

<Domestic Travel Policy>



Policy No: [PD/63] Record No: [55778]
Version: [1.0] Last Amendment: []
Policy owner/sponsor: [Director, Operations and CFO]
Branch contact: [Financial Accountant]
Approved by: [State Librarian & CE]
Date approved: [2/03/2017]
Next review: [2/03/2020]

Policy Statement

This policy outlines the requirements and procedures associated with domestic travelling expenses and compensation.

Target audience

This policy applies to everyone who travels on behalf of the State Library of NSW on preapproved domestic business travel.

Operational requirements

General

In advance of travel being booked outside the Sydney Metropolitan Area, it is Library policy that a traveller is to complete an Authority to Travel form, signed by their People Leader and Director and then approved by the State Librarian and Chief Executive. Failure to do so could result in the travel request being rejected.

Domestic official travel bookings and car hire must be made through the NSW Government approved travel provider (GATP). Currently this is Flight Centre Management (FCM) who have negotiated government rates.

An employee is required to choose the most cost effective and direct route of transportation.

All employees are required to fly economy class for official travel within Australia. Divisional Directors are permitted to fly business class or premium economy to Western Australia and Northern Territory.

Compensation for the use of a private motor vehicle will be in accordance with the Award and paid through the Library's payroll at the casual rate per [The Crown Employees \(Public Service Conditions of Employment\) Award 2009 \(PSEC\)](#) only.

Travel Time

An employee will only be compensated for excess travel time outside of official Library business hours of 6am to 10pm as per the Flexible Working Hours Agreement. Please refer to [S27.1 –S27.2 of PSEC 2009](#) or HR for further details.

Flights and Car Hire Bookings

All requests for domestic travel bookings must be sent via an email to GATP by the nominated divisional booking delegate (please see attachment).

A Library-issued credit card or other account must not be used to make a personal travel booking in any circumstances.

Accommodation Bookings

All nominated booking delegates are required to book accommodation through GATP. Employees should not book accommodation directly and expect to be reimbursed. Bookings can be made by either email or telephone until the new FCM booking website becomes available in February 2017. The hotel booked should be middle of the range standard (generally referred to as three star) and should not exceed the amount advised for that area under [TC 16-10 Review of Meal, Travelling and Other Allowances](#) and the updated circulars in future years.

If in exceptional cases FCM are unable to provide accommodation at the requested location then accommodation can be obtained from other reputable travel websites but must still fall within the recommended allowance of [TC16-10](#) and the updated circulars in future years.

Travel Claims

All employee claims for out-of-pocket expenses such as daily meal claim, must be approved and submitted to Finance for reimbursement. The Library will only reimburse claims with receipts attached and with approval sighted by their People Leader or Branch Manager (within their financial delegation). The amount incurred for meal allowance and other incidentals should not exceed the amount advised under the current circular [TC 16-10 Review of Meal, Travelling and Other Allowances](#) which is updated annually. However [S26.8 of the PSEC Award](#) states that any meal allowance excludes morning and afternoon tea.

Claims that are not considered reasonable by the Library include:

- Morning and afternoon teas;
- Alcoholic beverages
- Food or drink purchases (including alcohol) not associated with a meal;
- Mini bar purchases not associated with a meal;
- Gratuities/tips on individual meals;
- Car washing fees for domestic vehicles;
- Private telephone calls;
- Newspapers, magazines;
- Dry cleaning;
- Personal items.

Frequent Flyer Schemes

There are no circumstances under which frequent flyer points can be accepted for official travel. The practice is strictly prohibited under NSW government policy. Similarly, incentive arrangements offered by accommodation and car hire companies must be refused

Insurance

The Department's public officials are covered for death, injury or property loss when travelling on official business. Travellers must report incidents as soon as practicable, lodging property claims with their business units and personal injury claims with Human Resources Branch.

Statutory Declarations

Payment of any actual expenses shall be subject to the production of receipts.

If no receipt is available, a statutory declaration must be provided. Every effort should be made to obtain a copy of a receipt or other evidence of the expenses incurred.

A statutory declaration in support of an actual expense claim must disclose its nature, the total amount, location and time of occurrence of expenditure.

Responsibilities

- **Employees:**

Must be efficient, economical and ethical in their use and management of public resources when undertaking travel in accordance with this policy and have an obligation to ensure they travel and behave professionally and in a safe manner. All employees are reminded that they are to behave in accordance with the Library's Code of Ethics and Conduct. Employees are also responsible for taking reasonable care for their own health and safety, and take reasonable care that their own acts or omissions do not adversely affect the health and safety of others, as per [Work Health Safety Act 2011](#).

- **People Leaders:**

Should ensure reasonable and appropriate travel arrangements for staff travelling on official business in accordance with this policy having consideration for the safety of the employee, the business requirements and the financial costs to the Library.

- **Divisional Directors:**

Ensure their employees comply with this policy and the associated procedures including proving their travel and accommodation to the approving People Leader and Director on any request for travel.

Related Key Legislation and Policy

- Public Finance and Audit Act 1983
- Government Sector Employment Act 2013
- The Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009
- Department of Premier and Cabinet Policy on Official Travel Within Australia and Overseas
- M2013-08 Official Travel within Australia and Overseas
- TC 16-10 Review of Meal, Travelling and Other Allowances
- Flexible Working Hours Agreement
- Work Health Safety Act 2011
- State Library Code of Ethics and Conduct

Definitions

“*Official Travel*” means where a public sector or organisation or service responsible to a Minister uses public monies to pay for the travel of a public official or any other person.

“*Sydney Metropolitan Area*” is defined as the area which extends from Wyong and Gosford in the north to the Royal National Park in the south and follows the coastline in between. Towards the west, the region includes the Blue Mountains, Wollondilly and Hawkesbury.

Document history and version control

Version	Date approved	Approved by	Brief description
1.0	2/03/2017	State Librarian & CE	First release