



## Domestic travel

### Background

1. The domestic travel arrangements for employees are set out in [Determination 2020/15](#), and/or any determination which supersedes, supplements or amends it (the travel determination). The determination requires that employees may only travel by the most efficient direct route available. While this guideline describes some of the travel arrangements for employees, the travel determination should be consulted as the primary source of travel arrangements.
2. All employees must seek the most efficient, effective, economical and ethical use of public money when arranging travel and other commitments, making all reasonable efforts to reduce the overall cost to the Commonwealth. Employees must travel in accordance with the travel determination and therefore all reasonable steps are to be taken to ensure, where applicable, that departure and destination travel arrangements are compatible with scheduled transport services. Generally, the Commonwealth will cover the cost of travel from:
  - a. an employee's work base to a place where they have official business (noting that in practice, travel on official business often begins or ends at the employee's home or accommodation);
  - b. any further travel to another place where the employee has official business; and
  - c. the return travel to the employee's work base.
3. Travel is at Commonwealth expense if it is adjacent to the official business. Generally, an employee may travel on the day prior to official business or the day after.
4. Employees are encouraged to investigate communication tools, such as telepresence or teleconferencing, that may be used instead of travelling on official business.
  - ▶ [Telepresence facilities](#)

### Employee also a spouse, dependent child or nominee

5. If an electorate employee may travel as a spouse, nominee, dependent child or designated person of a Member:

- a. travel cannot be undertaken using a combination of work expenses for the trip (from the point of the initial departure until the employee's return to the point of initial departure); and
- b. travelling allowance (TA) may only be claimed where the employee travels as an employee.

Note: MOP(S) Act [Determination 2013/12](#), which came into effect on 1 January 2014, prohibits Senators and Members from employing certain family members.

## Travel fares- personal and electorate employees

6. When arranging domestic travel bookings, employees must use the contracted travel service provider. An online travel booking system is provided to assist in making travel bookings.
7. Where travel bookings cannot be made using the online system, employees can call the contracted travel service provider for assistance.
8. Employees should accept the lowest fare offered in accordance with the travel determination, including considering alternative airlines or discounted fares, unless this would adversely impact on the purpose of the travel.
9. Employees are required to be mindful of baggage restrictions in accordance with the relevant airline's guidelines. To claim the reimbursement of charges for carrying excess baggage in accordance with clause 56 of the Enterprise Agreement the employee must provide to the Independent Parliamentary Expenses Authority (IPEA) a receipt and a completed claim with certification from the employing Member or authorised person advising that the additional luggage was required for work purposes.
  - ▶ Enterprise Agreement – clause 56
  - ▶ [IPEA Staff Travel Expenses Reimbursement Claim](#)
10. Employees should be mindful that travel at Commonwealth expense may not be used to obtain personal benefit. Employees cannot 'offset' a fare outside the arrangements of the travel determination against a fare within the arrangements of the determination.

For example: a Brisbane based employee cannot travel to Melbourne for personal reasons, then to Canberra for work, and then back to Brisbane at Commonwealth expense. The full cost of travel Brisbane-Melbourne-Canberra would be the responsibility of the employee in this case.

## Personal Stopovers – personal and electorate employees

11. Employees' travel must be organised to meet Parliamentary, electorate or official business requirements, not personal requirements.
12. A stopover for personal reasons in the course of travel on official business may be approved by the employing Member under the arrangements at items 9-10 of the travel determination.
13. After receiving approval from the employing Member, employees planning to include a personal stopover in their travel must book their travel arrangements through the travel services provider and establish whether any additional costs will be incurred by including a personal stopover. Where there is a cost difference, e.g. between the flight booked and a direct flight or throughfare as appropriate, the employee must pay the cost difference to the travel service provider at the time of booking. To determine whether additional costs have been incurred, the comparison must be between fares of the same class.
14. Travel and personal stopovers must not be undertaken outside of the arrangements in the travel determination or the full cost of the fares will be recovered.
15. Cost recovery action will be sought by IPEA if it is determined that a personal benefit has been obtained or a personal stopover, outside of the arrangements in the travel determination, has occurred during the course of approved travel. The employee will be liable for the entire cost of the fare between the point of departure and the final destination.

## Class of travel

16. Employees may be directed, subject to the travel determination, by their employing Member to travel on official business by scheduled commercial services with an accommodation component such as The Ghan, The Indian-Pacific or The Spirit of Tasmania. Under these arrangements employees will be personally responsible for meeting any travel and related costs (including meals) that are in excess of the limits provided under the travel determination in relation to class of travel.
17. Employees are responsible for ensuring that their travel is in accordance with the arrangements in the travel determination at the time of booking and at check in. For example, travel at business class solely on the basis that an economy class seat is not available on a particular flight is outside of arrangements in the travel determination.
18. Any fare considered outside of the arrangements in the travel determination represents a debt to the Commonwealth which will be recovered by IPEA in accordance with clause 28 of the Enterprise Agreement.

### **Cabcharge cards for travel by taxi or hire car**

19. Employees who use taxi or hire car services when travelling on official business will be provided with a Cabcharge card upon request from the employing Member.

### **Traffic and parking fines- personal and electorate employees**

20. Employees authorised by the employing Member to use a Commonwealth provided, private or self-drive hire vehicle for the purpose of official business, will be personally responsible for any traffic or parking fines incurred, including administrative costs where applicable.

### **Tolls and parking costs**

21. Arrangements for the reimbursement of tolls and parking costs are at items 19-21 of the travel determination.

### **Travel for training**

22. Courses in Canberra, arranged by the Department, will be scheduled with consideration given to Parliamentary sitting periods wherever possible.

### **Electorate employees**

23. Electorate employees may travel to learning and development activities as official business in accordance with the arrangements at items 22-23 of the travel determination. The costs for this travel will be debited against the Electorate Support Budget, if applicable.
24. The electorate employees of Members who have an electorate office outside the greater metropolitan area of a capital city have access to additional travel to ensure equitable access to training opportunities as set out in the travel determination.
  - ▶ [List of offices eligible for additional travel for training](#)

25. Employees who use the additional travel under paragraph 24 should clearly mark their *IPEA Staff Travelling and/or Motor Vehicle Allowance Claim* as being for attendance at the relevant type of training to ensure that the costs are not debited against the Electorate Support Budget.

- ▶ [\*IPEA Staff Travelling and/or Motor Vehicle Allowance Claim\*](#)

## **Personal employees**

26. Personal employees can travel to learning and development activities as official business in accordance with the arrangements in the travel determination.