



Department of
Education

International Travelling Allowances and Expense Procedures

Effective date: 21 February 2017

Version: 1.3

Last update date: 10 October 2018

These procedures must be read in conjunction with the Official Travel Policy.

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These procedures must be read in conjunction with the Official Travel Policy.

1. Policy supported

Official Travel Policy

2. Scope

These procedures apply to all employees of the Department travelling overseas on official business.

Guidance

The policy covers accommodation, meals, incidental allowances and expenses.

3. Procedures

3.1 All employees

Employees must:

- obtain approval from their line manager for accommodation before booking;
- include any personal leave in the itinerary submitted for approval;
- keep details of travel, receipts and certification of any expenditure to claim reimbursements;
- carry out the acquittals, reconciliations and reimbursements of any expenditure within two weeks of completing the trip; and
- not use a purchase card for a personal purpose as per Treasurer's Instruction (TI) 321 Credit Cards – Authorised Use.

Guidance

The acquittal process is necessary for the travel event to be considered closed. The following items need to be acquitted as soon as possible after completion of the trip usually within two weeks:

- business expense claims;

- hospitality expenditure;
- purchase card expenditure; and
- cash advances where provided.

For further information on travel allowances and expenses see Appendix A.

Refer to the [Purchase Card Terms and Conditions](#) (staff only) for more information.

3.2 Processing of claims

Line managers must:

- check that travel claims are in accordance with Australian Tax Office (ATO) Reasonable Amounts for Overseas Travel Allowance Expenses Schedule; and
- receive the necessary receipts/certification from the employee claiming the expense.

Guidance

The Department reimburses an employee travelling on an official overseas trip meals and incidental expenses in accordance with the Australian Tax Office (ATO) Reasonable Amounts for Overseas Travel Allowance Expenses Schedule.

All international travel claims for meals and incidentals are processed via HRMIS self-service. For more information on how to use this service please click on the link below:

Department of Education [HRMIS website](#) (staff only).

If it is a condition of booking, overseas accommodation can be managed and paid for in advance by Department cost centres and schools.

4. Related documents

Relevant legislation or authority

[Australian Tax Office \(ATO\) Reasonable Amounts for Overseas Travel Allowance](#)

Related Department policies

[Expenditure on Hospitality](#)

[Official Air Travel Procedures](#)

Other documents

[Department of Education Financial Management Manual](#)

[Financial Management in Schools: Finance and Accounting Manual \(staff only\)](#)

[Purchase Card Terms and Conditions \(staff only\)](#)

5. Contact information

Policy manager:

Director Financial Services

Policy contact:

FinancialPolicy.Advice@education.wa.edu.au

6. History of changes

Effective date	21 February 2017
Last update date Procedure version no.	1.0
Notes	These new procedures support the Official Air Travel Policy that replaces the Official Air Travel, Domestic Travelling Allowance and International Travelling Allowance policies. Endorsed by Director General at Corporate Executive on 28 November 2017.

Effective date	21 February 2017
Last update date	23 February 2017
Procedure version no.	1.1
Notes	Minor typos and corrective changes D17/0080388

Effective date	21 February 2017
Last update date	11 August 2017
Procedure version no.	1.2
Notes	Minor change to guidance s3.3 - process for international travel claims taken over by HRMIS D17/0343385

Effective date	21 February 2017
Last update date	10 October 2018
Procedure version no.	1.3
Notes	Minor change to position titles D18/0437050

7. Appendices

Appendix A: [Guidelines for processing claims](#) (PDF file - 63.8kB)

8. More information

Supporting content

Policy

[Official Travel Policy](#)

Procedure review date

21 February 2020

Procedure last updated

10 October 2018
