



MINISTER FOR EMPLOYMENT, TRAINING AND INDUSTRIAL RELATIONS

DIRECTIVE No. 17/99
July 1999

- 1. TITLE:** Travelling and Relieving Allowances
- 2. PURPOSE:** To prescribe the travelling and relieving allowances that apply when an officer or employee as specified in this directive is required to travel on official duty or to relieve an officer or to perform special duty away from normal headquarters
- 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*.
 - 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 and entitlements prescribed in the Schedules apply.
- 6. EFFECTIVE DATE:** This directive is to operate from **1 July 1999**.
- 7. VARIATION:** The provisions in the Schedules 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 11/97 *Travelling and Relieving Allowances*.
- 10. PREVIOUS REFERENCES:** 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

ALLOWANCES FOR TRAVELLING AND 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) required -

- (a) to travel on official duty - shall be paid a travelling allowance for accommodation, meals and incidental expenses as provided in this schedule; or
- (b) to take up duty away from normal headquarters to provide relief another employee or to perform special duties - shall be paid a relieving allowance for accommodation, meals and incidental expenses as provided in this schedule.

Documentary evidence

Before an allowance (whether a prescribed amount or actual and necessary expenses) may be paid, the employee is to produce documentary evidence as required by the chief executive. This evidence includes -

- receipts,
- itemised statements,
- certification, etc.

Meals during overnight absences

The payment of appropriate meal allowances to an employee in relation to the first and last day of an employee's overnight absence from headquarters or home shall be made in accordance with the following arrival and departure times -

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

Dinner - where 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 a meal allowance upon departure. However, the meal allowance is payable for each subsequent breakfast during the period of the employee's absence.

Deduction of meal allowances

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

Allowances not payable during leave

Travelling and relieving allowances are not to be paid to an employee on leave except in the case of illness or any other case determined by the chief executive.

Cost of conveyance

Travelling and relieving allowances are to be in addition to the cost of conveyance.

Telephone calls, facsimiles and postage

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

Incidental allowance

The incidental allowance is paid to cover expenses of the following nature -

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

Locality allowance

Where an employee is in receipt of travelling or relieving allowance under this schedule, the arrangements for locality allowance applicable at the employee's normal headquarters 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.

Where an employee is granted reimbursement of actual and reasonable expenses for accommodation or meals or both in lieu of the prescribed amounts, the payment of locality allowance should be disregarded in calculating the amount payable.

Certification following overnight absence

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

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.

Time limit on claim

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

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

Definitions:

"preferred venue" - a venue where the department has negotiated competitive rates with an organisation to supply accommodation or meals or both at no expense to the employee.

Accommodation and meals provided at a "preferred venue" should be continually monitored to ensure that a reasonable standard is maintained. Staff should advise relevant departmental employees where services provided at a preferred venue are considered to be inadequate or unsatisfactory.

"preferred centre" - a centre containing one or more preferred venues.

(Note: The 5.5% increase granted in the Core Queensland Government Departments Certified Agreement 1997 is not reflected in the allowances contained in this Schedule.)

TRAVELLING AND RELIEVING ALLOWANCES

CATEGORY AND CONDITIONS OF APPROVAL

ENTITLEMENTS

1. ABSENCES NOT EXTENDING OVERNIGHT

(a) Where absence from headquarters or home is for at least 12 hours

An employee shall be paid an allowance for expenses incurred in purchasing meals.

\$32.00 (excludes breakfast meal allowance)

(b) Where absence from headquarters or home is less than 12 hours

No allowance is payable except in the following circumstances -

- an employee is required to purchase an expensive meal as an integral part of travel (eg. catered lunch during a 1 day conference); or
- an employee returns after 6.30pm.

Actual and reasonable expenses at the discretion of the chief executive and upon the production of receipts.

\$21.00 - Dinner

2. ABSENCES EXTENDING OVERNIGHT

(a) Where accommodation only is supplied at a "preferred venue" at no expense to the employee.

\$10.00 - Breakfast
\$11.00 - Lunch
\$21.00 - Dinner

OR

Actual and reasonable expenses for meals where the cost exceeds the relevant total amount and upon the production of receipts

PLUS

\$10.00 per overnight stay for incidental expenses.

(b) Where accommodation and meals are supplied at a "preferred venue" at no expense to the employee.

\$10.00 per overnight stay for incidental expenses.

(c) Where private accommodation is obtained (ie. with relatives or friends).

Appropriate meal allowances as contained in 2(a) above.

PLUS

A special incidental expenses allowance of \$25.00 per overnight stay.

TRAVELLING AND RELIEVING ALLOWANCES

CATEGORY AND CONDITIONS OF APPROVAL	ENTITLEMENTS
<p>(d) Where an employee elects to stay in more expensive accommodation than may be obtained at a "preferred venue".</p>	<p>Accommodation expenses not to exceed the expenses the department would have been charged had the employee stayed at the "preferred venue" PLUS Appropriate meal allowances as contained in 2(a) above PLUS \$10.00 per overnight stay for incidental expenses.</p>
<p>(e) Where an employee is accommodated</p> <ul style="list-style-type: none"> • at a centre not being a "preferred centre"; or • at a centre which is a "preferred centre" where the department is unable to secure meals, accommodation or both at the centre; or • at a working venue (eg. conference or seminar venue) in a "preferred centre", which, because of location or other reasons, is deemed to be more suitable than a "preferred venue" at the centre. 	
<p>(i) Capital cities (including Canberra and Darwin but excluding Sydney).</p>	<p>\$10.00 - Breakfast \$11.00 - Lunch \$21.00 - Dinner \$92.00 - Per overnight stay for accommodation \$10.00 - Per overnight stay for incidental expenses.</p>
<p>(ii) Sydney</p>	<p>\$10.00 - Breakfast \$11.00 - Lunch \$21.00 - Dinner \$106.00 - Per overnight stay for accommodation \$10.00 - Per overnight stay for incidental expenses.</p>
<p>(iii) Other Places</p>	<p>\$10.00 - Breakfast \$11.00 - Lunch \$21.00 - Dinner \$55.00 - Per overnight stay for accommodation \$10.00 - Per overnight stay for incidental expenses.</p>
<p>Note: Where 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 absence, the employee may be reimbursed actual and necessary expenses as considered reasonable by the chief executive and upon the production of receipts.</p>	
<p>(f) Where an employee will be detained or is expected to be detained in a centre for an extended period.</p>	<p>Actual and reasonable accommodation expenses PLUS Appropriate meal allowances as contained in 2(a) above PLUS \$10.00 per overnight stay for incidental expenses.</p>
<p>(g) Where an employee is required to travel overnight by rail.</p>	<p>Appropriate meal allowances as contained in 2(a) above OR Actual and reasonable expenses for meals where the cost exceeds the total amount prescribed for meals and upon the production of receipts PLUS \$10.00 per overnight stay for incidental expenses.</p>

TRAVELLING AND RELIEVING ALLOWANCES

CATEGORY AND CONDITIONS OF APPROVAL	ENTITLEMENTS
(h) Where an employee is required to travel by air and stay overnight.	\$10.00 per overnight stay for incidental expenses.
3. ADVANCES ON ALLOWANCES On application from an employee, an advance may be approved for periods of absence from headquarters up to 3 weeks with progressive advances for each subsequent 3 week period for which an employee applies.	100% of total estimated costs based on actual accommodation charges or accommodation allowances (where applicable), meal allowances (where applicable) and incidental allowances.

SUPERSEDED

SCHEDULE B

ALLOWANCES FOR OVERSEAS TRAVEL

GENERAL CONDITIONS	
<p>Entitlement A public service officer or temporary employee engaged under section 113(2)(a) of the <i>Public Service Act 1996</i> (referred to as "employee" 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>Documentary evidence 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"> • receipts; • itemised statements; • certification, etc. <p>Travel diary 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>Discretion to refuse unreasonable expenses The chief executive has discretion to refuse or reduce any claim for expenses considered unreasonable.</p> <p>Other administrative requirements 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>Time limit on claim Without the approval of the chief executive a claim will not be paid unless it is submitted within 12 months</p> <ul style="list-style-type: none"> • of the date of completion of the work; or • the incurring of the expense; or • the conclusion of the circumstances leading to the claim. <p>(Note: The 5.5% increase granted in the <i>Core Queensland Government Departments Certified Agreement 1997</i> is not reflected in the allowances contained in this Schedule.)</p>
OVERSEAS TRAVELLING ALLOWANCES	
CATEGORY AND CONDITIONS OF APPROVAL	ENTITLEMENTS
<p>1. OVERSEAS TRAVELLING EXPENSES AND ALLOWANCES</p> <p>(a) Actual and necessary expenses As a guide, the following expenses may be considered for payment-</p> <ul style="list-style-type: none"> • Fares and car hire; • Accommodation expenses but only bed, breakfast, lunch and dinner; • Tips, portorage and laundry; • Official telephone calls, cables, facsimiles and postage; • Reciprocal entertainment; • Passport and visa costs; • Airport exit and entry taxes; • Any other necessary expenses considered reasonable by the chief executive. <p>(b) Daily personal allowance A daily personal allowance to cover incidental expenses of the following nature -</p> <ul style="list-style-type: none"> • newspapers, magazines; • snacks including coffee, tea or drinks, etc; • private telephone calls; • personal items necessary for the visit. 	<p>Actual and necessary expenses approved by the chief executive.</p> <p style="margin-top: 20px;">\$A23 per day</p>

OVERSEAS TRAVELLING ALLOWANCES

CATEGORY AND CONDITIONS OF APPROVAL	ENTITLEMENTS
<p>(c) Equipment allowances 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>(ii) where tropical climatic conditions are to be met -</p> <p>(iii) where winter climatic conditions (i.e. more severe than in Queensland) are to be met-</p> <p>(iv) where the employee is likely to encounter extreme cold or is visiting a remote tropical locality -</p>	<p>A basic equipment allowance of \$A200 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>The basic equipment allowance of \$A200 as in (c)(i) above; PLUS An additional equipment allowance of \$A150 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>The basic equipment allowance of \$A200 as in (c)(i) above; PLUS An additional equipment allowance of \$A200 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>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>Note: 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>2. PREPARATORY EXPENSES 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>