



Department of  
**Education**

# **Official Travel policy**

Effective date: 17 February 2026

Version: 2.0

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## Table of contents

<b>1. Policy statement</b>	<b>3</b>
<b>2. Policy rules</b>	<b>3</b>
<b>3. Responsibility for implementation and compliance</b>	<b>4</b>
<b>4. Scope</b>	<b>5</b>
<b>5. Supporting procedures</b>	<b>5</b>
<b>6. Definitions</b>	<b>6</b>
<b>7. Related documents</b>	<b>6</b>
<b>8. Contact information</b>	<b>8</b>
<b>9. History of changes</b>	<b>8</b>
<b>10. More information</b>	<b>10</b>
Policy review date	10
Policy last updated	10

## 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 and approvers of official travel must confirm:

- official travel is only undertaken where there is a genuine business need that cannot be met by other means, such as a virtual meeting
- official travel reflects clear value and benefit to the department and the most economical travel arrangements possible have been made
- appropriate approval of travel and comply with:
  - Official Air Travel procedures
  - Travel Accommodation, Meals and Other Expense procedures
  - Premier's Circular 2021/02: Guidelines for Official Air Travel by Ministers, Parliamentary Secretaries and Government Officers
  - Purchase Card procedures.

### Guidance

The Department's Official Travel policy and procedures aim to ensure that travel delivers public value and benefits to the department whilst maintaining the safety and security of travellers.

In considering a request for future travel, approving officers should assess whether the travel is necessary and give due consideration to alternatives such as web enabled video conferencing, teleconferencing and support from staff on-site at destinations.

Where it is established that travel is required:

- every effort should be made to minimise the cost of travel and the expenditure should be properly controlled and accounted for
- the most economical travel arrangements should be chosen and the principle of "best fare of the day" applied, provided that it also meets the business requirements of the traveller
- the travel should cause minimal disruption to educational outcomes

- travel for the purposes of professional development should have a demonstrable benefit to the department
- the total cost, including relief staff (if applicable), should be reasonable and justified
- the number of employees travelling on any one trip should be minimised.

The onus for demonstrating that expenditure incurred is reasonable is with the travelling officer and includes the following:

- travel expenditure would stand up to public scrutiny and probity
- ability to justify that the expenditure incurred was for business purposes
- travel costs aligned with award conditions and rates.

Clause 54 of the *Public Service Award 1992* and clause 60 of the *Teachers Award 1993* provide rates that are to be used as a guide for what is a reasonable level of travel-related expenditure.

All travel activities are conducted in an ethical and transparent manner and comply with the Department's [Integrity Framework](#) (staff only).

### 3. Responsibility for implementation and compliance

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

Line Managers are responsible for compliance monitoring of the policy.

Travellers are responsible for compliance with the policy throughout the travel planning, approval, travelling and post travel activities.

## 4. Scope

This policy applies to all employees.

### Guidance

This policy does not apply to:

- official travel to a location less than 50 kilometres from the employee's usual place of work or within the Perth metropolitan area, which is the area within a 50 kilometre radius from the Perth City Railway Station
- employees travelling to new headquarters to undertake relief duty who are entitled to relieving allowance (not travelling allowance)
- subsidised leave travel concessions, return to home and relocation entitlements
- motor vehicle allowance claims
- students who are travelling. (For information on student travel refer to the [Duty of Care for Public School Students Policy](#)).

## 5. Supporting procedures

[Travel Accommodation, Meal and Other Expenses procedures](#)

[Official Air Travel procedures](#)

## 6. Definitions

### **Approvers of official travel**

A senior officer with the authority to approve travel arrangements and expenditure for the employee as defined in the Official Air Travel procedures and the Accommodation, Allowance and Expense procedures.

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

Best fare of the day means 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.

### **Official travel**

Approved travel, specifically undertaken for official work purposes, where public monies are used to fund all or part of the travel.

## 7. Related documents

### **Relevant legislation or authority**

[Premier's Circular 2021/02: Guidelines for Official Air Travel by Ministers, Parliamentary Secretaries and Government Officers](#)

[Australian Tax Office \(ATO\) Reasonable Amounts for Overseas Travel Allowance](#)

[Chartering of aircraft on regional regular public transport air routes- Premier's Circular 2021/15](#)

[Education Department Ministerial Officers' Salaries, Allowances and Conditions Award 1983](#)

[Government Officers' Salaries, Allowances and Conditions Award 1989](#)

[Public Service Award 1992](#)

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

[\*Financial Management Act 2006\*](#)

[\*School Education Act 1999\*](#)

[Western Australian Procurement Rules](#)

### **Related Department policies**

[Official Air Travel Procedures](#)

[Travel Accommodation, Meals and Other Expense Procedures](#)

[Manage school purchase cards \(staff only\)](#)

[Manage central services purchase cards \(staff only\)](#)

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

[Gifts Benefits and Hospitality Policy](#)

[Work Health and Safety Policy](#)

### **Other documents**

[Integrity Framework \(staff only\)](#)

[Contact Details of Contracted Travel Provider \(staff only\)](#)

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

[Financial Management Manual for central and regional services \(staff only\)](#)

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

## 8. Contact information

### Policy manager:

Director, Financial Services

### Policy contact:

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

## 9. History of changes

<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.
<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.
<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.
<b>Effective date</b>	21 February 2017
<b>Last update date</b>	16 August 2022
<b>Policy version no.</b>	1.4
<b>Notes</b>	Minor changes resulting from major review of the Acceptance and Provision of Gifts Policy. D22/0246936
<b>Effective date</b>	21 February 2017
<b>Last update date</b>	31 August 2023
<b>Policy version no.</b>	1.5
<b>Notes</b>	Minor update to Premier's Circular 2021/02 - D23/1479579
<b>Effective date</b>	17 February 2026
<b>Last update date</b>	17 February 2026
<b>Policy version no.</b>	2.0

**Notes**

Major change D24/0816572 review of meal reimbursements/ payments and to align with Premiers Circulars 2021/02 & 2021/15

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## 10. More information

### Supporting content

**Procedure**

[Travel Accommodation, Meal and Other Expenses procedures](#)  
[Official Air Travel procedures](#)

### Policy review date

17 February 2029

### Policy last updated

17 February 2026

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