



Department of
Education

Official Travel Policy

Effective date: 21 February 2017

Version: 1.5

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1. Policy statement

Department of Education employees will only undertake travel where necessary to enable the effective implementation of core functions.

2. Policy rules

Employees must:

- manage all official travel requirements in accordance with:
 - Official Air Travel Procedures;
 - Domestic Travelling Allowance and Expense Procedures;
 - International Travelling Allowance and Expense Procedures;
- comply with the Premier's Circular – Guidelines for Official Air Travel By Ministers, Parliamentary Secretaries and Government Officers and
 - exercise the strictest economy and accountability in relation to domestic or overseas travel;
 - properly control and account for travel and travel expenditure, including appropriate justifications for the travel and adequate public disclosure of the full cost of travel undertaken by employees; and
 - declare and include in the travel proposal details of any leave that is taken before, during or after any official travel. If the leave exceeds four working days in total, then only a one way fare is to be funded by the Department; and
- comply with Treasurer's Instruction (TI) 321 Credit Cards – Authorised Use relating to personal use of purchase cards while on official travel.

Guidance

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

3. Responsibility for Implementation and Compliance

Senior Executive Officers, Directors of Education, Principals, and Cost Centre Managers are responsible for the implementation of the policy.

The Director Financial Services is responsible for compliance monitoring.

4. Scope

This policy applies to all employees.

Guidance

This policy does not apply to:

- annual air travel entitlements, travel by cars (use of a department, school or private vehicle for official business), buses or trains; and
- motor vehicle allowance claims.

5. Supporting Procedures

[Domestic Travelling Allowance and Expense Procedures](#)

[Official Air Travel Procedures](#)

[International Travelling Allowances and Expense Procedures](#)

6. Definitions

Authorising officer

The senior officer with the authority to approve travel arrangements and expenditure for the employee.

Domestic travel

Travel within Australia.

Intrastate travel

Travel within the state of Western Australia. Special conditions apply to travel across the tri-state border and the Indian Ocean Territories.

Interstate travel

Travel between states and territories.

Domestic travelling allowances

Travelling allowances received by staff members as per the relevant award when on official travel within Australia.

International travelling allowances

Travelling allowances received by staff as per the Australian Tax Office (ATO) Reasonable Amounts when on official travel outside Australia.

Official travel

Is approved travel by staff members where public monies are used to fund all or part of the travel.

Privately funded travel

For the purpose of air travel booking, privately funded travel means the cost of travel is fully paid for by the traveller.

Sponsored Travel Funded by a Third Party Organisation

Sponsored Travel is any work related travel expense that has been fully or partially paid directly by a third party or for which you have been reimbursed directly by a third party.

If the travel provided is not work related, this would be considered a gift and employees should refer to the Gifts Benefits and Hospitality Policy.

7. Related documents

Relevant legislation or authority

[Premier's Circular 2021/02: Guidelines for Official Air Travel by Ministers, Parliamentary Secretaries and Government Officers](#)

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

[Income Tax Assessment Act 1997](#)

[Public Service Award 1992](#)

[Government Officers' Salaries, Allowances and Conditions Award 1989](#)

[Education Department Ministerial Officers' Salaries, Allowances and Conditions Award 1983](#)

[Teachers \(Public Sector Primary and Secondary Education\) Award 1993](#)

[Financial Management Act 2006](#)

[School Education Act 1999](#)

[State Supply Commission Act 1991](#)

Related Department policies

[Duty of Care for Public School Students](#)

[Excursions in Public Schools Procedures](#)

[Expenditure on Hospitality](#)

[Gifts Benefits and Hospitality Policy](#)

[Occupational Safety and Health](#)

Other documents

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

[Contact Details of Contracted Travel Provider](#)

[Insurance and Claims Management Guide \(staff only\)](#)

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

8. Contact information

Policy manager:

Director, Financial Services

Policy contact:

FinancialPolicy.Advice@education.wa.edu.au

9. History of changes

Effective date	21 February 2017
Last update date	21 February 2017
Policy version no.	1.0

Notes	This new policy replaces the Official Air Travel, Domestic Travelling Allowance and International Travelling Allowance policies. Endorsed by the Director General at Corporate Executive on 28 November 2016.
Effective date	21 February 2017
Last update date	21 February 2017
Policy version no.	1.1
Notes	Minor change to contact information D17/0075988.
Effective date	21 February 2017
Last update date	10 October 2018
Policy version no.	1.2
Notes	Minor changes to update position titles and related policies D18/0437050.
Effective date	21 February 2017
Last update date	20 January 2021
Policy version no.	1.3
Notes	Minor changes to replace the Regional Executive Director position title with Director of Education D20/0647278.
Effective date	21 February 2017
Last update date	16 August 2022
Policy version no.	1.4
Notes	Minor changes resulting from major review of the Acceptance and Provision of Gifts Policy. D22/0246936

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Last update date	31 August 2023
Policy version no.	1.5
Notes	Minor update to Premier's Circular 2021/02 - D23/1479579

10. More information

Supporting content

Procedure

[Domestic Travelling Allowance and Expense Procedures](#)

[Official Air Travel Procedures](#)

[International Travelling Allowances and Expense Procedures](#)

Policy review date

21 February 2020

Policy last updated

31 August 2023
