Queensland Health Travel and Accommodation shall:

- benefit Queensland Health business activities.
- be undertaken only after exploring alternatives to travel.
- be undertaken at the most advantageous price and service level.
- be approved by officers with the appropriate delegated authority.

Queensland Health Travel and Accommodation Policy

Implementation Standard for Domestic Travel and Accommodation

1. Purpose

This Implementation Standard identifies the minimum requirements that evidence the implementation of the Queensland Health Travel and Accommodation policy. It also identifies the responsibilities (and audit criteria) of individual positions in relation to these requirements.

2. Scope

This Implementation Standard applies to all Queensland Health employees (permanent, temporary and casual) and all organisations and individuals acting as its agents (including Visiting Medical Officers and other partners, contractors, consultants and volunteers).

This standard does not apply to travel undertaken in respect of Certified Agreements e.g. Senior Medical Officers’ study and conference leave unless Queensland Health funds (including trust funds or Commonwealth Grants) are used in conjunction with the professional development allowance for the travel.

3. Supporting documents

Authorising Policy:
Queensland Health Travel and Accommodation Policy

Protocols, Procedures, Guidelines
Queensland Health Domestic Travel and Accommodation Procedure

Forms and templates
Staff Travel and Accommodation Application Form
4. Related documents

- Whole-of-Government Air Travel Policy – Version 03 November 2010
- Code of Conduct QH-POL-113

5. Requirements

5.1 Accompanying person's travel expenses

Ministerial approval is required for the payment of travel expenses for non-employees who accompany an employee, travelling on official business, if the non-employee is not also travelling on official business.

5.2 Airtrain

All persons travelling shall use the Airtrain service when travelling between the Brisbane CBD and Brisbane's domestic and international airport terminals during the operating hours of the service. Any exception from this requirement shall be approved by the appropriate delegate (District Chief Finance officers and Corporate and Divisional Office manager, A08 and above), supported by appropriate documentation and based on one or more of the following grounds:

- value for money (eg where there are a number of people to be transported and the cost of a taxi service is less than that of the Airtrain service);
- a significant quantity of goods is being transported in addition to personal luggage; or
- the traveller is physically unable to use the train service.

5.3 Baggage

Checked baggage charges are to be paid at the time of booking wherever possible. All reasonable steps shall be made to ensure there are no excess baggage charges. Travellers should consider alternatives to transporting brochures or other material and equipment, such as couriering or posting material prior to departure. Personal excess baggage shall be paid by the traveller.

5.4 Booking requirements

Official domestic travel is to be booked through the relevant travel office. A list of contact details is found at http://qheps.health.qld.gov.au/travel/staff/travelcontacts.pdf.

Approved domestic travel submissions should reach the relevant travel office at least 16 working days prior to the requested travel. Urgent/emergent travel submissions are to be forwarded to the relevant travel office as soon as practicable.

5.5 Charter Services

Charter services should only be used where there are no regular passenger transport services for the intended destination and where there are no alternatives to such travel.
Where commercial passenger route services are not available, Queensland Health staff shall only use commercial charter aircraft or vessels which are registered, licenced and accredited. Private aircraft or vessels shall not be used. Such charters are to be booked through Queensland Health Travel officers.

5.6 Class of Travel
Officers shall travel best value fare economy class.

Prior approval from Director-General shall be obtained for upgrades from economy class travel where:

- the officer is accompanying the Minister or Director-General; or
- for health and safety reasons.

5.7 Combining official and private travel
Prior approval shall be obtained from the Director-General or their delegate if an officer wishes to combine official travel with private travel. Queensland Health shall only pay for costs directly associated with the official travel.

5.8 Fringe Benefits Tax (FBT)
Airfares may be subject to FBT when approved leave and/or private travel is taken in conjunction with official travel and is based on proportion of private travel relative to official travel. All FBT liability incurred by Queensland Health in relation to travel undertaken in this manner shall be refunded to the department by the travelling officer. For further information on FBT please refer to the FBT team, Finance Branch, Finance, Procurement and Legal Services (fbt@health.qld.gov.au).

5.9 Health and Safety
Appropriate measures shall be taken to ensure the health and safety of the officer when travelling. This may include the supply of a mobile phone, and where necessary arrangements for regular scheduled contact with their office, and follow-up by their supervisor if contact does not occur.

5.10 Lounge club corporate memberships
Lounge club corporate membership may be considered an operational requirement for the Director-General. Officers who travel 36 flights or more per year and who are Executive Contract officers may be eligible for corporate membership if determined by the Director-General.

This standard does not prevent employees with private membership from making use of such facilities.

5.11 Loyalty programs
Frequent flyer points or other loyalty program benefits accrued in the course of official travel are not for the traveller’s personal use. Where appropriate, frequent flyer points or
other loyalty program benefits accrued for official travel shall be considered by the agency to redeem further official travel.

5.12 Accommodation venues

Domestic accommodation for Queensland Health staff shall be booked through one of the following methods:

1. Travel officers book accommodation through the whole-of-Government Preferred Accommodation Arrangements, managed by HRG Australia.

2. Travel officers directly book accommodation venues up to the value of accommodation allowances in Schedule B of the Domestic Travelling and Relieving Expenses Directive issued by the Minister for Education and Industrial Relations.

3. Queensland Health staff book their own accommodation and claim the allowance provided in Schedule B of the Domestic Travelling and Relieving Expenses Directive issued by the Minister for Education and Industrial Relations. Before an expense is paid, staff shall produce documentary evidence of the expenditure. This evidence may include receipts, itemised statements and/or certifications.

Travel officers and/or Queensland Health staff shall only book a higher level accommodation venue with the approval of the relevant delegate. The appropriate delegate for approval of a higher level accommodation venue is an Executive Management Team member or District Chief Executive Officer or their delegate.

5.13 Travel arrangements

All travel arrangements shall be made in accordance with current whole-of-government and Queensland Health contracted arrangements.

5.14 Travel diary

A travel diary shall be submitted and filed with the claim vouchers where employees claim expenses for travel in Australia for greater than 5 nights when not exclusively for business. The content of the diary is to include:

- the place where the activity was undertaken;
- the date and approximate time when the activity commenced;
- the duration of the activity; and
- the nature of the activity

This diary shall be prepared in advance (example - itinerary) and shall be endorsed by the employee, signed and dated after completion of the travel. The diary is to be presented when submitting a claim for expenses. Diaries would not generally be required for extended periods of relieving as this is not considered to be travel.

5.15 Valet parking

Use of valet parking shall be approved by the Director-General prior to travel.
5.16 A worker’s compensation

An employee whose principal place of employment is in Queensland and who is travelling for official purposes is entitled to workers’ compensation cover (excluding periods of personal leave).

6. Review

This Standard is due for review in: October 2013

Date of Last Review: October 2011

Supersedes: GR003256 Domestic Travel and Accommodation Standard

7. Business Area Contact

Senior Director, Financial in Practice, Finance Procurement and Legal Services.

8. Responsibilities

<table>
<thead>
<tr>
<th>Position</th>
<th>Responsibility</th>
<th>Audit criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minister</td>
<td>Approve accompanying persons’ travel expenses</td>
<td>Audit of relevant registers and processes to be conducted.</td>
</tr>
<tr>
<td>Director-General</td>
<td>Approve: • valet parking • upgrades to class of travel • airline club memberships • combining private travel with official travel</td>
<td>Audit of relevant registers and processes to be conducted.</td>
</tr>
<tr>
<td>Deputy Directors-General, Chief Health Officer, Chief Executive Officers, District Chief Executive Officers and Chief Information Officer</td>
<td>Approve: • all delegations (in writing) for intrastate and interstate travel within their district/division • the use of higher level accommodation venues</td>
<td>Audit of relevant registers and processes to be conducted.</td>
</tr>
<tr>
<td>District Chief Finance Officer or District Director, Corporate Services (whichever has the higher financial delegation)</td>
<td>Approve: • District Chief Executive Officer travel • Record and report such travel quarterly to Deputy Director-General, Finance Procurement and Legal Services through the Financial Policy team • exceptions to using the Airtrain service</td>
<td>Audit of relevant registers and processes to be conducted.</td>
</tr>
<tr>
<td>Corporate and Divisional Office Directors (or</td>
<td>Approve interstate travel</td>
<td>Audit of relevant registers and processes to be conducted.</td>
</tr>
</tbody>
</table>
above) conducted.

<table>
<thead>
<tr>
<th>Corporate and Divisional Office Managers (AO8 or above)</th>
<th>Approve:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• intrastate travel</td>
</tr>
<tr>
<td></td>
<td>• exceptions to using the Airtrain service</td>
</tr>
</tbody>
</table>

| Supervisors | Contact officer if regular scheduled contact has not occurred. |

Audit of relevant registers and processes to be conducted.

9. Definitions of terms used in this policy and supporting documents

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition / Explanation / Details</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Best value fare</td>
<td>The lowest fare available at the time of booking to suit the agency’s business needs and traveller’s entitlements. The person who holds the appropriate delegation to approve travel makes the decision on these considerations when they exercise that delegation. Best value is calculated having regard not only to air fares but also to other relevant costs such as accommodation, taxi fares and waiting time. Travellers are not expected to undertake circuitous itineraries, or travel in circumstances where there is unacceptable safety or security concerns, in order to access lower fares.</td>
<td>Whole-of-Government Air Travel Policy</td>
</tr>
<tr>
<td>Delegated officer</td>
<td>The officer nominated as being responsible for approving official travel under particular circumstances as outlined within the responsibilities section of this standard.</td>
<td></td>
</tr>
<tr>
<td>Domestic travel</td>
<td>Official travel within Australia including Australian territories.</td>
<td>Whole-of-Government Air Travel Policy</td>
</tr>
<tr>
<td>Employee travel</td>
<td>Official travel by an employee where the employee’s travel costs are:</td>
<td>Whole-of-Government Air Travel Policy</td>
</tr>
<tr>
<td></td>
<td>• either fully or partially met by an agency (including expenses and allowances); or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• funded from other sources, eg fee-for-service activities, full costs covered by a conference organiser, grants and other funds.</td>
<td></td>
</tr>
<tr>
<td>Minister</td>
<td>The Minister of Queensland Health</td>
<td>Whole-of-Government Air Travel Policy</td>
</tr>
<tr>
<td>Non-employee travel</td>
<td>Official travel means official travel on, or in relation to, government business where travel costs are fully or partially met by an agency for:</td>
<td>Whole-of-Government Air Travel Policy</td>
</tr>
<tr>
<td></td>
<td>• agencies’ clients e.g. patients</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• consultants and contractors</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• members of official delegations</td>
<td></td>
</tr>
</tbody>
</table>
Official travel | Agency approved travel for agency and/or government business. | Whole-of-Government Air Travel Policy
--- | --- | ---
Persons travelling | Any persons undertaking official travel as identified in Employee and Non-Employee travel definitions above. For example, all Queensland Health employees (permanent, temporary and casual) and all organisations and individuals acting as its agents, including Visiting Medical Officers and other partners, contractors, consultants, volunteers, patients, international presenters at Queensland Health forums and international job candidates attending interviews and/or site visits in Queensland. | Queensland Health Travel and Accommodation Policy.

10. Approval and Implementation

Policy Custodian
Senior Director, Finance in Practice, Finance Procurement and Legal Services

Responsible Executive Team Member:
Deputy Director-General, Finance Procurement and Legal Services

Approving Officer:
Neil Castles
Deputy Director-General, Finance Legal and Procurement Services

Approval date: 6 February 2012
Effective from: 1 October 2011