Travel and Accommodation Policy

Policy Statement

Official travel undertaken and accommodation used on behalf of Queensland Health is appropriate, safe and advances the achievement of Queensland Government priorities and Queensland Health strategic intent.

Intent of this policy

To ensure all official purpose travel, accommodation and related activities:

- assist in creating dependable health care and better health for all Queenslanders
- minimise travel and accommodation related expenditure
- comply with whole-of-Government policy requirements

Scope

This Departmental policy is not mandatory for Health Service Districts from 29 June 2012. This policy does not apply to travel undertaken in respect of Certified Agreements eg. Senior Medical Officers’ Study and Conference Leave unless Agency funds (including trust funds or Commonwealth Grants) are used in conjunction with the Professional Development Allowance for the travel.

Principles

All travel on behalf of Queensland Health shall be guided by the following principles:

- advance the achievement of Queensland Government priorities
- benefit Queensland Health business activities
- be undertaken only after exploring alternatives to travel
- not duplicate activities of other agencies
- be undertaken at the most advantageous price and service level
- be approved by officers with the appropriate delegated authority and be conducted within approved, allocated travel budgets
- ensure employees receive no personal advantage from such travel
- ensure Queensland Health incurs only official expenditure related to such travel
• ensure all expended funds are clearly and fully accounted
• ensure all travel for official purposes is approved prior to travel being undertaken. No retrospective approvals will be granted.

Legislative or other Authority
• Whole-of-Government Air Travel Policy – Version 03 November 2010
• Relevant Australian Tax Office Tax Rulings
• Domestic Travelling and Relieving Expenses and International Travelling Relieving and Living Expenses Directives as issued by the Public Service Commission and The Department of Justice and Attorney-General(JAG)
• General Retention and Disposal Schedule for Administrative Records, Queensland State Archives

Related policy or documents
• Code of Conduct QH-POL-113
• Patient Transport Subsidy Scheme Guidelines
• Business Conferences and Meetings PolicyQH-POL-023
• Use of Car Hire, Taxi and Cabcharge PolicyQH-POL-025
• Queensland Health Queensland Government Corporate Purchasing Card – Official Travel, Entertainment and Incidentals Procurement Policy
• Human Resources Delegations Manuals
• Human Resource Policy D2: International Travelling, Relieving and Living ExpensesQH-POL-157
• Human Resource Policy D3: Domestic Travelling and Relieving ExpensesQH-POL-126

Supporting documents
• Domestic Travel and Accommodation Standard
• Overseas Travel and Accommodation Standard
• Domestic Travel and Accommodation Procedure.
• Overseas Travel and Accommodation Procedure

Review
This policy and mandatory related standards will be reviewed at least every two years, when the legislation that impacts on official travel is changed or updated or when whole-of-Government Air Travel Policy is changed or updated.
**Approval and Implementation**

**Policy Custodian**
Deputy Director-General, Finance Procurement and Legal Services

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

**Approving Officer:**
Deputy Director-General
Finance Procurement and Legal Services

**Approval date:** 6 February 2012

**Effective from:** 1 October 2011
### Definitions of terms used in this policy and supporting documents

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition / Explanation / Details</th>
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<tr>
<td><strong>Best Value Fare</strong></td>
<td>The lowest fare available at 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 to travel in circumstances where there are unacceptable safety or security concerns in order to access lower fares.</td>
<td>whole-of-Government Air Travel Policy</td>
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| **Delegated Officer**     | The officer nominated as being responsible for approving official travel under particular circumstances. For example:  
  **The Minister:**  
  - Approves overseas travel to locations in excess of five hours flying time from Brisbane;  
  - Approves overseas travel when official travel is incorporated with private travel, regardless of the destination;  
  - Approves any period of leave taken in conjunction with overseas travel;  
  - Approves overseas travel where travel costs are fully or partially funded externally and where such funding gives rise to a potential or real conflict of interest, e.g. pharmaceutical companies.  
  **The Director-General:**  
  - Approves overseas travel to New Zealand or a location within five hours flying time from Brisbane, e.g. Fiji, Papua New Guinea, Vanuatu. This approval includes travel fully or partially funded by an external source which does not give rise to a potential or real conflict of interest, e.g. funding from Hospital Foundations; the State/Commonwealth; World Health Organisation; international aid agencies. | whole-of-Government Air Travel Policy                                  |
| **Official Travel**       | Agency approved travel for agency and/or government business                                                                                                                                                                                                                                                                                                  | whole-of-Government Air Travel Policy                                  |
| **Domestic travel**       | Official travel within Australia including Australian territories.                                                                                                                                                                                                                                                                                           | whole-of-Government Air Travel Policy                                  |
| **Overseas travel**       | Official travel between Australia and an overseas country, including New Zealand and Papua New Guinea.                                                                                                                                                                                                                                                      | whole-of-Government Air Travel Policy                                  |
| **Employee travel**       | Official travel by an employee where:  
  - The employee’s travel costs, including expenses and allowances, are either fully or partially met from an agency’s funds; or  
  - travel costs are funded from other sources, eg fee-for-service activities, full costs covered by a conference organiser, trusts, grants and other funds.                                                                                                                                                  | whole-of-Government Air Travel Policy                                  |
| **Non-Employee travel** | Where travel costs are fully or partially met by Queensland Health such as:  
- Agencies’ clients eg. Patients;  
- Consultants and contractors;  
- International job candidates; and  
- Members of official delegations. | 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. |
| **Executive Contract Employees** | Executives employed on Contract, including Senior Executive Service (SES), other contract employees employed under Section 122 (formerly Section 70) of the Public Service Act 2008, Health Executive Service (HES), District Executive Service (DES) and other contract employees employed under Section 24 and Section 28E of the Health Services Act 1991. | Queensland Health Human Resources Branch. |
| **Flight** | For the purposes of the Travel and Accommodation policy and associated documents refer return flights. | Queensland Health Travel and Accommodation Policy. |
| **Fringe Benefits Tax** | The Australian Tax Office’s tax charged to employers on benefits provided to employees or an associate of an employee, in a form other than salary and wages (e.g. hospitality/entertainment expenses, either in part or in whole) i.e. a benefit involving an employer-employee relationship. | Queensland Health Finance Branch. |
| **Minister** | Means the minister of the agency. | whole-of-Government Air Travel Policy. |
| **Queensland Health Travel Officers** | A Queensland Health employee designated to coordinate, perform and record the details of travel bookings. | Queensland Health Travel and Accommodation Policy. |
| **Commercial charter transport** | Operators that have and maintain registration, licence, or survey subject to the relevant national laws for the country where travel is undertaken and as appropriate to country of aircraft or vessel registration | Queensland Health Travel and Accommodation Policy. |