



Department of  
**Education**

## **Official Travel Policy**

Effective date: 21 February 2017

Version: 1.3

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

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## 1. Policy statement

Department of Education employees will only undertake travel where necessary to enable the effective implementation of core functions.

## 2. Policy rules

Employees must:

- manage all official travel requirements in accordance with:
  - Official Air Travel Procedures;
  - Domestic Travelling Allowance and Expense Procedures;
  - International Travelling Allowance and Expense Procedures;
- comply with the Premier's Circular – Guidelines for Official Air Travel By Ministers, Parliamentary Secretaries and Government Officers and
  - exercise the strictest economy and accountability in relation to domestic or overseas travel;
  - properly control and account for travel and travel expenditure, including appropriate justifications for the travel and adequate public disclosure of the full cost of travel undertaken by employees; and
  - declare and include in the travel proposal details of any leave that is taken before, during or after any official travel. If the leave exceeds four working days in total, then only a one way fare is to be funded by the Department; and
- comply with Treasurer's Instruction (TI) 321 Credit Cards – Authorised Use relating to personal use of purchase cards while on official travel.

### Guidance

Refer to the [Purchase Card Terms and Conditions](#) (staff only) or more information.

### 3. Responsibility for Implementation and Compliance

Senior Executive Officers, Directors of Education, Principals, and Cost Centre Managers are responsible for the implementation of the policy.

The Director Financial Services is responsible for compliance monitoring.

### 4. 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.

### 5. Supporting Procedures

[Domestic Travelling Allowance and Expense Procedures](#)

[International Travelling Allowances and Expense Procedures](#)

[Official Air Travel Procedures](#)

### 6. Definitions

#### Authorising officer

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

## **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.

## **Domestic travelling allowances**

Travelling allowances received by staff members as per the relevant award when on official travel within Australia.

## **International travelling allowances**

Travelling allowances received by staff as per the Australian Tax Office (ATO) Reasonable Amounts when on official travel outside Australia.

## **Official travel**

Is approved travel by staff members where public monies are used to fund all or part of the travel.

## **Privately funded travel**

For the purpose of air travel booking, 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.

## **7. Related documents**

## **Relevant legislation or authority**

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

Australian Tax Office (ATO) Reasonable Amounts for Overseas Travel Allowance

Income Tax Assessment Act 1997

Public Service Award 1992

Government Officers' Salaries, Allowances and Conditions Award 1989

Education Department Ministerial Officers' Salaries, Allowances and Conditions Award 1983

Teachers (Public Sector Primary and Secondary Education) Award 1993

Financial Management Act 2006

School Education Act 1999

State Supply Commission Act 1991

## **Related Department policies**

Acceptance and Provision of Gifts

Duty of Care for Public School Students

Excursions in Public Schools Procedures

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 \(staff only\)](#)

## **8. Contact information**

### **Policy manager:**

Director, Financial Services

### **Policy contact:**

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

## 9. History of changes

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<b>Effective date</b>	21 February 2017
<b>Last update date</b>	21 February 2017
<b>Policy version no.</b>	1.0
<b>Notes</b>	This new policy replaces the Official Air Travel, Domestic Travelling Allowance and International Travelling Allowance policies. Endorsed by the Director General at Corporate Executive on 28 November 2016.

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<b>Effective date</b>	21 February 2017
<b>Last update date</b>	21 February 2017
<b>Policy version no.</b>	1.1
<b>Notes</b>	Minor change to contact information D17/0075988.

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<b>Effective date</b>	21 February 2017
<b>Last update date</b>	10 October 2018
<b>Policy version no.</b>	1.2
<b>Notes</b>	Minor changes to update position titles and related policies D18/0437050.

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<b>Effective date</b>	21 February 2017
<b>Last update date</b>	20 January 2021
<b>Policy version no.</b>	1.3
<b>Notes</b>	Minor changes to replace the Regional Executive Director position title with Director of Education D20/0647278.

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## 10. More information

### Supporting content

#### Procedure

[Domestic Travelling Allowance and Expense Procedures](#)

[International Travelling Allowances and Expense Procedures](#)

[Official Air Travel Procedures](#)

### Policy review date

21 February 2020

### Policy last updated

20 January 2021

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