number of working days required for travel and official leave
 - Any proposed private leave (**private leave is restricted to 1 – 3 days**)
 - ✘ Detail of all Travel Costs
 - exchange rates
 - 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 employee – see section 2.7 of this policy**), official incidentals
 - details of the officer who prepared the calculation of leave and costs
 - total cost
 - ✘ Source of Funding
 - General Fund, Sponsorship, Special Purpose & Trust Fund (AHS only) and/or Personal
 - ✘ Recommendation for General Fund Expenditure
 - This application form checked and certified by an appropriate Manager
- The QANTAS Travel Corporate quotation.
 - **Economy Class should be used for all official travel overseas**
 - Business class may only be used by public officials whose annual salary exceeds a Senior Officer Grade 1, 1st year, or those other classifications mentioned at section 2.5 of this policy
- A detailed travel itinerary (see Attachment 3A for example)
- Written approval for the official overseas travel from the relevant Deputy Director-General or Area Executive.

ATTACHMENT 2

APPLICATION FOR OFFICIAL OVERSEAS TRAVEL (PAGE 1 OF 2)

SECTION 1: EMPLOYEE DETAILS		
Title:	First Name:	Surname:
Classification:		Position:
Department Division / Health Service:		
SECTION 2: ROLE AND BENEFITS		
Role of Employee on Official Travel (i.e. attending and/or presenting a paper Conference / Seminar): -		
Expected benefit to the organisation and employee's career development: -		
How will information be disseminated throughout NSW Health?		
Details of conferences attended in the last two (2) years (Name of Conference and Date/s): -		

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 employee would otherwise be on duty. Employees who otherwise work shift work should be considered day workers. Official travel does not include weekends or personal leave (however described) taken at the employee's request.
- Includes those week days where travel occurs between destinations eg 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.

Subsistence:

- 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 employee is not attending the conference.
- Is not payable when weekends are taken as leisure days between the time of arrival and the conference commencement.
- Should be calculated from the time the employee arrives at the overseas destination to the time of departure of the first available return flight to Australia (having regard to the above exclusions). Employers 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 employee requests to take leisure days (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 an employee 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 area not payable where the employee is taking personal leave or leave without pay during any period of official travel.

CONTINUED OFFICIAL OVERSEAS TRAVEL APPLICATION FORM (PAGE 2 OF 2)

SECTION 3: DETAILS OF TRAVEL (eg conference, seminar, study tour, visit etc)					
Name of Conference / Seminar:					
Location:		(City)		(Country)	
Conference/Seminar/Study Tour Dates:		From :			
		To:			
Total Leave 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		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, Subsistence 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)					
Subsistence (No. days @ daily rate)					
Official Incidentals/expenses					
Other					
Calculation of leave and costs prepared by (please print):				TOTAL AUD \$	
SECTION 5: SOURCE OF FUNDING (\$)					
General Fund	Special Purpose & Trust Fund (AHS only)		Sponsorship		Personal
<i>Note: Prepayment does not guarantee approval. Even where associated travel costs are being met by sponsorship, General Funds may not be available to meet up front expenses.</i>					
SECTION 6: RECOMMENDATION FOR GENERAL FUND EXPENDITURE					
Travel costs checked by delegated officer: (Name)			(Signature)		
General Fund Expenditure recommended by authorised officer				Amount: \$	
_____				(Date)	
(Name and Position)		(Signature)			

ATTACHMENT 3: To be completed by employees wishing to present a paper

APPLICATION FOR APPROVAL IN PRINCIPLE FOR OFFICIAL OVERSEAS TRAVEL

SECTION 1: EMPLOYEE DETAILS			
Title:	First Name:	Surname:	
Classification:		Position:	
Department/Health Service:			
SECTION 2: DETAILS OF TRAVEL (eg conference, seminar, study tour, visit etc)			
Name of Conference / Seminar:			
Location:	(City)	(Country)	
Conference / Seminar Dates:	From:	To:	
SECTION 3: ROLE AND BENEFITS (If presenting a paper)			
Provide all relevant documentation regarding the conference, and the scope of the intended paper:			
Expected benefit to the organisation and employee's career development: -			
SECTION 4: DETAILS OF ALL LEAVE TO BE TAKEN (in working days) AND ESTIMATED TRAVEL COSTS			
Number of Days Required for Travel to, and Attendance at Conference etc.			TOTAL
ESTIMATED COST: ALL FARES eg AIR, BUSES, TRAINS, REGISTRATION, ACCOMMODATION, SUBSISTENCE, OFFICIAL INCIDENTALS AND OTHER EXPENSES			TOTAL AUD \$ _____
Calculation of leave and costs prepared by (please print):			
SECTION 5: SOURCE OF FUNDING			
General Fund	Special Purpose & Trust Fund (AHS only)	Sponsorship	Personal
\$ _____	\$ _____	\$ _____	\$ _____
SECTION 6: RECOMMENDATION FOR GENERAL FUND EXPENDITURE			
General Fund Expenditure recommended by authorised officer			Amount: \$
_____			(Date) _____
(Name and Position)		(Signature)	
SECTION 7: APPLICATION APPROVED IN PRINCIPLE			
_____			_____
Chief Executive/Director-General			Date

Title: OFFICIAL TRAVEL POLICY

Attachment 3A

Itinerary for Joe Bloggs

Day of Week and Date	Details
Friday 14/9/03	Depart: Sydney 9.35am Arrive: Los Angeles 6.10 am Depart: Los Angeles 8.30am Arrive: Atlanta 3.51pm
Saturday 15/9/03	Weekend
Sunday 16/9/03	Attending Conference
Monday 17/9/03	Attending Conference Depart: Atlanta 5.25pm Arrive: New Orleans 6.00 pm
Tuesday 18/9/03	Attending meetings with Medical Oncology Units
Wednesday 19/9/03	Annual Leave
Thursday 20/9/03	Depart: New Orleans 12.55pm Arrive: Los Angeles 5.10pm Depart: Los Angeles 10.15pm
Friday 21/9/03	In transit/Air Travel
Saturday 22/9/03	Arrive: Sydney 6.05am

Policy Directive



Title: OFFICIAL TRAVEL POLICY

ATTACHMENT 4

SIX-MONTHLY REPORT - APPROVED OVERSEAS TRAVEL

DATE ____/____/____

HEALTH SERVICE/DIVISION OF DoH: _____

Name and Title of employee (s)	Countries (Include cities)	Dates, Duration and Purpose of travel (Role of employee, name of conference etc)	No. of days on official leave	No. of days on private leave	Total Cost	Source of Funds *

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

Title: OFFICIAL TRAVEL POLICY

ATTACHMENT 5

TO WHOM IT MAY CONCERN

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

This is to certify that (name) _____

(designation) _____ (Health Service) _____

is authorised by the Department of Health, New South Wales, Australia, to travel on official business from (date) _____ to (date) _____ inclusive. If delayed, (employees name) _____ official travel schedule will alter accordingly.

During this time, the Department of Health through its Managed Funds Insurance arrangement, if any, will meet (employees name) medical expenses.

Details of Coverage are as follows: -

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

Inquiries in respect of medical insurance or any other insurance related matter may be referred to:-

The Fund Manager
NSW Treasury Managed Fund
Managed Funds Division
GIO General Limited
GPO Box 2601
Sydney NSW 2000 Australia

Telephone 61 2 9249 8279
Facsimile 61 2 9249 8482

Yours faithfully,

Director-General/Chief Executive

Attachment 6 – Indicative Upper Limits and the Daily Allowance Rate

The rates in this attachment are set by the Premiers Department, which at the date of issuing this policy were prescribed in Premiers Circular 2005-35. Please check the Premiers Department website at <http://www.premiers.nsw.gov.au> to ensure these figures are still current.

	A Per day	B Per day	C Per day
Capital Cities	Indicative Upper Limit	Indicative Upper Limit	Allowance
Adelaide	\$331.75	\$263.00	\$222.00
Brisbane	\$331.75	\$263.00	\$226.00
Canberra	\$331.75	\$245.00	\$199.00
Darwin	\$331.75	\$251.00	\$219.00
Hobart	\$331.75	\$232.00	\$195.00
Melbourne	\$401.75	\$280.00	\$241.00
Perth	\$331.75	\$256.00	\$209.00
Sydney	\$401.75	\$303.00	\$248.00
High cost country centres			
Alice Springs (NT)	\$282.75	\$202.00	\$182.00
Ballarat (Vic)	\$282.75	\$208.00	\$188.00
Broome (WA)	\$282.75	\$240.00	\$220.00
Burnie (Tas)	\$282.75	\$204.50	\$184.50
Carnarvon (WA)	\$282.75	\$206.00	\$186.00
Christmas Island	\$282.75	\$231.00	\$211.00
Dampier (WA)	\$282.75	\$209.00	\$189.00
Devonport (Tas)	\$282.75	\$210.00	\$190.00
Exmouth (WA)	\$282.75	\$206.00	\$186.00
Gold Coast (Qld)	\$282.75	\$217.00	\$197.00
Halls Creek (WA)	\$282.75	\$214.50	\$194.50
Horn Island (Qld)	\$282.75	\$220.00	\$200.00
Jabiru (NT)	\$341.75	\$316.00	\$296.00
Kalgoorie (WA)	\$282.75	\$206.00	\$186.00
Karratha (WA)	\$288.75	\$263.00	\$243.00
Kununurra (WA)	\$282.75	\$230.00	\$210.00
Launceston (Tas)	\$282.75	\$206.00	\$186.00
Maitland (NSW)	\$282.75	\$203.00	\$183.00
Newcastle (NSW)	\$282.75	\$219.00	\$199.00
Newman (WA)	\$282.75	\$228.00	\$208.00
Norfolk Island	\$282.75	\$211.00	\$191.00
Port Hedland (WA)	\$282.75	\$228.00	\$208.00
Queenstown (TAS)	\$282.75	\$206.50	\$186.50
Thursday Island (Qld)	\$282.75	\$251.00	\$231.00
Weipa (Qld)	\$282.75	\$236.00	\$216.00
Wilpena (SA)	\$282.75	\$214.00	\$194.00
Wollongong (NSW)	\$282.75	\$211.00	\$191.00
Yulara (NT)	\$418.75	\$393.00	\$373.00
Tier 2 country centres			
Ararat (Vic)	\$282.75	\$199.50	\$170.00
Bathurst (NSW)	\$282.75	\$199.50	\$170.00
Bendigo (Vic)	\$282.75	\$199.50	\$170.00
Bordertown (SA)	\$282.75	\$199.50	\$170.00
Broken Hill (NSW)	\$282.75	\$199.50	\$170.00

Title: OFFICIAL TRAVEL POLICY

Bunbury (WA)	\$282.75	\$199.50	\$170.00
Cairns (Qld)	\$282.75	\$199.50	\$170.00
Castlemaine (VIC)	\$282.75	\$199.50	\$170.00
Cocos (Keeling) Islands	\$282.75	\$199.50	\$170.00
Geelong (VIC)	\$282.75	\$199.50	\$170.00
Mount Gambier (SA)	\$282.75	\$199.50	\$170.00
Mount Isa (QLD)	\$282.75	\$199.50	\$170.00
Northam (WA)	\$282.75	\$199.50	\$170.00
Orange (NSW)	\$282.75	\$199.50	\$170.00
Port Lincoln (SA)	\$282.75	\$199.50	\$170.00
Portland (VIC)	\$282.75	\$199.50	\$170.00
Wagga Wagga (NSW)	\$282.75	\$199.50	\$170.00
Warrnambool (Vic)	\$282.75	\$199.50	\$170.00
Other country centres	\$282.75	\$185.50	\$158.00
<u>Daily allowance payable after 35 days and up to 6 months in the same location – all locations</u>	50% of the appropriate location rate	50% of the appropriate location rate	50% of the appropriate location rate