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ATTACHMENT ONE Queensland Health overseas travel report template
1. PURPOSE

To outline leave and other arrangements for employees to attend conferences within and outside of Australia, for professional development or as an official representative of Queensland Health.

2. APPLICATION

This policy applies to all employees of Queensland Health, including medical superintendents with the right of private practice and medical officers with right of private practice.

3. GUIDELINES

Guidelines may be developed to facilitate implementation of this policy. The guidelines must be consistent with this policy.

4. DELEGATION

The ‘delegate’ is as listed in the Queensland Health Human Resource Delegations Manual as amended from time to time.

5. REFERENCES

- Nurses and Midwives (Queensland Health) Certified Agreement (EB7) 2009
- Queensland Public Health Sector Certified Agreement (No.7) 2008 (EB7)
- Health Practitioners (Queensland Health) Certified Agreement (No.1) 2007
- Medical Officers’ (Queensland Health) Certified Agreement (No.2) 2009
- International Travelling, Relieving and Living Expenses HR Policy D2
- Domestic Travelling and Relieving HR Policy D3
- Queensland Health Travel and Accommodation Policy
- Queensland Health Domestic Travel and Accommodation Standard
- Queensland Health Domestic Travel and Accommodation Procedure
- Queensland Health Overseas Travel and Accommodation Standard
- Queensland Health Overseas Travel and Accommodation Procedure

6. SUPERSEDES

- IRM 11.6-1 Leave - Study/Conference - Within and Outside Australia

7. POLICY

The approved conditions under which Queensland Health employees may attend seminars, conferences, conventions and similar meetings are set out below. The arrangements set out in section 8.2 do not apply to study/conference leave for senior medical officers.

7.1 Overseas travel

All applications for overseas travel are to be approved by the Minister for Health. Applications are to be submitted to the Minister for approval at least eight weeks prior to the proposed departure date.
7.2 Financial support

A range of financial support can be supplied to employees attending conferences. The quantum of support depends upon:

- the relevance of the conference
- whether the employee is attending as an official or unofficial representative
- whether the employee is presenting a paper or conducting a session at the conference.

The agreed level of reimbursement (or the items to be covered) is to form part of the approval and is to be known in advance by the employee. In cases when approval is given for the payment of daily travelling allowance while attending conferences, receipts do not need to be produced.

When submitting applications from full-time staff for attendance at conferences etc, it is necessary to include details of estimated costs of airfares, registration fees, travelling allowances and expenses. These estimated costs are to be obtained from the preferred corporate travel service.

8. APPLYING THE POLICY

8.1 Attendance of an employee as an official representative at conferences held in Australia

When the aims and objectives of a society or association are directed towards the dissemination of knowledge or improvement in the practice of a profession, and attendance at a seminar, conference, convention or meeting which it has arranged is considered to be of benefit and relevant to the efficient activities of Queensland Health, official representation may be approved. This includes approval for the:

- employee to be paid salary for the period involved in travelling to, attendance at, and returning from such seminars, conferences, conventions and meetings.
- payment of travelling expenses in accordance with the approved arrangements, or as determined from time to time.
- payment of other reasonable and necessary expenses to enable the employee to attend such seminars, conferences, conventions and meetings.

8.2 Overseas visits by employees as governmental or Queensland Health representatives

When a delegate recommends to the Minister that an employee be selected to undertake a particular investigation in New Zealand or Papua New Guinea, or to attend an international conference that is of substantial benefit to Queensland Health, the matter of attendance is to be decided by the Minister with approval of allowances and expenses as determined.

When a delegate has recommended to the Minister that an employee be selected to undertake a particular investigation overseas (other than New Zealand or Papua New Guinea), or to attend an international conference of substantial benefit to Queensland Health, the recommendation is to be submitted to the Minister for approval. The
submission is to include recommendations on the level of financial support for allowances and expenses.

Employees attending international conferences are to submit a report on the results of the conference proceedings for general circulation to appropriate employees and other interested employees within Corporate Office. A report (refer Travel and Accommodation Information Service QHEPS) is to be provided to the Senior Correspondence Officer, Executive Management Services within one month of the employee returning from overseas.

The following documents available on the Travel and Accommodation Information Service QHEPS intranet pages provide details on the general conditions and allowances for official overseas travel:

- Queensland Health Overseas Travel and Accommodation Standard
- Queensland Health Overseas Travel and Accommodation Procedure
- International Travelling, Relieving and Living Expenses HR Policy D2
- Queensland Health Overseas Travel Process Flowchart.

8.3 Attendance of employees other than official representatives at seminars, conferences etc. in Australia, New Zealand and Papua New Guinea

The following arrangements are to apply in respect of the attendance of employees at seminars, conferences, conventions, or meetings in Australia, New Zealand and Papua New Guinea. Employees who hold appointments as government representatives to any board, commission, council, committee, authority or similar organisation in their official capacity and by reason of such appointments are required to attend conferences or meetings of such boards etc. during office hours, are excluded.

8.3.1 Seminars, conferences etc. associated with the area of employment

When the employee is a member of a society or association of similar interest, and the seminar, conference, convention or meeting is associated with the area of employment of the employee, Queensland Health may grant leave of absence on full pay not chargeable to any leave account for the normal working days necessarily involved, on condition:

- Queensland Health is not involved in any additional costs
- the employee receives payment at ordinary time and not on the basis of projected rosters
- the period of absence is confined to the period required for attendance at the seminar etc., and is not to cause any undue inconvenience to Queensland Health
- the period of absence be deemed to include time necessarily spent in travelling to and from the seminar etc. by the most practically approved means of transport
- the employee submits a report on the results of the seminar proceedings to Queensland Health for dissemination of information
- leave subject to this proviso may be granted for more than one attendance, subject to the total leave not exceeding five working days per year. This leave is non-cumulative.
8.3.2 Seminars, conferences etc. not associated with the area of employment

Employees other than those referred to in section 8.1 may be granted leave on the following conditions subject to the requirements and the convenience of Queensland Health if:

- the period of absence required is for one day or less and the employee does not have sufficient credit time available (time off in lieu (TOIL) or the variable working hours scheme), they may be permitted to attend on condition the time lost is made up outside normal starting and ceasing times, or is debited against a flex credit or flex debit
- the period of absence required for attendance (including time necessarily spent in travelling to and from the seminar etc.) is more than one day, the employee may be given the option, of either:
  - special leave on full pay to be deducted from un-drawn recreation leave (if available) or from next recreation leave
  - TOIL (if available)
  - special leave without pay.

8.4 Attendance of employees other than official representatives at seminars, conferences etc. in other overseas countries

An employee who is not an official representative and attends a seminar, conference, etc. associated with their area of employment may be granted leave for the event if:

- they are a member of the society or association responsible for the event
- they contribute substantially to the event by way of delivery of a paper, or some other way.

Approval is subject to:

- Queensland Health’s convenience
- Queensland Health not being involved in any additional costs
- the employee receiving payment at ordinary time, and not on the basis of projected rosters
- the employee submitting a report on the results of the seminar proceedings to Queensland Health for dissemination of information.

Leave for attendance and travel to and from the event is up to a maximum of five working days on full pay (not debited to any leave account) per calendar year non-cumulative. Leave may be granted for attendance at more than one seminar or conference.

9. HISTORY

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<tr>
<th>Date</th>
<th>Description</th>
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<td>April 2010</td>
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<td>IRM 11.6-1 Leave - Study/Conference - Within and Outside Australia amended.</td>
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<td>April 1999</td>
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