1. Statement

Official domestic travel undertaken on behalf of the Department of Health is appropriate, safe and advances the achievement of Queensland Government priorities and the department’s strategic intent.

2. Scope

Compliance with this standard is mandatory. This policy shall apply to all permanent, temporary and casual employees of Department of Health divisions and commercialised business units and non-employees including contractors, consultants, volunteers, patients, conference presenters and job applicants where:

- the individual is representing or seeking to represent the department or its business, or
- departmental funds are to be used for any travel related costs.

This policy does not apply to employees accessing Professional Development Leave (PDL) and Professional Development Allowance (PDA) entitlements in accordance with certified agreements and other human resource policies, unless agency funds (including trust funds or commonwealth grants) are used in conjunction with the PDA/PDL for the travel or the individual is representing the agency or its business.

3. Content

Domestic travel must:

- 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 authority (travel approver).

Booking requirements

Official domestic travel is to be booked through the relevant travel coordinator after appropriate approval is obtained.

Approved domestic travel submissions should reach the relevant travel coordinator at least 16 working days prior to the proposed departure date.

Combining official and private travel

Undertaking any personal/private travel (recreation leave, long service leave, TOIL, flex time, week-ends etc.) in conjunction with official travel is not to be encouraged. Prior approval shall be obtained from the travel approver if an officer wishes to combine official travel with personal/private travel. The Department of Health shall only pay for costs directly associated with the official travel.

Travel arrangements

Domestic airfare, accommodation and car hire bookings shall be made using whole-of-government contracted arrangements (Corporate Travel Management, Lido, Independent Aviation, Avis, Budget, Hertz) available through QTravel.

Accommodation

Domestic accommodation for Department of Health staff should be booked by travel coordinators through QTravel. Alternatively, staff may book their own accommodation and claim the allowance provided in Schedule B of the Domestic Travelling and Relieving Expenses directive issued by the Public Service Commission. Before an expense is paid, staff shall produce receipts, itemised statements and/or certifications as evidence of the expenditure.
Travel coordinators may also directly book accommodation up to the value of the allowances in Schedule B of the *Domestic Travelling and Relieving Expenses* directive issued by the Public Service Commission. Higher cost accommodation venues may only be booked with the approval of the relevant travel approver.

**Travel diary**

A travel diary shall be submitted and filed with the Staff Expense Claim Form where employees claim expenses for travel in Australia for greater than five 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
- the nature of the activity.

This diary shall be prepared in advance 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.

**Travel approvals**

Department of Health domestic travel approval authority (excluding the Queensland Ambulance Service*):

<table>
<thead>
<tr>
<th>Level of Traveller</th>
<th>Domestic Travel Approver</th>
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<tbody>
<tr>
<td>All staff up to, but excluding, Director</td>
<td>Director (or equivalent) or higher</td>
</tr>
<tr>
<td>Director to Chiefs/ED/GMs (or equivalent)</td>
<td>1 up level officer</td>
</tr>
<tr>
<td>Departmental Management Team (DMT) members</td>
<td>At level sideways officer</td>
</tr>
<tr>
<td>Director-General</td>
<td>Director-General’s nominee</td>
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*Queensland Ambulance Service domestic travel approvals are to be in accordance with travel delegations contained within the Queensland Ambulance Service Human Resource Delegations Manual.*
4. Related legislation and documents

- Whole-of-government - Air Travel Policy
- Queensland Public Service Code of Conduct
- Department of Health - Travel Policy
- Public Service Commission Directive 9/11 – Domestic Travelling and Relieving Expenses
- Department of Health – Corporate Card Policy
- Department of Health – Seminar and Conference Leave – within and Outside Australia
- Department of Health – QTravel Booking and Approval Form
- Department of Health – Travel Booking Model Procedures Manual
- Department of Health – QTravel Profile Form

5. Definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tr>
<td>Official domestic travel</td>
<td>Travel for agency or government business undertaken within Australia or its territories.</td>
</tr>
<tr>
<td>QTravel</td>
<td>Whole-of-government travel tool used by travel coordinators to book airfares, accommodation and car hire.</td>
</tr>
<tr>
<td>Personal/private travel</td>
<td>Any activity not directly or necessarily related to agency or government business undertaken during official domestic travel between departure from home and return.</td>
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Version Control

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<thead>
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<th>Version</th>
<th>Date</th>
<th>Comments</th>
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<tbody>
<tr>
<td>1</td>
<td>29 June 2015</td>
<td>Update to new policy template – addition of DMT approved 'travel approvals'.</td>
</tr>
</tbody>
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