



Department of  
**Education**

## **Official Air Travel Procedures**

Effective date: 21 February 2017

Version: 1.9

Accurate at the time of printing 29/07/2021.

These procedures must be read in conjunction with the Official Travel Policy.

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**These procedures must be read in conjunction with the Official Travel Policy.**

## 1. Policy supported

Official Travel Policy

## 2. Scope

This policy applies to all employees.

### Guidance

This policy does not apply to:

- annual air travel entitlements, travel by cars (use of a department, school or private vehicle for official business), buses or trains; and
- motor vehicle allowance claims.

## 3. Procedures

### 3.1 All air travel

Employees must:

- complete and submit the Travel Application Form (Appendix C) to the authorising officer for approval (see Appendix A for Travel Approval Schedule),
- and retain the approved original Travel Application Form;
- prior to travel, forward a copy of the approved Travel Application Form (except for Intrastate Travel) to the Financial Reporting Officer, Financial Accounting and Reporting;
- include any leave that is to be taken before, during or after official travel in the Travel Application Form (if the leave exceeds four working days in total then only a one way air fare is to be funded by the Department);
- within two weeks of the date of return from the trip, complete a Travel Reporting Declaration (Appendix D) and submit (except for Intrastate Travel) to the Financial Reporting Officer, Financial Accounting and Reporting;

- if travelling overseas and on the request of the approver of the international travel, complete the Statement of Purpose and Benefits to Western Australia (Appendix E), within two months of the completion of travel;
- when approved travel arrangements are amended (such as names and destinations), seek new approval from the original authorising officer;
- use any unused flight credits when booking a flight, where possible;
- make travel bookings using the following methods:
  - for metro bookings – the Government’s contracted travel provider; and
  - for regional bookings – the Government’s contracted travel provider or Regional Travel Agent; and
- book and manage travel arrangements through the travel provider’s Online Booking Tool, where it is available.

## Guidance

See Appendix B: Travel Guidelines which includes the process for booking air travel.

Travel Application Forms should be submitted to authorising officers for approval within the following timeframe:

- Domestic Travel - a minimum of three weeks before proposed date of departure.
- International Travel - a minimum of six weeks before proposed date of departure.

In instances where the timeline cannot be met, reasons should be provided to justify a shorter timeline for approval.

If leave exceeds four working days in total, then only a one way fare is to be funded by the Department:

- In the case of Domestic travel the Department books only a one way fare (via travel provider or Regional Travel Agent).
- In the case of International travel, the Department books return fare but requests separate billing from travel agent.

It is important that the purchase card is not used for personal purposes at any point in the above scenario.

For approval purposes, travel to and from Australian Territories such as Christmas Island and the Cocos (Keeling) Islands is considered as intrastate travel. However, booking arrangements should be made in accordance with the procedures for international travel, as travel to territories is considered international travel by the travel industry.

Where a trip is privately funded but sanctioned by the Department or school such as a school excursion, the trip is classed as ‘official travel’ and the employee is still required to complete a Travel Reporting Declaration form.

## 3.2 International travel

Employees must complete the International Travel Checklist (Appendix F) and submit to their line manager/principal.

## 3.3 Use of air charter services

Line managers or principals must:

- obtain approval from the Executive Director for the use of air charter services;
- register all persons travelling on a charter flight on a passenger manifest; and
- confirm that the use of air charter services complies with the:
  - Premier's Circular (2016/04) Chartering of Aircraft on Regional Regular Public Transport Air Routes;
  - State Supply Commission's Procurement Policy; and
  - Official air travel approval and declaration procedures in this policy.

### Guidance

The Government requires departments to use regular public transport air services (where available) when travelling to regional and remote communities throughout Western Australia. Exemptions to this policy can be made when:

- the cost per passenger to use a closed charter flight is less than the cost per passenger to use a public service; or
- there is an emergency; or
- where normal commercial scheduled air services are not available; or
- where other means of transport are not practical, economical or safe.

Except in an emergency or for humanitarian reasons, only employees approved to travel are allowed to travel on any pre-arranged charter service. Where appropriate, arrangements can be made with other government agencies or private organisations to share a charter service.

Family members of an employee based in a remote area may be allowed to travel in a charter service, provided it is approved by the principal or a Director of Education.

The charter service company should provide a passenger manifest with their invoice when it is sent for payment.

## 3.4 Airline club memberships

If employees travel interstate at least eight times annually and wish to attain Airline Club

Membership, they must:

- apply for membership by completing the Airline Club Membership form (Appendix G) and forward to their line manager for consideration followed by Director General for approval; and
- forward a copy of the approved original Airline Club Membership form to the Financial Reporting Officer, Financial Accounting and Reporting.

#### **Guidance**

Department funded airline club memberships are only paid for those officers that travel at least eight times annually interstate. Intrastate Travel is not considered for airline club memberships.

Club membership is not renewed for employees who currently have a membership but travel less than eight times per annum.

### **3.5 Authorising travel for non-employees**

Line managers or principals must confirm that any non-employees travelling in an official capacity using Department funding has completed the Non-Employee Travel Forms (Appendix K).

## **4. Definitions**

#### **Authorising officer**

The senior officer with the authority to approve travel arrangements and expenditure for the employee.

#### **Best fare of the day**

The lowest fare that exists in the marketplace at the time of booking and for which a seat is available that meets the business requirements of the traveller.

#### **Domestic travel**

Travel within Australia.

#### **Intrastate travel**

Travel within the state of Western Australia. Special conditions apply to travel across the tri-state border and the Indian Ocean Territories.

### **Interstate travel**

Travel between states and territories.

### **Privately funded travel**

For the purpose of air travel booking, a privately funded travel means the cost of travel is fully paid for by the traveller and or funded through external (non-government) sources such as parents, industrial and commercial organisations, associations, event organisers and sponsors.

### **Travel booking officer**

An officer appointed to organise all airfare bookings for a directorate/cost centre/school.

## **5. Related documents**

### **Relevant legislation or authority**

[Financial Management Act 2006](#)

[Premier's Circular 2014/02: Guidelines for Official Air Travel by Ministers, Parliamentary Secretaries and Government Officers](#)

[Public Service Award 1992](#)

[School Education Act 1999](#)

[State Supply Commission Act 1991](#)

[Teachers \(Public Sector Primary and Secondary Education\) Award 1993](#)

[Premier's Circular \(2016/04\) Chartering of Aircraft on Regional Regular Public Transport Air Routes](#)

## **Related Department policies**

[Acceptance and Provision of Gifts](#)

[Duty of Care for Public School Students](#)

[Expenditure on Hospitality](#)

[Occupational Safety and Health](#)

[Staff Conduct and Discipline](#)

## **Other documents**

[Purchase Card Terms and Conditions \(staff only\)](#)

[Contact Details of Contracted Travel Provider](#)

[Insurance and Claims Management Guide \(staff only\)](#)

[Financial Management in Schools: Finance and Accounting \(staff only\)](#)

## **6. Contact information**

### **Policy manager:**

Director Financial Services

### **Policy contacts:**

Financial Reporting Officer

Financial Accounting and Reporting

Department of Education

151 Royal Street

East Perth WA 6004

T: (08) 9264 4766



**Purchase Card contact:**

Business and Customer Services

Finance Services

151 Royal Street

East Perth WA 6004

T: (08) 9264 4868

E: [cardadministrator@education.wa.edu.au](mailto:cardadministrator@education.wa.edu.au)

**Procurement contact:**

Commercial Services

151 Royal Street

East Perth WA 6004

T: (08) 9264 5567

E: [Buying@education.wa.edu.au](mailto:Buying@education.wa.edu.au)

**General policy advice:**

E: [FinancialPolicy.Advice@education.wa.edu.au](mailto:FinancialPolicy.Advice@education.wa.edu.au)

Attendance at International Conference contact:

Perth Convention Bureau

Director Business Development

E: [info@pcb.com.au](mailto:info@pcb.com.au)

## 7. History of changes

<b>Effective date</b>	21 February 2017
<b>Last update date</b>	21 February 2017
<b>Policy version no.</b>	

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<b>Notes</b>	These new procedures support the Official Air Travel Policy that replaces the Official Air Travel, Domestic Travelling Allowance and International Travelling Allowance policies. Endorsed by Director General at Corporate Executive on 28 November 2016.
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<b>Effective date</b>	21 February 2017
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<b>Policy version no. Notes</b>	Minor changes under s3.3 to include Premier's Circular on use of air charter services D17/0060301

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<b>Policy version no. Notes</b>	Minor typos and corrective changes D17/0076028 and D17/0076010

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<b>Policy version no. Notes</b>	Minor typos and corrective changes D17/0080388

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<b>Last update date</b>	24 May 2017
<b>Policy version no. Notes</b>	Minor changes to Appendix A, Appendix C and Appendix D. D17/0221842

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<b>Effective date</b>	21 February 2017
<b>Last update date</b>	28 August 2017
<b>Policy version no. Notes</b>	Minor changes to email address in Appendices C, D and K. D17/0365861

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<b>Effective date</b>	21 February 2017
<b>Last update date</b>	10 July 2018
<b>Policy version no. Notes</b>	Minor changes in Appendix A and Appendix C D18/0244572, and Appendix K D18/0297752

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<b>Policy version no. Notes</b>	Minor changes to update position titles, related policies and contact information D18/0437050

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<b>Effective date</b>	21 February 2017
<b>Last update date</b>	16 October 2019
<b>Policy version no. Notes</b>	Minor changes to update appendices D19/0477140.

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<b>Effective date</b>	21 February 2017
<b>Last update date</b>	20 January 2021
<b>Policy version no. Notes</b>	Minor changes to replace the Regional Executive Director position title with Director of Education D20/0647278.

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## 8. Appendices

Appendix A: [Travel approval schedule](#) (PDF file - 87.5kB)

Appendix B: [Travel guidelines](#) (PDF file - 110.9kB)

Appendix C: [Travel application form](#) (DOCX file - 58.8kB)

Appendix D: [Travel reporting declaration](#) (DOCX file - 93.4kB)

Appendix E: [Statement of purpose and benefits to Western Australia](#) (DOCX file - 18kB)

Appendix F: [International travel checklist](#) (DOCX file - 76.9kB)

Appendix G: [Airline club membership](#) (DOCX file - 18.6kB)

Appendix H: [Travel booking officer notification form](#) (DOCX file - 39.8kB)

Appendix I: [In-country and emergency contact details](#) (DOCX file - 40.5kB)

Appendix J: [Emergency next of kin contact details](#) (DOCX file - 14.6kB)

Appendix K: [Non-employee travel forms](#) (DOCX file - 49.7kB)

## 9. More information

### Supporting content

#### Policy

[Official Travel Policy](#)

#### Procedure review date

21 February 2020

#### Procedure last updated

20 January 2021

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