



# MINISTER FOR EMPLOYMENT, TRAINING AND INDUSTRIAL RELATIONS

**DIRECTIVE No. 03/04**  
April 2004

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

This directive does not apply to –

  - general employees engaged under section 112(2)(a) of the *Public Service Act 1996* and
  - employees engaged on a casual basis under sections 112(2)(b) and 113(2)(b) of the *Public Service Act 1996*.
- 5. STANDARD:** The conditions prescribed in the Schedules apply.
- 6. EFFECTIVE DATE:** This directive is to operate from **5 April 2004**.
- 7. VARIATION:** The provisions in the Schedule may be varied in accordance with certified agreements made under Chapter 6, Part 1 of the *Industrial Relations Act 1999* or decisions of an industrial tribunal of competent jurisdiction.
- 8. INCONSISTENCY:** Sections 34 and 117 of the *Public Service Act 1996* and section 687 of the *Industrial Relations Act 1999* apply if there is a conflict with an act, regulation or industrial instrument.
- 9. SUPERSEDES:** Directive 01/02: "*Travelling and Relieving Expenses*"
- 10. PREVIOUS REFERENCES:** Directive 3/00: "*Travelling and Relieving Expenses*"  
Directive 17/99: "*Travelling and Relieving Allowances*"  
Directive 11/97: "*Travelling and Relieving Allowances*"  
Sections 63 and 66 of the *Public Service Management and Employment Regulation 1988*  
Determination No. 10  
Circular letters 2/90, 7/90, 6/91, 2/92  
Administrative Instruction Nos 1 | 10, 1 | 94.

## SCHEDULE A TRAVELLING OR RELIEVING WITHIN AUSTRALIA

### GENERAL CONDITIONS

#### Entitlement

A public service officer or temporary employee engaged under section 113(2)(a) of the *Public Service Act 1996* (referred to as "employee" in this schedule) who is required to -

- (a) travel on official duty; or
- (b) to take up duty away from the employee's usual place of work to relieve another employee or to perform special duty

shall be allowed actual and reasonable expenses or allowances for accommodation, meals and incidental expenses necessarily incurred by the employee as provided in this schedule.

#### Options for payment

The chief executive may determine the method of payment of travelling and relieving expenses or allowances for employees within his or her department.

The determination may be made from the following options -

- (a) payment direct to the supplier through the use of corporate credit cards;
- (b) payment direct to the supplier by contractual arrangement or billing system;
- (c) reimbursement to the employee of actual reasonable costs incurred by the employee; and/or
- (d) payment of travelling and relieving allowances as prescribed in this schedule.

A combination of any of these options may be used.

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

#### Minimum standard of accommodation

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

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

#### Limit on meals

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

#### Application of allowances

The allowances contained in this schedule apply in situations where the accommodation, meals or incidentals are not paid directly by the department or reimbursed to the employee.

#### Meals during overnight absences

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

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

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

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

#### Deduction of meal expenses or allowances

An employee is not entitled to expenses or a meal allowance for a meal that is provided at departmental expense or as part of a fare (eg. a catered meal at a conference where the cost is included in the registration fee or a meal that is provided on an aircraft where the cost is included in the airfare).

#### Not payable during leave

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

#### Telephone calls, facsimiles and postage

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

#### Incidental expenses or allowance

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

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

<b>GENERAL CONDITIONS</b>	
<p><b>Cost of conveyance</b> Travelling and relieving expenses and allowances are in addition to the cost of conveyance.</p> <p><b>Locality allowance</b> Where an employee is in receipt of travelling or relieving expenses or allowances under this schedule, the arrangements for locality allowance applicable at the employee's usual place of work are to continue during the first 42 days of absence at a particular centre of duty. Thereafter the arrangements for locality allowance, if any, applicable to that centre shall apply as long as the employee remains at that centre.</p> <p>The payment of locality allowance should not be taken into account in determining an employee's entitlement to travelling or relieving expenses or allowances.</p> <p><b>Advances</b> Where the employee is to be paid travelling or relieving allowances or will be claiming reimbursement of actual expenses, the employee may be granted an advance up to 100% of the estimated costs.</p>	<p><b>Certification after overnight absence</b> At the conclusion of the journey, the employee is required to certify that the official travel was undertaken in accordance with the approved itinerary.</p> <p>Any change to the itinerary resulting in variation of payments or changed costs (eg. claiming actual expenses instead of meal allowances) should be appropriately acquitted.</p> <p><b>Documentary evidence</b> Before an expense or allowance is paid, the employee may be required to produce documentary evidence as determined by the chief executive. This evidence may include -</p> <ul style="list-style-type: none"> <li>• receipts,</li> <li>• itemised statements,</li> <li>• certifications, etc.</li> </ul> <p><b>Time limit on claim</b> Without the approval of the chief executive, a claim shall not be paid unless it is submitted within 12 months of</p> <ul style="list-style-type: none"> <li>• the date of completion of the work; or</li> <li>• incurring of the expense; or</li> <li>• the conclusion of the circumstances leading to the claim.</li> </ul>

<b>TRAVELLING AND RELIEVING ALLOWANCES</b>	
<b>CATEGORY AND CONDITIONS OF APPROVAL</b>	<b>ENTITLEMENTS</b>
<p><b>1. ABSENCES NOT EXTENDING OVERNIGHT</b></p> <p><b>(a) Absence from headquarters or home is at least 12 hours</b> An employee shall be paid allowances for costs incurred in purchasing lunch and dinner</p> <p><b>(b) Absence from headquarters or home is less than 12 hours</b> No allowance is payable except in the following circumstances -</p> <ul style="list-style-type: none"> <li>• an employee is required to purchase an expensive meal as an integral part of travel (eg. catered lunch during a 1 day conference);</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>• an employee returns after 6.30pm and incurs the cost of purchasing a meal.</li> </ul>	<p>Lunch - \$19.75 (Capital Cities &amp; High Cost Country) - \$18.05 (Tier 2 Country Centre-Cairns) - \$18.05 (Other Country Centres)</p> <p>Dinner - \$34.05 (Capital Cities &amp; High Cost Country) - \$31.15 (Tier 2 Country Centre-Cairns) - \$31.15 (Other Country Centres)</p> <p>Lunch - \$19.75 (Capital Cities &amp; High Cost Country) - \$18.05 (Tier 2 Country Centre-Cairns) - \$18.05 (Other Country Centres)</p> <p>Dinner - \$34.05 (Capital Cities &amp; High Cost Country) - \$31.15 (Tier 2 Country Centre-Cairns) - \$31.15 (Other Country Centres)</p> <p>Dinner - \$34.05 (Capital Cities &amp; High Cost Country) - \$31.15 (Tier 2 Country Centre-Cairns) - \$31.15 (Other Country Centres)</p>

CATEGORY AND CONDITIONS OF APPROVAL	ENTITLEMENTS					
<p><b>(c) Breakfast allowance</b></p> <p>An employee is not entitled to the payment of a breakfast allowance except in situations where the employee has to depart from home before 6.00 am and it is not practicable for the employee to have breakfast at home and must purchase it during the journey.</p> <p><b>2. ABSENCES EXTENDING OVERNIGHT</b></p> <p>An employee shall be paid allowances for costs incurred in purchasing accommodation, meals and incidentals as set out below.</p>	<p>Breakfast - \$17.70 (Capital Cities &amp; High Cost Country)</p> <p>- \$15.75 (Tier 2 Country Centre-Cairns)</p> <p>- \$15.75 (Other Country Centres)</p>					
	<b>Per Overnight Stay</b>					
(a) Capital Cities	<b>Capital City</b>	<b>Accommodation</b>	<b>Breakfast</b>	<b>Lunch</b>	<b>Dinner</b>	<b>Incidental Expenses</b>
	Adelaide	\$122.00	\$17.70	\$19.75	\$34.05	\$13.85
	Brisbane	\$116.00	\$17.70	\$19.75	\$34.05	\$13.85
	Canberra	\$100.00	\$17.70	\$19.75	\$34.05	\$13.85
	Darwin	\$117.00	\$17.70	\$19.75	\$34.05	\$13.85
	Hobart	\$104.00	\$17.70	\$19.75	\$34.05	\$13.85
	Melbourne	\$150.00	\$17.70	\$19.75	\$34.05	\$13.85
	Perth	\$117.00	\$17.70	\$19.75	\$34.05	\$13.85
	Sydney	\$153.00	\$17.70	\$19.75	\$34.05	\$13.85
(b) High Cost Country Centres	<b>Centre</b>	<b>Accommodation</b>	<b>Breakfast</b>	<b>Lunch</b>	<b>Dinner</b>	<b>Incidental Expenses</b>
	Gold Coast	\$102.00	\$17.70	\$19.75	\$34.05	\$13.85
	Horn Island	\$108.00	\$17.70	\$19.75	\$34.05	\$13.85
	Thursday Island	\$130.00	\$17.70	\$19.75	\$34.05	\$13.85
	Weipa	\$115.00	\$17.70	\$19.75	\$34.05	\$13.85
(c) Tier 2 Country Centres	<b>Centre</b>	<b>Accommodation</b>	<b>Breakfast</b>	<b>Lunch</b>	<b>Dinner</b>	<b>Incidental Expenses</b>
	Cairns	\$79.00	\$15.75	\$18.05	\$31.15	\$13.85
(d) Other Country Centres	<b>Accommodation</b>	<b>Breakfast</b>	<b>Lunch</b>	<b>Dinner</b>	<b>Incidental Expenses</b>	
	\$67.00	\$15.75	\$18.05	\$31.15	\$13.85	
(e) Private accommodation (ie. with relatives or friends).	<b>Breakfast</b>	<b>Lunch</b>	<b>Dinner</b>	<b>Special Allowance</b>		
	\$15.75	\$18.05	\$31.15	\$26.40		

CATEGORY AND CONDITIONS OF APPROVAL	ENTITLEMENTS											
<p>(f) Other situations such as when travelling overnight by plane or train or where overnight accommodation is supplied at no expense to the employee.</p>	<table border="1"> <thead> <tr> <th>Breakfast</th> <th>Lunch</th> <th>Dinner</th> <th>Incidental Expenses</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">\$15.75</td> <td style="text-align: center;">\$18.05</td> <td style="text-align: center;">\$31.15</td> <td style="text-align: center;">\$13.85</td> </tr> </tbody> </table>	Breakfast	Lunch	Dinner	Incidental Expenses	\$15.75	\$18.05	\$31.15	\$13.85			
Breakfast	Lunch	Dinner	Incidental Expenses									
\$15.75	\$18.05	\$31.15	\$13.85									
<p>(g) Accommodation and meals are supplied at no expense to the employee.</p>		Incidental Expenses - \$13.85 per overnight stay										
<p><b>3. OPTION TO CLAIM ACTUAL EXPENSES</b></p> <p>An employee may claim actual expenses where the accommodation charges at a particular centre exceed the amount prescribed for accommodation at that centre or where the cost of meals exceeds the total amount prescribed for meals for the whole of the employee's absence.</p> <p>Such actual expenses are to be reimbursed to the employee subject to the chief executive being satisfied that the claim is reasonable and the employee has complied with the general conditions relating to minimum standard of accommodation and documentary evidence.</p> <p>Five situations are shown to clarify the employee's entitlement where actual expenses are claimed by the employee.</p>												
		<p><b>(i) All accommodation and meals claimed as actuals</b>                      Actual and reasonable expenses for accommodation and meals                      PLUS                      Relevant incidental expenses allowance</p> <p style="text-align: center;"><b>OR</b></p> <p><b>(ii) All meals and some accommodation claimed as actuals</b>                      Actual and reasonable expenses for accommodation and meals                      PLUS                      Relevant allowances as prescribed in 2 above for accommodation not claimed as actual expenses                      PLUS                      Relevant incidental expenses allowance</p> <p style="text-align: center;"><b>OR</b></p> <p><b>(iii) All accommodation claimed as actuals</b>                      Actual and reasonable expenses for accommodation                      PLUS                      Relevant allowances as prescribed in 2 above for meals                      PLUS                      Relevant incidental expenses allowance</p> <p style="text-align: center;"><b>OR</b></p> <p><b>(iv) Some accommodation claimed as actuals</b>                      Actual and reasonable expenses for accommodation                      PLUS                      Relevant allowances as prescribed in 2 above for meals and accommodation not claimed as actual expenses                      PLUS                      Relevant incidental expenses allowance</p> <p style="text-align: center;"><b>OR</b></p> <p><b>(v) All meals claimed as actuals</b>                      Actual and reasonable expenses for meals                      PLUS                      Relevant allowances as prescribed in 2 above for accommodation                      PLUS                      Relevant incidental expenses allowance</p>										

CATEGORY AND CONDITIONS OF APPROVAL	ENTITLEMENTS
<p><b>4. EXTENDED PERIODS OF RELIEVING OR SPECIAL DUTY</b></p> <p>Where an employee relieves another employee or performs special duty at another centre for an extended period, the employee shall be allowed relieving allowances or expenses as determined hereunder -</p>	<p>(a) Up to 4 weeks</p> <p>Relevant allowances as prescribed in 2 above for accommodation, meals and incidentals</p> <p>(b) More than 4 weeks</p> <p>Such reasonable expenses are negotiated between the employee and the department provided that the employee is not out of pocket during the extended period of relieving or special duty.</p> <p>Without limiting the capacity of the parties to negotiate the payment of expenses, the following costs may be taken into consideration -</p> <ul style="list-style-type: none"> <li>• accommodation costs appropriate to the duration of the relieving period and the personal family circumstances of the employee;</li> <li>• costs of purchasing or preparing meals for the employee;</li> <li>• payment of transfer expenses as prescribed in the Transfer and Appointment Expenses directive (currently Directive 8/00) in lieu of relieving allowances;</li> <li>• use of a government vehicle or compensation for taking own vehicle to the relieving centre as prescribed in the Motor Vehicle Allowances directive (currently directive 7/03); and</li> <li>• reunion visits to the employee's normal centre.</li> </ul> <p>The agreed arrangements are to be documented to satisfy any human resource management or financial audit requirements.</p>

## SCHEDULE B

### ALLOWANCES FOR OVERSEAS TRAVEL

<b>GENERAL CONDITIONS</b>	
<p><b>Entitlement</b> A public service officer or temporary employee engaged under section 113(2)(a) of the <i>Public Service Act 1996</i> (referred to as "<b>employee</b>" in this schedule) required to travel overseas on official duty shall be paid an overseas travelling allowance for accommodation, meals, equipment and incidental expenses as provided in this schedule.</p> <p><b>Documentary evidence</b> Before expenses may be paid the employee is to produce documentary evidence as required by the chief executive. This evidences includes:</p> <ul style="list-style-type: none"> <li>• receipts;</li> <li>• itemised statements;</li> <li>• certification, etc.</li> </ul> <p><b>Travel diary</b> An employee travelling overseas is to maintain a daily diary of arrival and departure times, places visited, expenses, exchange rates, etc. This is to be presented when submitting a claim for expenses.</p>	<p><b>Discretion to refuse unreasonable expenses</b> The chief executive has discretion to refuse or reduce any claim for expenses considered unreasonable.</p> <p><b>Other administrative requirements</b> Every employee this applies to should be aware of the government and departmental administrative requirements that apply to overseas travel approved for official purposes.</p> <p><b>Time limit on claim</b> Without the approval of the chief executive a claim will not be paid unless it is submitted within 12 months of</p> <ul style="list-style-type: none"> <li>• the date of completion of the work; or</li> <li>• the incurring of the expense; or</li> <li>• the conclusion of the circumstances leading to the claim.</li> </ul>

<b>OVERSEAS TRAVELLING ALLOWANCES</b>	
<b>CATEGORY AND CONDITIONS OF APPROVAL</b>	<b>ENTITLEMENTS</b>
<p><b>1. OVERSEAS TRAVELLING EXPENSES AND ALLOWANCES</b></p> <p><b>(a) Actual and necessary expenses</b> As a guide, the following expenses may be considered for payment-</p> <ul style="list-style-type: none"> <li>• fares and carriage;</li> <li>• Accommodation expenses but only bed, breakfast, lunch and dinner;</li> <li>• Tips, portage and laundry;</li> <li>• Official telephone calls, cables, facsimiles and postage;</li> <li>• Reciprocal entertainment;</li> <li>• Passport and visa costs;</li> <li>• Airport exit and entry taxes;</li> <li>• Any other necessary expenses considered reasonable by the chief executive.</li> </ul> <p><b>(b) Daily personal allowance</b> A daily personal allowance to cover incidental expenses of the following nature -</p> <ul style="list-style-type: none"> <li>• newspapers, magazines;</li> <li>• snacks including coffee, tea or drinks, etc;</li> <li>• private telephone calls;</li> <li>• personal items necessary for the visit.</li> </ul>	
	<p>Actual and necessary expenses approved by the chief executive.</p> <p style="text-align: right;">\$A25 per day</p>

<b>OVERSEAS TRAVELLING ALLOWANCES</b>	
<b>CATEGORY AND CONDITIONS OF APPROVAL</b>	<b>ENTITLEMENTS</b>
<p><b>(c) Equipment allowances</b> The level of equipment allowance will depend primarily upon the seasonal and climatic conditions likely to be encountered at the time of the overseas visit. Overseas visits will fall into the following four categories as determined by the chief executive -</p>	
<p>(i) where the climatic conditions to be met are substantially the same as those in Queensland</p>	<p>A basic equipment allowance of \$A211 towards the cost of travel equipment, purchase of other items necessary for the visit and extra wear and tear on the employee's possessions. The basic equipment allowance is not to be paid more than twice in any three-year period.</p>
<p>(ii) where tropical climatic conditions are to be met</p>	<p>The basic equipment allowance of \$A211 as in (c)(i) above; PLUS An additional equipment allowance of \$A159 towards the purchase of tropical clothing and the extra wear and tear which can be expected to arise. This additional equipment allowance is not to be paid more than once in any three-year period.</p>
<p>(iii) where winter climatic conditions (i.e. more severe than in Queensland) are to be met</p>	<p>The basic equipment allowance of \$A211 as in (c)(i) above; PLUS An additional equipment allowance of \$A211 towards the purchase of necessary heavy clothing. This additional equipment allowance is not to be paid more than once in any three-year period.</p>
<p>(iv) where the employee is likely to encounter extreme cold or is visiting a remote tropical locality</p>	<p>As in (c)(ii) or (c)(iii) above where applicable.</p> <p>The chief executive, if satisfied that these allowances are inadequate having regard to the severity of conditions and the duration of the visit, may approve of an additional amount to cover the purchase of special items of clothing or equipment.</p> <p>The payment of such additional amount is subject to the employee furnishing satisfactory documentary evidence of the additional costs involved.</p>
<p><b>Note:</b> An employee travelling to a number of countries, who is likely to encounter extreme variations of climate, would only be entitled to one basic equipment allowance in addition to the applicable additional equipment allowances for the visit.</p>	
<p><b>2. PREPARATORY EXPENSES</b> An employee may be refunded certain expenses incurred in preparation of the overseas visit.</p>	
	<p>The chief executive may approve the payment of expenses incurred before departure that are related to the overseas visit such as overseas telephone calls made from the employee's private residence to arrange itineraries, meetings, contacts, accommodation, etc. which are not possible to be made during working hours because of different time zones; and necessary inoculations and vaccinations.</p>