AppENDIX K. Non-Employee travel forms

This Appendix includes the following forms:

* Air Travel Application Form for Non-Employees Travelling on Official Business
* Air Travel Reporting Declaration for Non-Employees
* Statement of Purpose and Benefits to Western Australia for Non-Employees

K.1. air travel application form for non-employees travelling on official business

1. If the application is for Interstate or International Travel an approved copy is immediately emailed to traveldeclarations@education.wa.edu.au.
2. The original approved form is to be kept by the authorised Travel Booking Officer for audit purposes.

***Application form must be typed. Handwritten application will be returned to the applicant.***

|  |
| --- |
| **Travel Application Details** |
| Full Name of Traveller |  | Contact No. | Fax No. |
|  |  |  |  |
| Title | Branch / REO / School  |
|  |  |
| **Destinations** | **City** | **State / Country** | **City** | **State / Country** | **Travel Dates** |
|  |  |  |  | Departure Date |  |
|  |  |  |  | Return Date |  |
|  |
| **Cost Breakdown (including GST)** |
| Airfare | Accommodation  | Meals and Incidental Allowance | Conference Fee | Car Hire | Other | Total |
| $ | $ | $ | $ | $ | $ | $ |
| Source of Funding | Department | School | External | Specify Name of External Source |
| Total Funding from each Source | $ | $ | $ |  |
|   |  |
|  |
|  |  |
| If applicable, provide names of other officers travelling (exclude school excursions):  |

**AIR TRAVEL APPROVAL**

*(*See Appendix A of the Official Air Travel Policy for the required signatories)

**Before signing, consider the justification provided on the next page**

|  |
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| For International Excursions, please confirm the following in accordance with requirements in the [Excursions in Public School Procedures](https://www.education.wa.edu.au/web/policies/-/excursions-in-public-schools-procedures)**.** |
| Template 1: International Excursion: Application for Approval | Approved by the Minister for EducationYes [ ] No [ ]  | Date approved / / |
| Template 2: International Excursion: Plan | Approved by Director of EducationYes [ ] No [ ]  | Date approved / / |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Authority** | **Name** | **Position** | **Signature** | **Date** |
| Through the Principal: (for overseas travel by school staff) |  | Principal  |  |  |
| 1. **Recommended by**
 |  |  |  |  |
| 1. **Supported by**
 |  |  |  |  |
| 1. **Travel Within Australia - approved by**
 |  |  |  |  |
| 1. **Overseas Travel (4):**

International Education, International Education Strategy and Canning CollegeEndorsed by: |  | Minister for International Education |  |  |
| Approved by: |  | Minister for Education  |  |  |
| 5**. International Excursions –** **approved by** |  | Director General |  |  |
| **Approver to answer**  | **For overseas travel only:**Do you require a report on the benefits of the travel to Western Australia? Yes or No |

**Important Notes for officers recommending and supporting the travel application:**

* 1. If accommodation exceeds 100% of the award rate, consider if it is justifiable before signing.
	2. If the trip is a gift from an external source, ensure the gift has been declared as per the Acceptance and Provision of Gifts policy.
	3. Unless it is a student travel group, no more than two officers should be recommended to attend the same trip.
	4. 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](https://www.education.wa.edu.au/web/policies/-/international-excursions) the [Excursions in Public Schools Procedures](https://www.education.wa.edu.au/web/policies/-/excursions-in-public-schools-procedures) for requirements).
	5. In addition, the following type of travel must also be endorsed by the Minister for International Education
1. International Education;
2. International Education Strategy; and
3. Canning College
	1. International excursions documentation does not need to accompany this form, only fill in the confirmation boxes above.
	2. This form to be completed by all DoE employees. Teachers accompanying students on school excursions need not complete first box in Travel Justification below.

|  |
| --- |
| **Travel Justification** |
| **For the purposes of**  **❑**International Education; International Education Strategy; or Canning College  | **For other purposes ❑** |
| Describe the connection between your duties and the travel (For overseas travel only but exclude school excursions):  |
|  |
| Describe the purpose of travel:  |
|  |
| Describe the significance and benefit of this travel application in terms of Department/school priorities *(attach report if insufficient space):* |
|  |
| Describe (a) anticipated outcomes; and (b) intended method for dissemination of information *(attach report if insufficient space):*: |
|  |

**Note:** If an overseas travel application has been approved, check if you are required to provide a separate report on the benefits of the travel to Western Australia. The report must be submitted within two months of the completion to the approver.

|  |
| --- |
| **TRAVELLER’S BOOKING DETAILS** |
| Name | Payroll ID No. | Qantas Club No. | Frequent flyer points accrued from this trip must not be used for private travel or to upgrade the tickets. |
|  |  |  |
| **TENTATIVE BOOKING AND FARE ARRANGEMENTS** |
| Has a tentative booking been made? (Yes or No) |  | If Yes, show details  | Booked With |  |
| Ref. and Flight No. |  |
| Payment Date |  |
| Has the best fare of the day already been booked or subject to approval will it be booked? (Yes or No) |  | If No, why not? |  |
| Has a check been made to see if any unused flight credits are available for use? (Yes or No) |  | If No, check the unused flight credits record. Where applicable, unused flight credits must be used to pay for the airfares. |

|  |
| --- |
| **FLIGHT RESERVATION / ITINERARY DETAILS** |
| Airline / Charter Name | Service  | Class | Day | Date | Time | From | To |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

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| --- |
| **ACCOMMODATION RESERVATION DETAILS** |
| Name of Accommodation | Date in | Date Out | Total Cost | Booking Ref No. |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**HIRE CAR REQUIREMENTS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Car Hire Company  |  | Car Type |  |  |  |
| Pick Up Point |  | Date |  | Time |  |
| Drop Off Point |  | Date |  | Time |  |

**CONTACT ADDRESSES AND PHONE NUMBERS EN ROUTE**

|  |  |  |
| --- | --- | --- |
| City / Town | Hotel Name and Phone No. | Business Name and Phone No. |
|  |  |  |
|  |  |  |
|  |  |  |

**AIR FARE CREDIT CARD PAYMENT DETAILS**

(This section is to be completed by the cost centre/school that will be funding the airline tickets)

**Before filling the payment details check if unused flight credits are available for use**

|  |  |  |
| --- | --- | --- |
| Booking Date | Supplier | Accounting Code / Expenditure Authority No. |
|  |  |  |
|  | Purchasing Card No.(last 4 digits) |  | Total Amount |
|  |  |  |  |
| Card Holder’s Name: | Card Holder’s Signature |
|  |  |

This section is to be completed by the authorised Travel Booking Officer upon confirmation of the booking. Travel Booking Officer must ensure that the application to travel has been approved by the appropriate officer.

|  |  |  |  |
| --- | --- | --- | --- |
| Confirmation Date | Signature of the Authorised Travel Booking Officer | Registration No. | Final / Actual Ticket Amount |
|  |  |  | $ |

k.2. air travel reporting declaration for non-employees

A report of all **international** travel undertaken by employees travelling on official business 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 department officer (on behalf of the non-employee) within 2 weeks of the completion of the trip.

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**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |
| --- |
| **Traveller’s Details** |
|  | 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. |  |
|  |

 |
| **Cost Details** |
| **Cost Description** | **Actual Cost****(Including GST)** | **Source of Funding** |
| Airfare  | $ |  |
| Accommodation | $ |  |
| Registration Fee | $ |  |
| Associated Costs\* | $ |  |
| \*Associated costs include:* Meals and incidentals
* Taxi/Car Hire
* Other costs related to the trip
 | 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

k.3. Statement of purpose and benefits to western Australia for non-Employees

This report is required only on request by the approver for an overseas travel.

If more than one officer attended the same event, only one report is required.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Statement of Purpose and Benefits to Western Australia**

|  |
| --- |
| **Traveller’s Details** |
| Name of Traveller(if more than one officer attended the same event, list names of all officers) | Dates of Travel | Destination |
| City | Country |
|  |  |  |  |

|  |
| --- |
| **Purpose of Travel** |
|  |

|  |
| --- |
| **Detail the Benefits to Western Australia Arising from the Travel** |
|  |

**Prepared and submitted by:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Name of Officer |  | Directorate/Regional office/School |  | Date |

**Notes:** 1. The report must be submitted within two months of the completion of the trip.
2. The report must not include any information that may have privacy, legal, commercial or Cabinet in confidence implications.
3. Officer must indicate if a report or parts of a report should not be made public. Give reasons as to why.
4. Submit the report to the approver. If it is for the Minister, the report must go through the Ministerial Liaison Unit.
 |