

Travel - Official

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Summary This document is the policy on official travel undertaken by staff members of the NSW Health Service and the NSW Department of Health. It describes the conditions applicable and administrative procedures to be followed when a staff member undertakes official travel both overseas and domestic. The provisions of this policy do not apply to staff specialists undertaking Training, Education and Study Leave except in respect to point 5.8 Travel Insurance.

Refer to IB2009_049 for details of Transport Rate changes as at 1 July 2009

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

Audience All staff

Distributed to Public Health System, Health Associations Unions, NSW Ambulance Service, NSW Department of Health

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This Policy Directive may be varied, withdrawn or replaced at any time.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

OFFICIAL TRAVEL POLICY

March 2009

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1. INTRODUCTION

1.1 Purpose and Scope

This document is the policy on official travel undertaken by staff members of the NSW Health Service and the NSW Department of Health. It describes the conditions applicable and administrative procedures to be followed when a staff member undertakes official travel both overseas and domestic.

The provisions of this policy do not apply to Staff Specialists undertaking Training, Education and Study Leave (TESL) except in respect to point 4.8 Travel Insurance. The procedures to be followed when a Staff Specialist is undertaking TESL are provided for in the Salaried Medical Practitioners Determination and Policy Directive 2005-305 (previously Circular 2003/29).

1.2 Rescinds and Replaces

Policy Directive 2005-619 – Official Travel Policy

1.3 Eligibility

Unless otherwise stated, the provisions of this policy apply to all staff members of the NSW Health Service and the Department of Health. Where awards/determinations have specific travel allowance provisions that are more beneficial to the staff member, those awards/determinations are to apply. It also applies to Staff Specialists travelling for reasons other than TESL.

It does not cover individuals or staff members 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 or determined prior to any travel being undertaken by the contractor and are not to be any more generous than the provisions of this policy.

2. DEFINITIONS

Division of the NSW Health Service: consists of staff employed in or in connection with an area health service, a statutory health corporation, or a declared affiliated health organisation; or in connection with the provision of ambulance services; or in connection with public health organisations providing corporate and other health support services to those public health organisations.

Department of Health: For the purpose of this document means a staff member employed by the NSW Department of Health, Health Professional Registration Boards and the Institute of Psychiatry.

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

NSW Health Service: Consists of those persons who are employed under Chapter 9, Part 1 of the *Health Services Act 1997* by the Government of New South Wales in the service of the Crown.

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NSW Public Health System: includes area health services, statutory health corporations, declared affiliated health organisations in respect of their recognised services, as well as the Ambulance Service of NSW and health support services.

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

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).

3. MINIMISING TRAVEL

Staff members should explore alternative methods of communicating over long distances prior to considering travel. Alternative technology methods include teleconferencing and video conferencing.

4. TRAVELLING BY AIR

4.1 Class of Air Travel

Staff members undertaking official travel **must** fly economy class.

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

- Chief Executives, Divisions of the NSW Health Service;
- Members of the Senior Executive Service or Health Executive Service;
- Staff members 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;
- staff members accompanying a Minister: if required by the Minister, the staff member may travel in the same class as the Minister for the sectors where they travel overseas together; and
- staff members 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 staff member travel in the same class as the members who are not NSW staff members for the sectors where they travel overseas together.
- Minister may waive the requirement to fly economy class for medical reasons.

If a staff member wishes to travel in a class higher than their salary allows for as specified above, all additional costs are to be borne by the staff member.

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4.2 Booking the Airfare

Staff Members are **required** to make all domestic and international travel bookings through the NSW Government's Travel Management Company, whether it is financed from the General Fund or the Special Purpose and Trust Fund. This company is appointed through a contract known as the *Travel Management Company (TMC)* – Contract 1008. Carlson Wagonlit Travel (CWT) currently is the company appointed for the provision of all air travel, car hire and accommodation bookings.

Further information can be obtained from the Department of Commerce at <http://www.nswbuy.com.au/Travel>

CWT is contracted to offer the lowest logical airfare of the day. This is the cheapest fare available that meets the staff member's logistical needs, taking into consideration times of meetings and possible schedule variations. Staff members should keep variations to bookings to a minimum to avoid excessive additional costs.

Staff members cannot specify a desired airline they wish to fly on. They can only nominate their destination and desired date and time of departure when booking air travel. CWT will book a flight in accordance with the staff member's specified needs, and can search 20 minutes either side of the specified time of departure for the cheapest fare.

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

CWT has in place systems to capture and manage all credits arising from changes to restrictive fares to reduce any possible wastage. These credits are reported on a monthly basis.

Excellent rates have been negotiated with various airlines for overseas travel, which can only be accessed through CWT. The cheapest of these negotiated rates is to be used if available. Choice of airline is not permitted unless a cheaper alternative is found. Travel cannot be undertaken with an airline listed as unsafe by the consultancy firm Flight Safe Limited. Where there is no alternative to an airline listed as unsafe, special permission must be sought by the Employer.

4.2.1 Air Travel Bookings

All domestic and international travel bookings are to be made with CWT – domestic travel – telephone no. 1300 307 852 or 02 8666 1751; Facsimile no. 02 8905 9631; international travel – telephone no. 1 300 657 378 or 02 8666 1703, Facsimile no 02 8905 9646.

A concerted and planned effort is to be made to utilise CWT's online booking tool for domestic travel as this reduces the cost of the service. On-line bookings can be made at: <https://sbt.carlsonwagonlit.com/thetravelersite?nswgov>. Staff members should contact their local travel coordinator for travel bookings.

Specific arrangements for staff specialists booking airfares in respect of TESL travel are contained in PD2005_305.

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Department of Health Accounts Branch and Shared Services will monitor and reject arrangements such as airfare/accommodation bookings for Health Service staff members, raising of purchase orders to Health Services, minor payment vouchers to Health Services involving matters which are captured by this policy.

4.3 Loyalty Schemes and Airline Lounge Schemes

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

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

5. OFFICIAL OVERSEAS TRAVEL

5.1 Delegation of Approval

Delegation to approve official overseas travel applications is in accordance with the following:

Source of Funding	Submit Application To	Approval By
General Fund	Division of the NSW Health Service (excluding those listed below) - Human Resources/Area Executive	Division of the NSW Health Service: Within the notional budget: - Chief Executive If notional budget is exceeded: - Minister
General Fund	NSW Department of Health, Clinical Excellence Commission, HealthQuest and Health Administration Corporation (Health Support Services, Health Infrastructure and Institute of Medical Education and Training) - Workplace Relations and Management**	NSW Department of Health, CEC, HealthQuest and HAC Within the notional budget - Director-General If notional budget is exceeded: - Minister
Sponsorship	Division of the NSW Health Service (excluding those listed below) - Area HR/Area Executive NSW Department of Health, Clinical Excellence Commission, HealthQuest and Health Administration Corporation (Health	Division of the NSW Health Service - Chief Executive NSW Department of Health - Director, Workplace Relations and Management

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Source of Funding	Submit Application To	Approval By
	Support Services, Health Infrastructure and Institute of Medical Education and Training) - Workplace Relations and Management **	
Special Purpose and Trust Fund	Division of the NSW Health Service - Area HR/Area Executive	Division of the NSW Health Service - Chief Executive
No funds sought, only leave for Official Travel	Division of the NSW Health Service - HR/ Executive NSW Department of Health - Director-General - Deputy Directors-General - Director, Workplace Relations and Management	Division of the NSW Health Service - Chief Executive NSW Department of Health - Director-General - Deputy Directors-General - Director, Workplace Relations and Management

**Only requests endorsed by Deputy Directors-General are to be referred to Workplace Relations and Management. Workplace Relations and Management will monitor Department of Health, Clinical Excellence Commission, HealthQuest and Health Administration Corporation (Health Support Services, Health Infrastructure and Institute of Medical Education and Training) expenditure for the Director General to ensure that travel approvals do not lead to over-expenditure of the allocation.

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

5.2 Official Overseas Travel

Official overseas travel is travel out of Australia by staff members when:

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

Overseas travel includes travel to New Zealand, Papua New Guinea, Norfolk and Lord Howe Islands and other external Australian territories. The strictest economy is to be exercised on overseas visits.

Sound reasons should be provided in support of any application to undertake official overseas travel to establish that a proposed visit is essential and will have significant

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benefit to the NSW Public Health System/the Department of Health and/or the State of New South Wales.

The length of absence and costs must be kept to the minimum practicable.

5.2.1 Study Scholarships

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

5.2.2 Sponsorship

A staff member who is sponsored (financed) by a person, firm or other organisation to attend or present at conferences or seminars is considered to be on official overseas travel and subject to this policy.

5.2.3 Private/Annual Leave

The practice of taking private leave before, during or after official overseas travel is not encouraged. Each application should be considered on its merit and the amount of private leave approved, if any, should be based on the distance travelled and length of the conference/seminar.

Approval is at the discretion of the Employer or delegate. Approval to take private leave while undertaking official overseas travel is to be limited to 1-3 days.

The Employer is not to be put to any additional cost as a result of any private leave undertaken prior, during or following official travel.

5.2.4 Private Funding

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

5.3 Procedure For Seeking Approval To Travel

Automatic approval for official overseas travel applications should not be assumed in any circumstance. Therefore staff members should not give an irrevocable commitment in respect to a proposed overseas visit prior to approval. Any costs incurred where approval is not given, or that is above the approved amount, will be the responsibility of the applicant and other person(s) concerned.

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

“Approval in Principle” is to be obtained from the Employer prior to a staff member submitting either a paper or a synopsis for acceptance to conference/seminar organisers.

The application form at Attachment 3 is to be completed and submitted to the Employer for approval in principle.

The criteria that must be met for approval to present a paper include:

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

If approval in principle is granted, the staff member is then required to complete the general application process for official overseas travel outlined in 5.3.2 below.

5.3.2 Application Process for all Official Overseas Travel (Attachment 2)

Applications for official overseas travel must be approved by the Chief Executive of the Division of the NSW Health Service for staff members of the NSW public health system, and the Director-General for staff members of the NSW Department of Health, Clinical Excellence Commission, HealthQuest and HAC entities (refer to section 5.1).

For staff members of the NSW Department of Health, applications must go through the Department’s Workplace Relations and Management directorate after endorsement has been given by the relevant Deputy Director-General. Workplace Relations and Management will then process the application for approval by the Director-General.

All applications will be critically reviewed, and sound reasons in support of the request are to be provided by the applicant.

The application form at Attachment 2 is to be completed and signed by the appropriate manager prior to it being submitted to the Employer for approval and **must** include all documentation requested in the Checklist at Attachment 1.

Written approval is to be given prior to any official travel being undertaken. The criteria that must be met for approval include:

- There are funds available in the General Fund (see 5.4);
- The proposed visit is essential and is of significant benefit for the NSW public health system and/or the Department of Health;

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- Sound reasons are given in support of the application and there is a real and demonstrable benefit to the Employer and the staff member;
- Length of absence and costs are kept to the minimum practicable; and
- If the staff member is to present a paper at a Conference, they have already been approved in principle by the Employer.

5.4 General Fund

5.4.1 General Fund Notional Budget

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

Although the relevant Division of the NSW Health Service or the Department of Health pays for the travel, the expenditure is recorded against the notional General Fund budget. Applications for overseas travel are not to be approved if the notional budget has been exceeded, regardless where there are funds available (see 5.4.3).

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

5.4.2 Annual Notional Budget Allocations

Each Division of the NSW Health Service and the Department of Health will have their own annual notional budget allocation. The Chief Financial Officer will advise Divisions of the NSW Health Service and the Department of Health of their annual notional budget allocation for overseas travel in advance.

Responsibility for ensuring the notional budget allocation is not exceeded rests with the Division of the NSW Health Service.

The Department of Health's allocation will be divided equally across all divisions. Deputy Directors-General should prioritise requests within their available notional budget to ensure their budget is not exceeded.

5.4.3 Where the Notional Budget Allocation has been Exceeded

Where an overseas travel application will exceed the notional budget allocation, the Division of the NSW Health Service or the relevant Deputy Director-General of the Department of Health 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/Division'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 Division of the NSW Health Service may apply for the balance to be added to the allocation for the following financial year.

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5.5 Reporting Requirements

Please use the form at Attachment 4 as a template.

Divisions of the NSW Health Service and the Department of Health are to provide reports on all overseas travel by staff members in their Division every 6 months. The report is to include details of each staff member/s undertaking official travel during the previous 6 months, the date and duration, the purpose of the travel, any associated private leave granted, and the cost and funding source.

These reports are to be submitted by e-mail in Excel format (Attachment 4) to the Chief Financial Officer, NSW Department of Health as at 31 December and 30 June each year and are required by 14 January and 14 July. Any additions or changes occurring after the report has been lodged should be reported in the following six-monthly report.

Overseas travel is also subject to audit reporting requirements (refer Section 5.13)

5.6 Travel Allowances (Subsistence) – What is covered

Staff members are not paid subsistence during travel time. See section 5.7 for the actual rates.

The following subsistence is paid to staff members:

- A daily allowance rate;
(To cover meals and 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;
(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).

The daily allowance rate and official incidentals are payable from the time of arrival at the destination (and any stopovers where meals are not provided) until the time of leaving the destination.

Due to taxation implications regarding overseas travel allowances, a staff member may elect in writing, to receive payment of the total of the allowances (meals + 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 further information. Written substantiation must be provided in respect to accommodation costs claimed.

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5.7 Allowance Rates

ECA International sets the overseas allowance rates for this policy. This is done through a subscription service. Due to copyright provisions these rates can only be accessed on the Department of Health Intranet site at:

<http://internal.health.nsw.gov.au/jobs/travel/index-travel.html>

5.7.1 Determining the Appropriate Daily Rate

The appropriate allowance rate for an individual staff member undertaking overseas official travel is dependent of their level of remuneration. The Department of Premier and Cabinet sets these levels.

To ascertain the appropriate daily rate for your level of remuneration, go to the Department of Health Intranet site at

<http://internal.health.nsw.gov.au/jobs/travel/travel-rates.html>.

Alternatively, you can find these levels on the Department of Premier and Cabinet's website at http://www.dpc.nsw.gov.au/publications/memos_and_circulars.

Where a staff member's itinerary includes free meals, such as meals provided at conferences, seminars, etc., the claim must be adjusted accordingly. For example where dinner is provided, a deduction of the appropriate dinner allowance rate must be made.

Staff members should be paid the full daily allowance for the first 35 days they reside in accommodation in the same city to compensate for the higher costs associated with transitory living arrangements and the costs of settling into long term accommodation.

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

5.7.2 Claims

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

5.7.3 Receipts

All staff members travelling overseas are required to produce receipts for all expenses that are claimed outside of those items included within the daily allowance, such as accommodation and official fares etc.

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

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5.7.4 Taxation Arrangements For Meal And Travelling Allowances

At the time of issuing this policy, Taxation Ruling 2004/6 prescribes the taxation arrangements for meal and travelling allowances including overtime, meal allowances and subsistence daily rates.

Taxation Determination 2008/18 sets the reasonable limits for taxation purposes for the 2008/2009 financial year.

For the latest information please refer to the ATO website at <http://www.ato.gov.au>

5.8 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 staff members (including Staff Specialists undertaking overseas travel for the purposes of TESL in accordance with the Salaried Medical Practitioners Determination as amended from time to time) travelling overseas. The Contract may be found in a booklet entitled "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. Insurance coverage and its exclusion is as summarised below:

5.8.1 Official Visits of Staff Members Overseas

Personal Accident and Medical Expenses Cover

Tourist and travellers personal accident protection automatically covers staff members and approved persons against injury or death by accident while travelling overseas.

Cover, in accordance with Section E 5.1.4 of the Contract of Coverage, is provided to approved persons employed by NSW Health against injury or death by accident while travelling overseas in accordance with, and equivalent to the benefits payable under, the Workers Compensation Act 1987 and the Workplace Injury Management and Workers Compensation Act 1998. In addition, medical expenses of up to \$1,000,000 are provided while outside of Australia.

The intention of personal accident and medical expenses 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 medical and dental treatment for accidents and acute episodes of illness (including unexpected acute episodes of pre-existing illnesses) occurring while overseas. Personal accident and medical expenses cover covers treatment of any immediately necessary nature, which arises while overseas and requires treatment before returning to Australia. Personal accident and medical expenses cover does not cover pre-arranged or elective treatment, or treatment for which there is no immediate medical necessity.

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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 annual or other non-TESL leave while overseas 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. (It should be noted as per PD2005_305 that the number of days of annual or other leave that can be taken in conjunction with TESL is not to exceed the number of days of TESL being taken). On resumption of official TESL TMF coverage would again apply.

5.8.2 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 staff member receiving prior approval by the Director-General or Chief Executive, the cover extends to leisure and recreational periods associated with the conference only while the staff member is overseas (but not private or non-TESL leave).

5.8.3 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 that are acquired during approved travel unless the disease was workplace contracted while undertaking approved activities;
- Engaging in professional sport(s).

5.8.4 Proof of Medical Insurance

Attachment 5 is the pro forma "Statement on Medical Insurance Arrangements Applying to Overseas Travel on Official Business". This may be signed by the Director-General or Chief Executive and provided to each staff member travelling overseas.

5.9 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 staff members 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>

5.9.1 Corporate Medical Membership

1. Emergency and Routine Medical Advice
2. Travel Health Information

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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

5.9.2 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. The Employer should include this information in the approval letter provided to the staff member travelling overseas.

Membership Name: NSW Treasury Managed Fund

Membership Number: 12AMMS000001

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5.10 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.

5.11 Protocol and Other Special Conditions

The proper protocol is to 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.

From time to time the Commonwealth Department of Foreign Affairs and Trade (DFAT) supplies the Department of Premier and Cabinet with policy on this subject. Contact: Sharyn.Wood@dfat.gov.au. The Office of Protocol and Special Events, Department of Premier and Cabinet can offer further advice and assistance together with any updates on changes made by DFAT.

5.12 Health and Security

Proper medical advice should be sought prior to undertaking any overseas travel. Staff members should familiarise themselves with the content of the Travel Health section of the DFAT website called Smart Traveller: <http://www.smartraveller.gov.au/tips/travelwell.html>

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

5.13 Audit And Reporting Requirements

Occasions of overseas travel needs to be justified and recorded for audit purposes. Records must include the date and duration, the officer travelling, purpose and any associated private leave granted, cost and funding source. The requirement for disclosure of overseas travel in the Annual Report will continue.

Reports must be completed in all circumstances where:

- the staff member is not a Staff Specialist utilising TESL;
- the travel is not covered by Award conditions;
- the travel is in excess of \$2000 from the Special Purposes and Trust Fund; or
- the staff member is seeking approval by the Director-General/Chief Executive and the funding requested, if any, is from the General Fund.

On return from official overseas travel, the staff member is to forward a short report (preferably 2 - 3 pages) on the seminar/conference/meeting etc by e-mail to the

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Workplace Relations and Management Branch, Department of Health at emprel@doh.health.nsw.gov.au

The format to be used for the reporting template will be attached to the staff member's approval letter. The report will be placed on NSW Health Travel Intranet site.

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

6. DOMESTIC TRAVEL

The allowances in this section are set by the Department of Premier and Cabinet and apply to NSW Health. The rates as amended from time to time apply from the date they are amended by the Department of Premier and Cabinet. They are prescribed under Department of Premier and Cabinet Circular Review of Meal, Travelling and Related Allowances and Circular Australian and Overseas Travelling Allowances.

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

Alternatively, the Department of Premier and Cabinet's website contains all Department of Premier and Cabinet Circulars and is located at <http://www.dpc.nsw.gov.au>.

6.1 Delegation of Approval

The Director-General, Chief Executives of Divisions of the NSW Health Service, 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. However, the Minister's approval should be obtained for any proposed travel arrangements that might attract public concern and the strictest economy should be exercised. The Director-General must approve travel to Norfolk Island, Lord Howe Island or other external Australian territories.

Section 17.3 of the Delegations Manual outlines the delegations for approving all other domestic official travel for staff members of the Department of Health. For staff members of Divisions of the NSW Health Service approvals for domestic official travel must be by the relevant Chief Executive or under formal delegation as outlined in their respective Delegations Manual. All requests by staff members must be approved in writing prior to any official travel being undertaken.

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

Where a staff member undertaking domestic official travel wishes to extend the visit for private purposes, or conversely proposes to extend private travel for official purposes, prior approval is required. This practice should not be encouraged, and in no instance is NSW Health to be put to any additional expense.

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6.2 Class of Travel (All Modes Of Transport)

Economy class is to be used for all modes of transport for domestic official travel within Australia.

Two exceptions to the above apply and are outlined below:

- The staff member is accompanying the Minister and if required by the Minister, may travel in the same Class as the Minister for the sectors which they travel together.
- Chief Executives, members of the Senior or Health Executive Service, and staff members 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 Premium Economy or Business Class for travel to Western Australia and the Northern Territory.

6.3 Means of Travel – Rail, Air or Road and Overnight Accommodation

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

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

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 also 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 staff member is required to maintain close liaison with other parties travelling by air;

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- where it is of advantage to have the staff member 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 staff member 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.

The need to obtain overnight accommodation shall be determined by the Employer having regard to the safety of the staff member travelling on official business and local conditions applicable in the area. Where staff members are required to attend conferences or seminars, which involve evening sessions or staff members are required to make an early start at work in a location away from their normal workplace, overnight accommodation shall be appropriately granted.

6.4 Travelling Time

Compensation for travel time should be paid as follows:

- a) on a non-working day, for all time spent travelling on official business; and
- b) on a working day, for all additional time spent travelling before or after the staff member's normal hours of duty.

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

A staff member directed to travel on official business outside their usual hours of duty is entitled to apply and be compensated for such time either by payment at single time in accordance with the provisions contained in this section, or, if operationally convenient, by taking equivalent time off in lieu. Time off in lieu should be taken within one month of accrual.

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

- a) time normally taken for the periodic journey from home to headquarters and return (the periodic journey, both ways, is always deducted unless the staff member is leaving from or returning to headquarters);
- b) any periods of excess travel of less than 30 minutes on any one day;
- c) travel to new headquarters on permanent transfer, if special leave has been

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

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

For Department of Health staff members the rate of payment for travel or waiting time on a non-working day shall be the same as that applying to a working day. Those staff members whose salary is in excess of Clerk Grade 5, 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.

6.5 Reimbursement of Travel Allowances

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

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

6.6 Travel Allowances - Daily Allowances and Actual Expenses

6.6.1 Actual Expenses

The following staff members can only claim actual expenses (with receipts) up to the indicative upper allowance rates as set out in Categories A and B of Department and Premier and Cabinet Circular Australian and Overseas Travelling Allowances. (The daily allowance cannot be claimed):

- Chief Executives,
- Members of the Senior or Health Executive Service, and
- Staff members receiving a cash salary above a Senior Officer Grade 1, 1st year under the Crown Employees (Senior Officers Salaries 2004) Award (as varied from time to time) (as at 30 November 2008 this amount was \$123,260)

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Note: Senior Officers in the Department are entitled to have allowances or actuals. Where the Employer elects to pay for accommodation, staff members shall be paid the allowances for meals and incidentals (see 6.7).

Indicative upper limits apply when claiming actual expenses. The indicative upper limits levels are the allowance rates under Columns A and B as prescribed in Department of Premier and Cabinet Circular Australian and Overseas Travelling Allowances. Access to Category Levels A and B can also be found at <http://internal.health.nsw.gov.au/jobs/travel/travel-rates.html>.

6.6.2 Daily Allowances

Senior Officers within the Department of Health and all other staff members on a cash salary below Senior Officer Grade 1, 1st year under the Crown Employees (Senior Officers Salaries 2004) Award (as varied from time to time) (as at 30 November 2008 this was amount was \$123,260) are eligible to claim the daily allowance rate as an alternative to claiming actual expenses. Where the Employer elects to pay for accommodation, staff members shall be paid the allowances for meals and incidentals (see 6.7).

The daily allowance rates are prescribed in the Department of Premier and Cabinet Circular Australian and Overseas Travelling Allowances under Column C. Access to Category Level C can also be found at <http://internal.health.nsw.gov.au/jobs/travel/travel-rates.html>.

The daily allowance rate provides for the cost of meals, incidental expenses and accommodation outlined in three categories. 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.

Where the Employer pays for any accommodation and/or meals as part of the conference fees, staff members are only entitled to claim actuals up to the allowance rate.

Where a staff member's itinerary includes "free meals", eg meals provided at conferences, seminars, etc., authorising officers must ensure the claim is adjusted accordingly, e.g. where dinner is provided, a deduction of the dinner allowance must be made (see section 6.8).

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

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.

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Due to taxation implications regarding the daily allowance a staff member may elect in writing, to receive payment of the total of the allowances (accommodation + meals + incidentals) as currently prescribed by Australian Taxation Office Determination TD 2008/18, if the total of the allowances is less than the daily allowance rate. Please refer to the ATO website at <http://www.ato.gov.au> for more information on Determination 2008/18 and Australian Taxation Ruling 2004/6.

Where a staff member elects to claim actual expenses instead of claiming the daily allowance, the claim would consist of all necessary and reasonable expenses actually incurred for meals (excluding morning and afternoon teas) and accommodation, plus the amount per day for incidental expenses (each 24 hours) at all locations specified in Department of Premier and Cabinet Circular Meal, Travelling and Related Allowances. In these circumstances the daily allowance rate is to be treated as an indicative upper limit for travel expenses.

6.7 Living Allowances - Payment of Allowances

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

The Employer will elect whether to pay the accommodation directly or whether a staff member should pay the accommodation and be reimbursed in accordance with this clause. Where practicable staff members shall obtain prior approval when making their own arrangements for overnight accommodation.

6.7.1 Employer Accommodation (see cl. 6.6.2)

Where a staff member 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 their Employer or paid for by their Employer, the staff member shall be reimbursed expenses properly and reasonably incurred (for example for meals) during the time actually spent away from his/her residence in order to perform that duty, and shall in addition be paid incidental expenses for each 24 hours as prescribed by Department of Premier and Cabinet Circular Review of Meal, Travelling and Related Allowances. The staff member is entitled to claim the appropriate meal allowances during full 24-hour periods and actual meal expenses properly and reasonably incurred (excluding morning and afternoon teas) for any residual part day travel.

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

6.7.2 Non Employer Accommodation (see cl. 6.6.2)

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

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Where possible, the overnight accommodation for staff members 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 a staff member proceeds directly to a temporary work location in a capital city and returns direct, the Capital City rate as prescribed in Department of Premier and Cabinet Circular Review of Meal, Travelling and Related Allowances applies to the whole absence. Where a staff member breaks the journey in centres other than a capital city, the Capital City rate shall apply only in respect of the time spent in the capital city, the High Cost Country Centres, Tier 2 Country Centres and Other Country Centre rate as appropriate, shall apply to the remainder of the absence.

Where actual expenses are claimed, staff members can claim for incidental expenses at all locations as prescribed by Department of Premier and Cabinet Circular Review of Meal, Travelling and Related Allowances.

Claims must be made on a uniform basis. That is, staff members 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. 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.

Staff members are to be paid the applicable daily allowance rate for the first 35 days (commencing from the time of arrival at the staff member's temporary work location and including any public holiday and any period of return to the staff member's residence at weekends) 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 a staff member has resided in accommodation, in the same town/city, for over 35 days and up to 6 months their allowance is paid at 50% of the appropriate daily rate, provided that the allowance paid to a staff member temporarily located in Broken Hill shall be increased by one-fifth.

6.7.3 Restrictions of Payment of Allowances

Allowances are not payable in respect of:

- any period during which the staff member returns to his/her residence at weekends or public holidays, commencing with the time of arrival at that residence and ending at the time of departure from that residence;
- any period of leave, except with the approval of the Employer, or
- any other period during which the staff member is absent from his/her temporary work location otherwise than on official duty.

Any purchase of alcohol or any private telephone calls from the hotel/motel is considered to be the responsibility of the staff member.

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A staff member, who is in receipt of an allowance, may return to the staff member'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 staff member's residence, and for the return journey from the staff member'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 Employer the amount so paid shall not exceed the amount to which the staff member would have been entitled by remaining at his/her temporary work location.

A staff member who is in receipt of an allowance, and upon ceasing to perform duty at or from a temporary work location leaves that location, is entitled to 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 staff member is to pay for the meal(s).

6.8 Meal Allowances (if not specified by an applicable Award or other industrial instrument)

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

- **for breakfast** when required to commence travel at or before 6.00 a.m. and at least 1 hour before the prescribed starting time;
- **for dinner** when required to work or travel until or beyond 6.30 p.m.;
- **for lunch** only when the staff member is required to travel a total distance on the day of at least 100 kilometres and, as a result, is located at a distance of at least 50 kilometres from the staff members normal headquarters at the time of taking the normal lunch break.

These allowances are prescribed in Department of Premier and Cabinet Circular Review of Meal, Travelling and Related Allowances. The allowance is only payable if the staff member incurred an expense.

6.9 Claims for Payment of Allowances

6.9.1 Payment in advance:

The Employer may approve applications for advance payments of travelling and sustenance allowances. Such applications should include a detailed estimate of anticipated expenditure and specify whether the Employer is providing or paying for accommodation and/or meals, eg not part of a conference.

6.9.2 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 Employer determines in writing.

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6.9.3 Actual Expenses – Production of Receipts

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

6.10 Adjustment of Allowances

6.10.1 Insufficient Funds

Where an allowance under sections 6.7 or 6.8 is insufficient to adequately reimburse the staff member for expenses properly and reasonably incurred, a further allowance, in exceptional circumstances, may be paid so as to reimburse the staff member for the additional expenses incurred, if approved by the delegated officer and receipts are provided.

Staff members shall check costs prior to travelling and, if it appears that costs would exceed the allowance rate, prior approval should be obtained.

6.10.2 Reimbursement of Funds

Payment of an allowance is to be refused or the amount of the allowance reduced by the Employer where:

- a) any expenses in respect of which an allowance is payable were not properly and reasonably incurred by the staff member in the performance of official duties; or any purported expenses in respect of which an allowance is payable were not properly and reasonably incurred by the staff member in the performance of official duties; or
- b) any purported expenses in respect of which an allowance is payable were not in fact incurred by the staff member;
- c) the staff member was paid in excess of the amount which would adequately reimburse him/her for expenses properly and reasonably incurred.

6.11 Part Day Travel Allowance

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

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

6.12 Taxation Arrangements for Meal And Travelling Allowances

Refer to Australian Taxation Office Determination 2008/18 and Taxation Ruling 2004/6 for information on the taxation arrangements for meal and travelling allowances including overtime, meal allowances and subsistence daily rates. D 2008/18 sets the reasonable limits for taxation purposes for the 2008/2009 financial year and TR 2004/6 explains the substantiation exception and the way in which these expenses are able to be claimed.

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- 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 the prescribed amount per meal paid under an industrial instrument in connection with overtime worked (also prescribed in Department of Premier and Cabinet Circular Review of Meal, Travelling and Related Allowances);
- Domestic related travel allowances up to the amount the Commissioner for Taxation deems reasonable (Taxation Determination 2008/18). 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.

6.13 Travel Insurance

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

6.14 Emergency Assistance

When a staff member is travelling in Australia, and is in excess of 160 kms from the staff member's residence, emergency assistance protection is provided by NSW Treasury Managed Fund that has an agreement with International SOS Australasia Pty Ltd. See Section 5.9 for more information.

7. USE OF PRIVATE MOTOR VEHICLES ON OFFICIAL BUSINESS

The allowances in this section are set by the Department of Premier and Cabinet and apply from the date issued by the Department of Premier and Cabinet and as amended by Department of Premier and Cabinet from time to time. They are prescribed under Circular Meal, Travelling and Related Allowances.

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

Alternatively, the Department of Premier and Cabinet website contains all Department of Premier and Cabinet Circulars and is located at <http://www.dpc.nsw.gov.au>.

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

7.1 Rates

7.1.1 Official Business Rate

The official business rate is only payable where the staff member is directed to use their vehicle for official business, and specific prior written approval has been obtained from the Employer for the staff member to use their private motor vehicle with the primary intention that the vehicle is used for employment purposes.

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In general, private vehicles are to be approved for use by staff members 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;
- a staff member is unable to use other transport due to disability;
- the use of the staff member's private motor vehicle is essential to, or necessary for the economic performance of the staff member's duties; and
- use of a private vehicle where such vehicle is a requirement of the position.

It is considered that under normal circumstances staff members would not qualify for the payment of the "official business" rate, as an official vehicle should be made available where possible to the staff member if that staff member 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 Employer against legal responsibilities (please see Insurance Requirements). Rates per kilometre according to engine capacity are prescribed in Department of Premier and Cabinet *Circular Review of Meal, Travelling and Related Allowances*.

7.1.2 Transport Rate

This rate only applies to staff members employed in the NSW Public Health System, excluding the Ambulance Service of NSW.

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

The most frequent incidents of staff members using their own motor vehicle occur when staff members are recalled to duty, however if an award/determination provides for something different, the award provisions should be followed. The current transport rates per kilometre according to engine capacity are prescribed in Department of Premier and Cabinet *Circular Review of Meal, Travelling and Related Allowances*.

7.1.3 Casual Journey Rate

This rate applies to staff members of the Department of Health as defined in this policy 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 has the prior approval of the Employer 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. The casual journey rates per kilometre according to

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engine capacity are prescribed in Department of Premier and Cabinet Circular *Review of Meal, Travelling and Related Allowances*.

7.1.4 Motor Cycle Allowance

The allowance for motor cycles/scooters as prescribed in Department of Premier and Cabinet Circular *Review of Meal, Travelling and Related Allowances* applies in all circumstances.

7.2 Limitations on Payment - Deduction From Allowance

7.2.1 Deductions for Private Use

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

7.2.2 Point Determined as "Accustomed place of work"

Where the accustomed place of work of the staff member is not within the typical work area in which the staff member is required to use the private vehicle on official business, 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.

7.2.3 Visits to Accustomed Place of Work

Where the above usually applies but the staff member 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.

7.2.4 Residence Determined as Accustomed Place of Work

A staff member'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.

7.2.5 Deduction When Reporting to Accustomed Place of Work

Each day that a staff member 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 the day. The deduction is to equal the distance from the staff member's residence to their accustomed place of work and return.

7.2.6 Deduction When Not Reporting to Accustomed Place of Work

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

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7.2.7 Exemption from Deduction

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

- staying away from home overnight is involved, including the day of return from any itinerary;
- the staff member uses the vehicle on official business and returns it to home prior to travelling to their accustomed place of work by other means of transport at their own expense;
- the staff member uses the vehicle for official business after their normal working hours;
- the monthly claim voucher shows official use of the vehicle has occurred on one day only in any week. Exemption from deduction under this sub-paragraph being exclusive of and not in addition to days referred to in the points above;
- the purchase by a staff member of a weekly or other periodical rail or bus ticket shall, in proper circumstances, provide grounds for exemption from deductions provided that:
 - (i) at the time of purchasing the periodical ticket the staff member did not envisage the use of their private motor vehicle on approved official business;
 - (ii) the periodical ticket was in fact purchased; and
 - (iii) in regard to train travellers, no allowance is to be paid in respect of distance between the staff member's home and the railway station or other intermediate transport stopping place.

7.3 Insurance Requirements

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

The requirements are:

- the motor vehicle must be covered by a policy as required by the Motor Accidents Compensation Act 1999; and
- the staff member 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 Employer and the staff member to pay for loss or damage to property arising out of the use of the vehicle by the staff member; and
 - (ii) liability of the Employer to pay for loss or damage to the vehicle.

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

Title: Official Travel Policy

7.4 Private Vehicles Damaged on Official Business or Other Approved Travel

7.4.1 Reimbursement of Insurance Excess (Policy)

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

- 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.

Conditions for Reimbursement

Reimbursement may be provided where:

- 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.

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.

7.4.2 Broken Windscreens

Conditions for Reimbursement

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

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

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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.

7.4.3 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.

7.4.4 Claims for Reimbursement

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

7.5 Use Of Private Motor Vehicles - Temporary Work Locations (TWL)

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

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

Official Business Use Required

SITUATION	RATE PAYABLE
<i>1st journey to, and last journey from TWL</i>	Official Business
Other journeys between home and TWL	Applicable Transport or Casual Rate (see 7.1.2 and 7.1.3)
Official business use at TWL	Official Business

Official Business Use Not Required

SITUATION	RATE PAYABLE
All travel to and from TWL	Applicable Transport or Casual Rate (see 7.1.2 and 7.1.3)

7.6 Use of Private Motor Vehicles In Connection With Official Air Travel

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

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

- 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;

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- parking fees incurred at the airport may be reimbursed. The use of valet parking must only be used in exceptional circumstances, eg where staff member has excessive luggage;
- the insurance policies on the staff member's vehicle are to meet the specified requirements;
- the normal policy in respect of repair costs arising from damage to the vehicle, which are in excess of insurance cover, will apply.

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

Professor Debora Picone AM
Director-General

Title: Official Travel Policy

ATTACHMENT 1

CHECKLIST

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

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

- The completed application form at Attachment 2 of this policy (2 pages) which includes:
 - Staff Member Details
 - name, position, classification etc
 - Role and Benefits
 - role of staff member, benefit to the organisation and staff member 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 staff member – see section 5.7 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 Carlson Wagonlit travel (CWT) lowest logical fare quotation.
 - **Economy Class should be used for all official travel overseas**
 - Business class may only be used by staff members whose annual salary exceeds a Senior Officer Grade 1, 1st year, or those other classifications mentioned at section 3.1 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: STAFF MEMBER DETAILS		
Title:	First Name:	Surname:
Classification:		Position:
Department Division / Health Service:		
SECTION 2: ROLE AND BENEFITS		
Role of Staff Member on Official Travel (i.e. attending and/or presenting a paper Conference / Seminar): -		
Expected benefit to the organisation and staff member'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 staff member would otherwise be on duty. Staff members who otherwise work shift work should be considered day workers. Official travel does not include weekends or personal leave (however described) taken at the staff member's request.
- Includes those week days where travel occurs between destinations 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 staff member 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 staff member arrives at the overseas destination to the time of departure of the first available return flight to Australia (having regard to the above exclusions). 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 staff member 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 a staff member is in transit between countries, the applicable exchange rate should be calculated on a proportionate basis.

Accommodation:

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

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 \$

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.

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 <i>No. of nights @ cost/night</i>					
Subsistence <i>(No. days @ daily rate)</i>					
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

arantee approval. Even where associated travel costs are being met by pay not be available to meet up front expenses.

SECTION 6: RECOMMENDATION FOR GENERAL FUND EXPENDITURE	
ated officer: (Name)	
ommended by authorised officer	
 _____ (Signature)	

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

APPLICATION FOR APPROVAL IN PRINCIPLE FOR OFFICIAL OVERSEAS TRAVEL

SECTION 1: STAFF MEMBER 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 staff member'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: \$
_____		_____	_____
(Name and Position)		(Signature)	(Date)
SECTION 7: APPLICATION APPROVED IN PRINCIPLE			
Chief Executive/Director-General			Date

Attachment 3A

Itinerary for Joe Bloggs

Day of Week and Date	Details
Friday 14/9/09	Depart: Sydney 9.35am Arrive: Los Angeles 6.10 am Depart: Los Angeles 8.30am Arrive: Atlanta 3.51pm
Saturday 15/9/09	Weekend
Sunday 16/9/09	Attending Conference
Monday 17/9/09	Attending Conference Depart: Atlanta 5.25pm Arrive: New Orleans 6.00 pm
Tuesday 18/9/09	Attending meetings with Medical Oncology Units
Wednesday 19/9/09	Annual Leave
Thursday 20/9/09	Depart: New Orleans 12.55pm Arrive: Los Angeles 5.10pm Depart: Los Angeles 10.15pm
Friday 21/9/09	In transit/Air Travel
Saturday 22/9/09	Arrive: Sydney 6.05am

ATTACHMENT 4

SIX-MONTHLY REPORT - APPROVED OVERSEAS TRAVEL

DATE ____/____/____

HEALTH SERVICE/DIVISION OF DoH:

Name and Title of staff member (s)	Countries <i>(Include cities)</i>	Dates, Duration and Purpose of travel <i>(Role of staff member, name of conference etc)</i>	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

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, (staff member's name) _____ official travel schedule will alter accordingly.

During this time, the Department of Health through its Managed Funds Insurance arrangement, if any, will meet (staff member's 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

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Official travel

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