

## APPENDIX A. TRAVEL APPROVAL SCHEDULE

Office	Traveller	Air Travel Approval Authority				
		Air Travel Type	Recommended By	Supported By	Approved By	
Central Office	All officers under Manager	Intrastate	Not required	Immediate superior	Director or above	
		Interstate	Immediate superior	Director or above	Executive Director	
		International	Director or above	Deputy Director General	Minister	
	Manager	Intrastate	Not required	Not required	Director or above	
		Interstate	Not required	Director or above	Executive Director	
		International	Director or above	Deputy Director General	Minister	
	Director	Intrastate	Not required	Not required	Immediate superior	
		Interstate	Not required	Immediate superior	Executive Director	
		International	Immediate superior	Deputy Director General	Minister	
	Officers above Director	Intrastate	Not required	Not required	Immediate superior	
		Interstate	Not required	Not required	Immediate Superior	
		International	Immediate superior	Deputy Director General	Minister	
	Deputy Director General	Intrastate	Not required	Not required	Director General	
		Interstate	Not required	Not required	Director General	
		International	Not required	Director General	Minister	
	Director General	Intrastate	Not required	Not required	Not required	
		Interstate	Not required	Not required	Not required	
		International	Not required	Not required	Minister	
	Regional Education Offices and Local Education Offices	All officers under the Director of Education	Intrastate	Not required	Immediate Superior	Director of Education
			Interstate	Not required	Immediate Superior	Director of Education
			International	Director of Education	Deputy Director General Schools	Minister
		Director of Education	Intrastate	Not required	Not required	Deputy Director General Schools
			Interstate	Not required	Not required	Deputy Director General Schools
			International	Not required	Deputy Director General Schools	Minister

**Notes:**

- Christmas and Cocos (Keeling) Islands** For approval processes, travel to and from these islands is treated as intrastate travel.

**Uluru/Yulara** Travel to and from schools in the remote areas of Western Australia via Uluru/Yulara is treated as intrastate travel, provided the traveller does not also conduct any official business in another state or territory.

**Northern Territory** For approval purposes, school excursions that involve interstate travel to the Northern Territory but do not involve an overnight stay, are considered intrastate travel.

Office	Traveller	Air Travel Approval Authority			
		Air Travel Type	Recommended By	Supported By	Approved By
Schools and Colleges	All officers under the Principal	Intrastate	Not required	Not required	Principal
		Interstate	Not required	Principal	Director of Education
		International	Director of Education through the principal	Deputy Director General Schools	Minister
	Principal	Intrastate	Not required	Not required	Director of Education
		Interstate	Not required	Not required	Director of Education
		International	Director of Education	Deputy Director General Schools	Minister
Independent Public Schools and Agricultural Colleges	All officers under the Principal	Intrastate	Not required	Not required	Principal
		Interstate	Not required	Not required	Principal
		International	Director of Education through the principal	Deputy Director General Schools	Minister
	Principal	Intrastate	Not required	Not required	Director of Education
		Interstate	Not required	Not required	Director of Education
		International	Director of Education	Deputy Director General Schools	Minister

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