

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	Assistant Executive Director or above
		International	Director or above	Deputy Director General	Minister
	Manager	Intrastate	Not required	Not required	Director or above
		Interstate	Not required	Director or above	Assistant Executive Director or above
		International	Director or above	Deputy Director General	Minister
	Director	Intrastate	Not required	Not required	Immediate superior
		Interstate	Not required	Immediate superior	Assistant Executive Director or above
		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:

1. **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.

2. All overseas travel must be approved by the Minister for Education. In addition, the following types of travel must also be endorsed by the Minister for International Education.
 - a. International Education;
 - b. International Education Strategy; and
 - c. Canning College

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	Not required	Principal
		International	Director of Education through the principal	Deputy Director General Schools	International Excursions – Director General All other international travel - 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	International Excursions – Director General All other international travel - Minister

Notes:

- 1. 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.

- 2. All overseas travel must be approved by the Minister for Education.** Staff travel for international excursions has a two-step approval process. The international school excursion is approved by the Minister first. The subsequent travel application form is approved by the Director General (refer to the [Excursions in Public Schools Procedures](#) for requirements). In addition, the following types of travel must also be endorsed by the Minister for International Education.
 - a. International Education;
 - b. International Education Strategy; and
 - c. Canning College