APPENDIX D. travel reporting declaration

A report of all **international** travel undertaken by employees is be submitted to the Premier and Cabinet every quarter.

A quarterly report of all **interstate** travel will continue to be submitted to the Director General.

This form must be completed by the officer travelling or a nominee within 2 weeks of the completion of the trip. For school based employees, if a trip is taken during a term break, the Declaration Form needs to be submitted immediately on return to school or within two weeks of the date of return from the trip, whichever is the earlier.

Please complete the relevant travel and cost details below, checking all records thoroughly to ensure that the expenses declared are accurate. The source of funding is also to be declared. Any privately funded costs are to return a zero value showing the source of funding e.g. name of organisation, self-funded, parent funded etc. A complete list of funding codescan be found in the [Premier’s Circular 2014/02](https://www.dpc.wa.gov.au/GuidelinesAndPolicies/PremiersCirculars/Pages/201402_GuidelinesforOfficialAirTravel.aspx).

**Upon completion of the details, please return the completed form to the Financial Reporting Officer, Financial Accounting and Reporting, by email to traveldeclarations@education.wa.edu.au**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| --- |
| **Traveller’s Details** |
| Employee ID No | First Name | Last name | Dept/School Code | Contact No |
|  |  |  |  |  |
|  |  |  |  |
| Departure Date | Return Date | Class of Travel | Destination/s |
|  |  |  | City | State / Country |
| Briefly describe the purpose of travel (not the benefits) | 1. |  |
|  | 2. |  |
|  | 3. |  |
|  | 4. |  |
|  |

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| **Cost Details** |
| **Cost Description** | **Actual Cost****(Including GST)** | **Source of Funding** |
| Airfare  | $ |  |
| Accommodation | $ |  |
| Registration Fee | $ |  |
| Associated Costs\* | $ |  |
| \*Associated costs include:* Meals and incidental allowance
* Taxi/Car Hire
* Other costs related to the trip (eg teacher’s relief)
 | Show “0” if a cost component is funded by an external source such as parents, self funded, P & C, industry etc. If funded by combined sources, show only the amount funded by internal source i.e. school/Department.  | Source of Funding Examples |
| * School funds
* Parents
* Self funded
* P & C
* Combined sources – must specify name of sources.
 | * Consolidated fund
* Commonwealth Govt
* Local Govt
* Industry (must specify name of organisation)
 |

**For overseas travel only (exclude school excursions):**

Check your Travel Application form if a request has been made by the approver to provide a report on the benefits of the travel to Western Australia? If yes, you must submit the report within two months of the completion of the trip (see Appendix E of the Official Air Travel report template).

**Officer completing the Declaration**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
| Name |  | Signature |  | Date |  | Contact No. |

**Contact Details:**

**Queries**: Financial Reporting Officer – 9264 4766 **Email**: traveldeclarations@education.wa.edu.au