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## Official Travel

### Introduction

The following is an overview of the procedures in relation to work related travel. Further information is available in the following Fair Work Commission policies and procedures available on the intranet:

[Domestic travel policy](#)

[Overseas travel policy](#)

subsidiary information on the [intranet](#)

flowchart for travel approvals is available on the [intranet](#)

Members may be required to travel to attend hearings and inspections. It is the Associate's responsibility to make the necessary arrangements for the Member and themselves if they are required to accompany the Member for all intrastate and interstate travel. It should be noted that travel might need to be arranged at short notice. The following is a summary of the key issues associated with arranging travel.

If a Member is travelling to another Commission office, the Associate should request relief Associate assistance to be provided in the location the Member is travelling to rather than travelling with the Member. It is preferred that Relief Associates be used rather than Associates travelling with Members.

### Travel Protocol

#### Prior to organising travel

When listing a matter and travel is involved an Associate should take into account the budgetary constraints and check with the Member if:

- it can be held via video-conferencing or telephone,
- they agree to the matter being listed a little later (i.e. for short haul trip) enabling them to travel in the morning rather than the day before,
- relief is available in the location that the Member is travelling to do they require the Associate to travel with them,
- they agree to a flight within a one hour timeframe (e.g. between 4pm-5pm, or 8am-9am).

The way government fares are allocated; there are often large discrepancies between fares that are half an hour apart.

Associates should also be aware that Panel Heads, as approvers of travel of Members, are expected to only approve Movement Requisitions when:

- they are satisfied that the travel is necessary and it is not appropriate to deal with the matter by either video-conferencing or telephone. In most cases, other than where there are multiple witnesses or some other complexity, video-conferencing should be the default medium.
- travel to Melbourne, Sydney or Brisbane for termination of employment matters are for exceptional circumstances.
- there are valid reasons why the "best fare of the day" is not selected; and
- an Associate will be accompanying a Member when local support is not available.

In order to enable accurate monitoring and reporting on travel expenditure, Finance will discuss with Associates any issues or improvements that can be made to the Movement Requisition form, including why video-conferencing is not appropriate. Panel Heads will regularly receive reports on travel expenditure to maintain oversight.

### Movement requisitions

A Movement Requisition Form (MRF) is the formal record of absence from work on official business and covers the traveller in the case of accident or injury for insurance and compensation purposes. A MRF must be completed for all proposed travel. The MRF details the traveller's itinerary including dates, estimated departure and arrival times, locations and the reason for travel. It also records travel approval, indicates mode of transport and forms the basis for paying travel allowance.

#### Completing a movement requisition form

An Electronic MRF must be completed for all official Commission business, whether intrastate or interstate, including travel by car, plane or train. A MRF should also be completed for part day travel.

There are separate electronic MRFs for:

- Members,
- Members travelling with Associate,
- Associate,
- other staff, and
- guest.

The electronic forms are located on the intranet on the [Travel](#) page under the Services Directory. A Movement Requisition (MR) number is assigned once the form is submitted for approval. The



#### People

Email [\[redacted\]](#) for help or to provide feedback about the handbook.

completed MR form is sent to the email address of the "Approver" and "Traveller" pending approval.

The MRF for the Member is approved by the relevant Panel Head, Presiding Member or the President, the Associates travel is approved by the Member.

**Single day travel/travel within commuting distance from your place of work**

Single day travel is defined as official travel for a period of not less than 10 hours and not involving an overnight stay. Members and Associates are **only** entitled to reimbursement of reasonable expenses incurred, excluding taxis, parking, subject to the production of receipts.

Where a Member (and Associate) visits an onsite location within a commutable distance from the Fair Work Commission an online MRF **must** be completed.

**Completing a movement acquittal form**

Upon return to the Commission, a Movement Acquittal Form (MAF) **must** be completed and submitted to the Travel Clerk, whether or not there is a claim for additional expenses incurred. For reimbursement of any expenses incurred receipts must be scanned and attached to the MAF.

**Urgent travel**

The MRF is to be approved prior to travel being undertaken. It is acknowledged that in some cases travel is 'Urgent', and prior approval is not always possible. Reasonable effort should be made to ensure approval is received before travel and accommodation is booked.

Urgent travel is where there are less than two working days between the need for travel being identified and the travel itself and where efforts to obtain travel/expenditure approvals have been exhausted. Urgent travel bookings must be made consistent with the requirements of this guide, including lowest practical fare requirements.

**Emergency Expenditure Approval List**

If urgent travel expenditure approval has not been provided the Associate should contact by phone and forward the MRF to one of the **Emergency Expenditure Approval Contact** below for approval.


**Multiple return trips**

A MRF is to be completed for all return travel (e.g. Melbourne-Sydney-Melbourne). If there are two return trips to home base another MRF needs to be completed for the second part of the travel with another MR number.

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## Regional Hearings

Prior to a matter being listed in a regional location approval is required for any additional expenditure that will be incurred prior to the completion of the MRF.

If the travel is for a Member to participate in an onsite visit and there are no additional costs (apart from the requisite travel), the usual travel approval arrangements apply.

Additional expenses include:

**Booking a venue:** The additional cost for the use of a non-Fair Work Commission site, if the venue requires the payment of a fee for the use of the facility. Refer to the intranet at [Proceedings-Country venues](#) for a list of country venues where the Fair Work Commission hearings and conferences can be held.

**Interpreter:** The additional cost for the services of an interpreter. If an interpreter is required, a quote can be obtained by contacting the interpreter services in your location and providing them with the particulars of the request. A list of interpreter services for each State is available on the [intranet](#).

If an interpreter is required consider whether they are able to participate via video conference or the telephone to help reduce associated expenditure.

Expenditure approval must be granted before the matter can be listed and travel arranged.

Requests for expenditure approval are sent to the [REDACTED] and should include the following information applicable to the request:

- Matter(s) to be listed
- number of days the matter(s) listed for
- costs associated with the hire of the venue to hear the matter
- transport costs for an interpreter to attend (if required)
- accommodation costs for an interpreter to attend (if required)
- provision of meals for the interpreter(if required).

Oncall will provide a quote in accordance with their contractual obligations upon request. Verify what has been included in the quote as it may include all or some of the above expenses.

Once you have received email confirmation that the expenditure has been approved from the Manager, Member Support the matter can be listed, the MRF completed and submitted for approval and once approved appropriate travel arrangements made for the Member and Associate (if required).

Ensure that you book the venue and request email confirmation of the booking. In addition, confirm the booking a week prior to the matter proceeding.

If a monitor is required this is done by checking the Reporters Required option when listing the matter and DTI will arrange for a Monitor to travel to the site. It is recommended to confirm with DTI that a monitor has been organised for the required location. Alternatively the Associate can record the hearing using the portable recording option available.

### After Travel

Any Interpreter and venue invoices must be sent to Member Support via [REDACTED]

The interpreter attendance slip which is confirmation that the Interpreter has performed the service must be Edoxed accordingly.

If the hearing is cancelled remember also to cancel the venue and interpreter bookings.  
If the matter is to be relisted there is no need to request approval for expenditure.

### Completing a Movement Requisition Form

#### Member and Associate travelling


  


  








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**Travel to airport**

Members can choose to travel by taxi, ComCar or private vehicle to the airport.

When a Member drives to the airport parking costs will only be reimbursed if receipts are attached to the MAF.

**Comcar/Taxi Entitlements**

Members are generally entitled to utilise a car with a driver (a taxi is classified as a car with driver) as follows, however where Members have been issued with private plated vehicles the entitlements vary.

If a Comcar has been booked for a flight and you miss the flight, the flight is cancelled or you alter your flight times, you must advise Comcar otherwise the Commission will be charged in full for the waiting car.

Members and on-going Associates are entitled to a Cabcharge cards which must only be used for official business.

Non-ongoing Associates are entitled to Cabcharge e-tickets when travelling for official business only.

Members are entitled to a vehicle when:

- conducting official Commission business,
- travelling to and from Chambers (only applies to Presidential Members who have elected not to lease a private plated vehicle),
- travelling to and from airports while engaged on official travel (except from home to airport when they have a leased vehicle),
- attending work related functions.

**Comcar booking procedures**

Details of car bookings made through Comcar are to be recorded in a Chambers register (e.g. Excel spreadsheet) including full details of the booking: dates; times; pick up and drop off; booking number; passengers - you will need this information to certify the correctness of the Comcar account.

Each Member is allocated a unique hire code number. This code is to be quoted for each booking -it is essential that you quote the correct hirer code at all times.

Car bookings are made by telephoning Comcar on 13 18 47 - this is a national 24 hour service. In an emergency you can book cars through the nearest Commission office.

The Travel Clerk arranges a Comcar account (hirer code) for all Members and keeps a copy of all the accounts if needed to book for another Member.

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Movement Acquittal Form

All Movement requisitions raised must be "acquitted" i.e. evidence of the travel undertaken as originally approved. A MRF **must** be acquitted even if travel was not undertaken.

Once travel has been undertaken or cancelled (i.e. return to home base), the travel recorded on the MRF is to be acquitted by completing the electronic MAF available on the [intranet](#) under Popular forms, and Submitted. This will be sent to the Travel Clerk. You must record:

- any changes or if the travel was not undertaken i.e. times, flight numbers and dates
- any incidental expenditure incurred -receipts should be scanned to verify actual expenditure that was not covered by the allowance;
- scan and attach all boarding passes, train tickets, copies of self-drive car rental agreements, any incidental receipts; and CabCharge receipts.

Completing a Movement Acquittal Form

[Members travel must be acquitted as soon as practicable after travel as they are not reimbursed]



[until MAF has been received.]

Procedures to acquit travel after the completion of authorised travel are set out below.

The Online movement acquittal available on the [Travel page](#) of the Corporate Services Intranet page.

[Redacted content]

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**Who authorises travel?**

All travel requires prior approval, which comprises two steps. Firstly, the approval of the proposed travel and secondly, the authorisation of travel expenditure by the delegate (approver):

Travel in regard to a Panel-related matter before the Commission is approved by the Panel Head allocating the file.

Travel in regard to an Unfair Dismissals matter is approved by the Unfair Dismissals Matter Panel Head.

Travel in regard to a Full Bench matter is approved by the Presiding Member of the Bench, the Presiding Member of the Full Bench's travel is approved by the President.

Travel by Members for other purposes - meetings, conferences, etc. is authorised by the President.

Travel taken by the Member's spouse is approved by the President.

Travel taken by Associates in relation to Commission business is approved by the Panel Head or the Member.

[Redacted content]

Travel expenditure for Members and Associates is approved by the Manager, National Associates Team.

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