



Department of
Education

Official Air Travel procedures

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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

These procedures apply to all employees of the Department travelling on official business.

3. Procedures

3.1 Approval for all air travel

When representing the Department on official business, regardless of whether the employee funds their own travel or not, employees must:

- complete the appropriate travel application form:
 - for domestic air travel, use Appendix B Travel Application Form – Domestic Air Travel;
 - for international air travel, use Appendix C Travel Application Form – International Travel
- submit the form for approval to the relevant approval authority listed in Appendix A Travel Approval Schedule prior to booking travel
- include any leave that is to be taken before, during or after official travel on the travel application form
- forward a copy of the approved travel application form (either Appendix B or C) to the Financial Reporting Officer, Financial Accounting and Reporting prior to all interstate and international travel
- seek new approval from the approval authority when approved travel arrangements are amended
- within two weeks of the date of return from the travel complete Appendix D Travel Reporting Declaration and submit it to the Financial Reporting Officer, Financial Accounting and Reporting for all interstate and international travel

- complete Appendix E Proposed Sponsored Travel Funded by a Third-Party Form for any work-related travel that has been offered by a third-party organisation and submit it to the approval authority prior to travel.

For international travel, employees must also:

- complete the Appendix F International Travel Checklist and submit it to the approval authority prior to travel
- complete Appendix H International Travel Security Checklist and submit it to the approval authority prior to travel
- notify Department of Jobs, Tourism, Science and Innovation (JTSI) by submitting a copy of the approved Appendix C Travel Application Form International Travel
- contact Business Events Perth, if the officer's travel includes attending an overseas conference or meeting as a delegate or speaker
- complete Appendix G Statement of Purpose and Benefits to Western Australia, on the request of the approver of the international travel within two months of the completion of travel.

Line Managers/Principals must:

- only approve employee requests for air travel that are fully compliant with the Department's Official Travel Policy, Official Air Travel Procedures, and Travel Accommodation, Meals and Other Expense Procedures.

Guidance

Guidance

Travel approval

Refer to Appendix A Travel Approval Schedule, for the appropriate approval authority.

Timeframe for approvals

Air Travel Application Forms (Appendix B or C) should be submitted to the approval authority for approval within the following timeframes:

- For domestic travel - a minimum of three weeks before proposed date of departure
- For 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.

School Excursions

Staff participating in school excursions are still subject to the [Official Travel Policy](#) and accompanying procedures. Staff are required to complete the relevant travel application form. This is consistent with the [Duty of Care for Public School Students Policy](#) and [Excursions in Public Schools Procedures](#), ensuring that all staff travel related to school excursions is properly approved and documented.

Privately funded travel

Where a trip is privately funded but authorised by the Department or school, such as a research excursion, the trip is classed as 'official travel' and the employee is still required to complete the relevant travel application form (Appendix B or Appendix C) and Appendix D Travel Reporting Declaration (for interstate and international travel).

Association work-related travel

For Department of Education staff travelling for association-related purposes (e.g. professional Principal and MCS Associations) funded by an external organisation, a travel application form is not required. However, staff must seek approval from their line manager to be away from their usual place of work through standard processes. It is the responsibility of staff to determine if there are any association-specific travel policies they need to abide by.

Leave before, during or after official travel

If any recreational leave is taken before, during or after the travel and exceeds four working days in total, then only a one-way fare will 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 a return fare but requests separate billing from the travel agent.

The travel path must be the most direct route available to meet the traveller's needs. Any deviation from this route for personal purposes is not considered a business expense, irrespective of the cost of the return ticket. The fare for such deviations will be at the cost of the employee.

Travel to and from Australian Territories

For approval and reporting purposes, travel to and from Indian Ocean Territories such as Christmas Island and the Cocos (Keeling) Islands is considered intrastate travel.

Group travel

When travelling domestically in a group, the lead traveller for the group can submit a single air travel application form on behalf of the group as long as all the travel itineraries are the same. If travel itineraries differ, then separate Travel Application Forms (Appendix B or C) are required. This is only applicable to intrastate and interstate (domestic) travel and excludes international travel.

The number travelling together in a group need to be considered reasonable and justified based on the requirements and nature of the event.

Emergency response

For Level 2 incidents, the Incident Support Coordinator is authorised to submit a group travel application for approval on behalf of the Incident Support Team. Similarly, for Level 3 incidents, the Incident Commander is authorised to submit a group travel application form for approval on behalf of the Incident Management Team.

For more information on incident management, please refer to the [Incident Management on Department of Education Sites Policy](#).

Travel Reporting Declaration form (Appendix D)

The Travel Reporting Declaration Form is to be completed by the travelling officer or a nominee within two weeks of the return from the trip. However, for school based employees, if a trip is taken during a term break, the Declaration Form should be submitted on return to school.

If actual travel differed from the planned approved travel, the travelling officer must provide a brief explanation in the Declaration Form. The reasons for the change in travel may be for unforeseen reasons, for e.g. weather-related delays, accidents or transport disruptions, illness/personal circumstances preventing travel or other unexpected events impacting travel plans.

The information contained in the Travel Reporting Declaration is used to prepare a quarterly summary report of interstate and international travel for the Director General. The quarterly summary report of international travel is then submitted to the Minister's Office for publishing and tabling in Parliament.

Refer to the [Premier's Circular](#) on official air travel for more information.

Completion of forms

The forms contained within the appendices include relevant contact details and email addresses for their submission (where applicable).

To assist in completing forms and claims, you may consider keeping a travel diary recording times, dates and places of travel.

3.2 Travel for non-employees

Line managers and principals must ensure that non-employees travelling in an official capacity using Department funding complete the Non-Employee Travel Form (Appendix J) and the Terms and Conditions for Non-Employees (Appendix J.4.). A line manager/sponsoring officer (Department of Education responsible Officer) must coordinate and submit the relevant forms on behalf of the non-employee, as the non-employees' access to Department of Education's policies, forms and the email system may be limited. In addition, the Department of Education responsible Officer's written justification is required for any non-employee travel to be paid for by the Department.

For interstate and international travel, the Appendix J.2. Air Travel Reporting Declaration for Non-Employees must also be completed.

Guidance

Non-employee travel includes individuals such as advisors, consultants and contractors (including those with a valid EZ-number) who are travelling on official business funded by the Department.

Although non-employees are not covered under Department industrial awards (i.e. not eligible for staff travel/meal allowances), they must agree to abide by the Department's Official Travel Policy and Procedures via the Appendix J.4. – Terms and Conditions for Non Employees form.

Where it is more efficient and effective (e.g. the non-employee is travelling with a Department employee on the same itinerary), travel may be booked and paid for by the Department. Otherwise, travel costs should be factored into the non-employee's contract or fee arrangement. The DoE responsible Officer must provide justification for the non-employee travel within Appendix J – Non-Employee Travel Form.

Non-employees, for e.g. parent volunteers travelling on overnight school excursions are outside the scope of this policy. For more information, please refer to the [Excursion in Public Schools Procedures](#).

3.3 Sponsored travel by a third-party organisation

Employees must:

- not accept sponsored travel for an event or another purpose if:
 - it places them in a position of actual, perceived or potential conflict of interest
 - there is not a legitimate business benefit.

When accepting travel sponsored by a third-party organisation, employees must:

- adhere to the policy and procedures for official travel
- complete Appendix E Proposed Sponsored Travel by a Third-Party Form and obtain approval before accepting the travel.

Guidance

Sponsored travel is classified as a gift if it is offered personally to an employee, their spouse or dependents for personal or recreation purposes. In this case, employees must follow the procedures outlined in the [Gifts, Benefits and Hospitality Policy](#).

3.4 Booking travel

When booking domestic airline travel, employees must:

- obtain appropriate approval for official travel before booking or incurring any travel expenses, including airfares

- use available flight credits, where possible
- book and manage travel arrangements through the Government's contracted travel provider and the travel provider's online booking tool, where available (note: a Regional Travel Agent in the prescribed zone may also be used where applicable)
- not use online booking platforms other than the Government's contracted Travel Provider.

When booking international airline travel, employees must:

- use the Government's contracted travel provider
- use a travel agent or
- book directly with the carrier.

Economy class is to be used for both domestic and international air travel, with the following exceptions:

- travel by the Director General
- one additional officer accompanying the Director General (if required) to facilitate the performance of duties at the destination.

Guidance

Booking travel arrangements

To avoid incurring unrecoverable costs, full approval is required before booking airfares. Refer to Appendix A Travel Approval Schedule, for the appropriate approval authority.

The most cost-effective and efficient way to book and manage travel arrangements is through the Government's contracted travel provider or Regional Travel Agent. Using the online tool, rather than speaking directly to the booking service's staff, can significantly reduce transaction costs. For details of the Government's contracted travel provider, please refer to [Access the Government Contract Directory – Education Edition \(staff only\)](#).

Flexible airfares

If travel arrangements are subject to change, it is advisable to book flexible airfares, which allow for amendments or refunds, instead of non-flexible fares.

Payment for travel bookings

It is preferred and most efficient to pay for all Department bookings through the travel provider using an approved purchase card.

However, if a purchase card is not available or if the total booking cost (e.g. for significant group travel) exceeds the purchase card's threshold/limit, the travel provider can issue a tax invoice for payment.

International travel bookings

A Common Use Agreement is available for international travel bookings, for details please refer to [Access the Government Contract Directory – Education Edition \(staff only\)](#). However, it is not mandatory to use this contract for international travel bookings. Bookings may be made with other travel agents or directly with the carrier in accordance with the [Western Australian Procurement Rules](#).

Travel booking officer

Business unit managers and principals may appoint a travel booking officer or travellers may handle their own bookings.

- travel booking officers are encouraged to attend training sessions on the travel provider portal and online booking tool. These sessions offer guidance on viewing live Ticket Credits and filtering by Cost Centre levels to locate available credits.
- for access and post-training queries, please refer to the contact details under 'Travel Management Services' in the [Access the Government Contract Directory \(staff only\)](#).

Unused flight credits

Unused flight credits are public funds and must be used for official travel where possible.

- If an airfare is non-refundable, but the ticket allows for a credit, this can be held with the travel provider and applied to a new booking.
- Flight credits are valid for 12 months from the date of the original booking and all travel is to be completed within this period.
- If the officer is unlikely to travel within the 12-month period, a name change can be requested for a fee.

Buying website - Contracting arrangements

It is advisable to check contract information relating to Travel Providers and Vehicle Rental Providers via the following link [Access the Government Contract Directory \(staff only\)](#).

Travel insurance

Insurance cover is automatically provided for all employees (with an active E-number) travelling on approved official Department business, regardless of the funding source. Non employees (active EZ-number) or no Department employee number are not covered under the RiskCover travel insurance arrangements.

For employees cover commences from the place of departure and continues on a 24 hours a day basis until the employee returns from the approved official travel trip.

Cover for employees on approved travel includes periods when they are not solely engaged in Department business, provided that recreational leave taken does not exceed two days across the duration of the trip. If recreational leave exceeds two days, the employee must arrange personal travel insurance to cover the leave period (including the two days of permitted leave).

For more information on travel cover for employees, refer to [RiskCover's Travel Certificate of Currency](#).

Non-employees are responsible for organising their own travel insurance cover.

3.5 Health and safety protocols

Line managers and principals must:

- consider the Department's Work, Health and Safety policies
- inform travelling employees that they are responsible for adhering to the Department's Work, Health and Safety policies during their travels.

Employees must:

- take reasonable care for their own health and safety. For more information, refer to the [Work Health and Safety policy](#).

Guidance

[Work Health and Safety policy](#)

[Manage Work Health and Safety Risks and Hazards procedures](#)

3.6 Membership of travel facilities and schemes

3.6.1 Frequent flyer points and incentive/loyalty schemes

Employees must not:

- accumulate frequent flyer points in the course of official air travel
- select an airline for official travel based on frequent flyer points or other incentive/loyalty schemes.

3.6.2 Airport lounge membership

If employees are required to undertake official international or interstate travel and wish to acquire airport lounge membership, they must:

- apply for membership by completing Appendix I Airport Lounge Membership Application Form and submit it to their line manager for consideration, followed by approval from the Director General
- forward a copy of the approved original Appendix I Airport Lounge Membership Application Form to the Financial Reporting Officer, Financial Accounting and Reporting (traveldeclarations@education.wa.edu.au)

- include details of the approved Airport Lounge Membership on the relevant travel application form (Appendix B and C).

Guidance

Access to airline lounge facilities, frequent flyer schemes or similar loyalty programs may influence the choice of airline for official travel, potentially undermining the 'Best Fare of the Day' principle.

The Director General is responsible for determining whether to cover the cost of officers joining or maintaining these memberships.

Department-funded airport lounge memberships may be considered for officers who are required to travel:

- on long haul international flights
- at least eight times annually for interstate travel.

Intrastate travel is not deemed appropriate for airport lounge memberships.

The preferred membership is Priority Pass Lounge Membership, as it is not affiliated with any specific airline and will not influence airline selection or compromise the 'Best Fare of the Day' principle. For more information, refer to: [Airport Lounge Membership | Priority Pass](#)

If Qantas Club membership is approved, employees must join under the WA Government Corporate Scheme (quote scheme number 591730). Justification is required if applying for an alternative membership.

3.7 Use of air charter services

Prior to using Air Charter Services, line managers and principals must:

- obtain approval in accordance with Appendix A - Travel Approval Schedule
- ensure that the use of air charter services complies with the:
 - [Premier's Circular \(2021/15\) Chartering of Aircraft on Regional Regular Public Transport Air Routes](#)
 - [Western Australian Procurement Rules](#)

Guidance

Regular public transport air services should be used when travelling intrastate to regional and remote communities. However, exemptions to this policy may be granted under the following conditions:

- the cost per passenger for a charter flight is less than the cost per passenger to use a public service
- there is an emergency situation

- normal commercial air services are unavailable or travel plans cannot be adjusted to suit commercial schedules
- other means of transport are impractical, uneconomical or unsafe.

Except in emergencies or for humanitarian reasons, only employees approved for travel are permitted to use pre-arranged charter services. Where appropriate, arrangements may 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 on charter service, provided approval is obtained from the appropriate authority for air charters.

The charter service company is to provide a passenger manifest along with their invoice when it is submitted for payment.

3.8 Vehicle hire

If a vehicle is required for domestic travel in conjunction with a flight, employees must:

- hire vehicles in accordance with [Western Australian Procurement Rules](#)
- comply with the [Manage driver and vehicle safety](#) policy identify the vehicle usage on the relevant and approved travel application form (Appendix B and C).

Guidance

For guidance on managing driving and vehicle safety, whether using your own vehicle, a leased vehicle or a Department-provided vehicle, refer to the [Manage driver and vehicle safety](#).

The approval authority for the vehicle hire is outlined in Appendix A Travel Approval Schedule.

For further information, refer to link [Access the Government Contract Directory](#).

3.9 International travel

In addition to the previous requirements, employees travelling internationally must comply with the following requirements.

3.9.1 Personal safety

Employees must:

- consider security and travel advice provided by the Department of Foreign Affairs and Trade (DFAT) [Smart Traveller](#)
- not travel on official business to countries or areas where DFAT has issued a

“Reconsider your need to travel” or “Do Not Travel” warning.

Guidance

When undertaking international travel, employees are responsible for their own personal safety, as outlined in the [Work Health and Safety policy](#).

The Smart Traveller website provides useful advice to help travellers understand and mitigate risks, including advice on avoiding and handling difficult situations. Prior to travel, employees are recommended to:

- complete the Smart Traveller [travel checklist](#)
- record the [Emergency consular assistance](#) details and note the assistance offered in the Consular Services Charter
- review the [Travel advisories](#) for advice on the planned travel destination
- consider the [General travel](#) advice which covers a range of travel topics,

3.9.2 International SOS card

Employees must obtain an International SOS card prior to travelling internationally.

Guidance

The International SOS card provides travellers with access to worldwide medical, security, travel and emergency assistance during an approved overseas work trip.

A digital format of the SOS card can be obtained from [Access Emergency Assistance from Overseas \(SOS\)](#).

Instructions should be followed to obtain the card before travel departure.

Employees will need to make their own arrangements for additional cover if a trip is extended for personal travel.

The SOS also includes cover for leisure activities undertaken during the trip, provided these activities do not exceed two days within any leave period taken during the trip.

3.9.3 Staying in touch

Employees travelling internationally must:

- ensure their emergency contacts details are up to date in the Department's [Human Resources Management Information System \(HRMIS\)](#) (staff only)
- follow the processes outlined in [Manage working alone risks](#) (staff only).

Guidance

To review emergency contact details in HRMIS refer to [emergency contact details](#).

Travellers need to consider the most appropriate method of maintaining communications whilst travelling overseas. To acquire a work phone or enable a work phone for use overseas refer to [mobile services and handsets](#).

3.9.4 International conference or meeting as a delegate or speaker

Employees travelling internationally to attend an international conference or meeting as a delegate or speaker must contact Business Events Perth and provide details of the travel prior to departure.

Guidance

Refer to [Premier's Circular 2021/02: Guidelines for Official Air Travel by Ministers, Parliamentary Secretaries and Government Officers](#) section 11 for contact details.

3.9.5 Passports and visas

Employees travelling internationally must:

- have a valid passport and visa for travelling to the intended destination and returning to Australia.

Guidance

Travellers are responsible for arranging any necessary visas. Information is available from DFAT at [Getting a foreign visa](#).

Travellers are responsible for obtaining a valid passport. Information is available from DFAT [Smart Traveller Passport Services](#).

Travellers should consider whether an official passport may be appropriate. Refer to [Premier's Circular 2021/02: Guidelines for Official Air Travel by Ministers, Parliamentary Secretaries and Government Officers](#) section 14.

4. Definitions**Approval authority**

A senior officer with the authority to approve travel arrangements and expenditure for the employee. Refer to Appendix A Travel Approval Schedule.

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.

Conflict of interest

A conflict of interest arises in circumstances where an employee's performance of public duties is, or could be, influenced, or is viewed as influenced, by the employee's personal or private interests. For more details please refer to the [Conflict of Interest policy \(staff only\)](#).

Domestic travel

Includes travel within the state (intrastate) and travel between states (interstate) of Australia.

Intrastate travel

Refers to travel within the same state or territory.

For the purposes of travel approval, the following applies:

Christmas and Cocos (Keeling) Islands: 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 considered intrastate travel, provided no official business is conducted in another state or territory

Northern Territory (School Excursions): School excursions that involve crossing into the Northern Territory but do not involve an overnight stay are considered intrastate travel, since the final destination remains within Western Australia.

Interstate travel

Travel to other Australian state or territories outside of Western Australia.

International travel

Travel overseas, outside Australia.

Human resources management information system

The Department of Education employee self-service system for travel claims and personal details including next of kin.

Legitimate business benefit

A legitimate business benefit furthers the conduct of official business, educational or other legitimate organisational goals and supports government policy objectives and priorities.

Non-employee

Anyone not directly employed by the Department under one of the industrial awards, who travels on official Department business (e.g. advisors, consultants, contractors).

Official travel

Is approved travel by staff members and non-employees 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.

Sponsored travel funded by a third-party organisation

Sponsored Travel is any work-related travel expense that has been fully or partially paid directly by a third party or for which you have been reimbursed directly by a third party.

If the travel provided is not work related, this would be considered a gift and employees should refer to the [Gifts Benefits and Hospitality policy](#).

Travel booking officer

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

5. Related documents**Relevant legislation or authority**

[Access the Government Contract Directory \(staff only\)](#)

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

[Chartering of Aircraft on regional Regular Public Transport Air Routes – Premiers Circular 2021/15](#)

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

[Government Officers' Salaries, Allowances and Conditions Award 1989Premier's Circular 2021/02: Guidelines for Official Air Travel by Ministers, Parliamentary Secretaries and Government Officers](#)

[Public Service Award 1992](#)

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

Related department policies

[Gifts Benefits and Hospitality policy](#)

[Work Health and Safety policy](#)

[Conflict of Interest policy](#)

Other documents

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

[Contact Details of Contracted Travel Provider](#)

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

[Finance Management Manual for Central and Regional Office](#)

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

[Understand purchase card holder obligations \(staff only\)](#)

6. Contact information

Policy manager:

Director Financial Services

Email

FinancialPolicy.Advice@education.wa.edu.au

7. History of changes

Effective date	21 February 2017
Last update date	21 February 2017
Procedure version no.	1.0
Notes	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.

Effective date	21 February 2017
Last update date	21 February 2017
Procedure version no.	1.1
Notes	Minor changes under s3.3 to include Premier's Circular on use of air charter services D17/0060301
Effective date	21 February 2017
Last update date	21 February 2017
Procedure version no.	1.2
Notes	Minor typos and corrective changes D17/0076028 and D17/0076010
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Last update date	23 February 2017
Procedure version no.	1.3
Notes	Minor typos and corrective changes D17/0080388
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Last update date	24 May 2017
Procedure version no.	1.4
Notes	Minor changes to Appendix A, Appendix C and Appendix D. D17/0221842
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Last update date	28 August 2017
Procedure version no.	1.5
Notes	Minor changes to email address in Appendices C, D and K. D17/0365861

Effective date	21 February 2017
Last update date	10 July 2018
Procedure version no.	1.6
Notes	Minor changes in Appendix A and Appendix C D18/0244572, and Appendix K D18/0297752
Effective date	21 February 2017
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Procedure version no.	1.7
Notes	Minor changes to update position titles, related policies and contact information D18/0437050
Effective date	21 February 2017
Last update date	16 October 2019
Procedure version no.	1.8
Notes	Minor changes to update appendices D19/0477140.
Effective date	21 February 2017
Last update date	20 January 2021
Procedure version no.	1.9
Notes	Minor changes to replace the Regional Executive Director position title with Director of Education D20/0647278.
Effective date	21 February 2017
Last update date	16 August 2022
Procedure version no.	1.10
Notes	Minor changes resulting from major review of the Acceptance and Provision of Gifts Policy. D22/0246936

Effective date	21 February 2017
Last update date	23 August 2022
Procedure version no.	1.11
Notes	Minor changes to Appendices A, C, K on the approval process for overseas travel D22/0637671

Effective date	21 February 2017
Last update date	22 March 2023
Procedure version no.	1.12
Notes	Replaces Appendix C as per D23/0984083

Effective date	21 February 2017
Last update date	19 July 2023
Procedure version no.	1.13
Notes	Minor change to Appendix C D23/1330849

Effective date	21 February 2017
Last update date	18 August 2023
Procedure version no.	1.14
Notes	Minor change to Appendix F

Effective date	21 February 2017
Last update date	31 August 2023
Procedure version no.	1.15
Notes	Minor update to Premier's Circular 2021/02 - D23/1479579

Effective date	21 February 2017
Last update date	8 September 2023
Procedure version no.	1.16

Notes	Minor change App A: Travel Approval Schedule D23/1500400
Effective date	21 February 2017
Last update date	21 November 2023
Procedure version no.	1.17
Notes	Minor changes Appendices A, C, K on approval process for international excursions D23/1799304
Effective date	21 February 2017
Last update date	16 January 2024
Procedure version no.	1.18
Notes	Minor change to Appendix A to bring public school travel approval (interstate travel) into alignment with IPS schools D24/0030186
Effective date	21 February 2017
Last update date	30 October 2025
Procedure version no.	1.19
Notes	Minor changes to Appendix A, C and K on approval process for overseas travel D25/1052100
Effective date	17 February 2026
Last update date	17 February 2026
Procedure version no.	2.0
Notes	Major change D23/1852914 review of meal reimbursements/ payments and to align with Premiers Circulars 2021/02 & 2021/15 Approved by the DG on 16 January 2026

Effective date	17 February 2026
Last update date	16 March 2026
Procedure version no.	2.0
Notes	The minor edits impact supporting information and do not affect policy content.. Appendix A D26/0247416 Appendix C D26/0247419 Appendix D D26/0247430

8. Appendices

Appendix A: [Travel Approval Schedule](#) (DOCX file - 36.8kB)

Appendix B: [Travel Application Form - Domestic Air Travel](#) (DOCX file - 44kB)

Appendix C: [Travel Application Form - International Travel](#) (DOCX file - 59.7kB)

Appendix D: [Travel Reporting Declaration](#) (DOCX file - 37.3kB)

Appendix E: [Proposed Sponsored Travel Funded by Third-Party Form](#) (DOCX file - 57.4kB)

Appendix F: [International Travel Checklist](#) (DOCX file - 47.5kB)

Appendix G: [Statement of Purpose and Benefits to WA](#) (DOCX file - 30.7kB)

Appendix H: [International Travel Security Checklist](#) (DOCX file - 42.1kB)

Appendix I: [Airport Lounge Membership App Form](#) (DOCX file - 19.5kB)

Appendix J: [Non-Employee Travel Application Form](#) (DOCX file - 75kB)

9. More information

Supporting content

Procedure

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

Policy

[Official Travel policy](#)

Procedure review date

17 February 2029

Procedure last updated

16 March 2026
