



Policy

Domestic travel

October 2015

Contents

1. Purpose and application of this policy.....	4
Purpose.....	4
Application	4
2. Definitions.....	4
3. Legislative and policy framework	4
4. Responsibilities and approval	4
Responsibilities	4
Applicable principles	5
Approval of travel	5
Travel approval.....	5
Expenditure approval	5
5. Completion of Movement Requisition Form.....	6
6. Travel and expenditure approval process	6
7. Booking travel.....	7
Booking travel	7
Class of travel	7
Lowest practical fare	7
8. Accommodation	7
Excess accommodation costs.....	8
9. Vehicles.....	8
Rental cars (self-drive).....	9
Private vehicle.....	9
Parking.....	10
Safe driving	10
10. Travel allowance.....	10
Overnight stay	11
Single day travel.....	11
Other travel related costs.....	11
11. Completion of Movement Acquittal Form	11
12. Key contact details	12
13. Breaches of policy	12
14. Further advice and support	12

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6 January 2015	FWC version 2.2—Updated to correct previous inconsistencies.
1 October 2015	FWC Version 2.3 – Updated to reflect WOAG transition to QBT from Carson Wagonlit. Removed procedures to separate document to distinguish between policy and procedures such as booking numbers etc.

1. Purpose and application of this policy

Purpose

- 1.1. The purpose of this policy is to set out the requirements for Members and staff travelling domestically on Commission business.

Application

- 1.2. This policy applies to all employees of the Commission, Members and contractors.

2. Definitions

2.1. In this policy the following words have the following meanings:

- a. 'Commission' means the Fair Work Commission;
- b. 'Urgent travel' – see clause 5.4.

3. Legislative and policy framework

- 3.1. The [Accountable Authority Instructions](#) (AAs) cover the principles that apply to how the corporate governance arrangements of the Commission are implemented and the associated Resource Management Guides (RMGs) outline the objectives and key requirements for the different areas. The AAs are issued under the provisions of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act). This guide sets out how to put these principles into practical effect in relation to domestic travel.
- 3.2. Associated documents and policies are:
 - a. [Department of Finance Policy](#)
 - b. [Commission Delegations](#).

4. Responsibilities and approval

Responsibilities

- 4.1. Accountability in relation to travel rests with the traveler and those approving travel and travel expenditure.
- 4.2. While on official travel all employees must ensure that their behaviour is consistent with the APS Code of Conduct and must uphold the APS Values.
- 4.3. When travelling for work purposes, the Commission expects that its employees will only undertake activities that are reasonably necessary in order to do the work required at that place to an appropriate standard. Reasonable and appropriate means of:
 - a. attending the place of work
 - b. eating daily meals at places reasonably close to the place of work or employee's accommodation, and
 - c. attending to personal hygieneare the primary examples. The Commission should not be seen as inducing or encouraging any other activities undertaken by employees in the course of such travel.
- 4.4. Travellers must not enter competitions or accept gifts or winnings associated with travel where the travel is at the Commission's expense.

- 4.5. All work travel undertaken by Commission employees and Members is subject to scrutiny by internal audit and the Australian National Audit Office (ANAO).

Applicable principles

- 4.6. The following principles apply to travel:
- a. travel should only be undertaken where it is considered the most effective way for the Commission to achieve its aims.
 - b. employees should not be out of pocket for the reasonable expenses incurred while travelling.
 - c. expenditure on travel should always be economical, efficient, ethical, honest and defensible, and
 - d. in organising and approving travel for official business, approvers shall be flexible in accommodating the needs of employees, taking into account family responsibilities, personal circumstances, safety and security and other relevant factors that may affect their ability to travel.

Approval of travel

- 4.7. Movement Requisition Forms (MRF) require two approvals:
- a. travel approval, and
 - b. expenditure approval.
- 4.8. Both travel approval and expenditure approval must be obtained **prior** to expending public monies.

Travel approval

- 4.9. Travel approval must be provided by:
- a. for travel by a Member - the relevant Panel Head, Presiding Member or the President;
 - b. for travel by an associate - the associate's Member (see clause 4.10);
 - c. for travel by staff other than associates - the staff member's manager.
- Note: If the staff member's manager holds the delegation, the manager can provide both travel approval and expenditure approval.
- 4.10. It is expected that Members will use local relief associates, if available, when attending interstate offices. Members who need to have their Associate attend an interstate office should seek approval from their panel head prior to the Member approving the associate's travel

Expenditure approval

- 4.11. Only officials for the purposes of PGPA Act who hold a delegation are able to authorise travel expenditure.
- 4.12. Expenditure must be approved in accordance with [Commission Delegations](#) from time to time.
- 4.13. Should any issue arise in relation to approval of travel expenditure for an associate, the relevant manager will raise the matter with the Member concerned in the first instance.

5. Completion of Movement Requisition Form

- 5.1. Movement Requisition Forms (MRFs) **must** be completed for all proposed intrastate and interstate 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, states mode of transport and forms the basis for paying travel allowance (TA).
- 5.2. In accordance with clauses 4.9 to 4.13, the MRF is to be approved prior to travel being undertaken.
- 5.3. It is acknowledged that in some cases travel is 'urgent', and prior approval is not always possible. Where travel is urgent:
 - a. reasonable effort must be made to comply with clause 5.2.
 - b. Where a MRF cannot be completed prior to travel, the traveller should obtain another written form of approval (such as by email) or, as a last resort, verbal approval.
- 5.4. **Definition of 'Urgent' travel:** Urgent travel is where there are fewer than two (2) working days between the need for travel being identified and the travel itself; and where efforts to obtain travel/expenditure approvals have been exhausted.
- 5.5. To the fullest extent possible, urgent travel bookings must be made consistent with the requirements of this policy, including lowest practical fare requirements (see clauses 7.7 to 7.10).

6. Travel and expenditure approval process

- Step 1:** MRF is completed.
- Step 2:** Travel is approved as per clauses 4.9 to 4.13. (Note: for associate travel, the associate's MRF must be approved by the Member).
- Step 3A:** Members and Associates: The MRF (with travel approval) is forwarded to 'FWC Travel Clerk - Members & Associates' at [REDACTED].
- Step 3B:** Staff other than associates: The MRF (with travel and expenditure approval) is forwarded to the 'FWC Travel Clerk' at [REDACTED].
- Step 4:** Members and associates: The delegate who approves travel expenditure will advise the associate by email at the time expenditure is approved.
- Note:** The delegate will confirm approval of travel by Members by emailing the Member's associate.
- Note:** Travel expenditure will be approved within one (1) working day of the MRF being forwarded to the 'FWC Travel Clerk - Members & Associates' (for example if a MRF is forwarded at 5.00 pm Tuesday it will be approved by 5.00 pm Wednesday).
- Step 5:** (If required) If travel expenditure has not been approved within the above time frame, the traveller (or associate on their behalf) should contact the Director, Corporate Services and forward the MRF to the Director for approval.

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9. Vehicles

9.1. Staff must use public taxis when travelling. Private hire cars should only be used in exceptional circumstances.

Note: Member's Comcar entitlements are unchanged by Practical Guide 07 - Domestic Travel.

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