QCAA travel policy

Scope

This policy applies to all travel within the Queensland Curriculum and Assessment Authority (QCAA), and complies with the following government policies and directives:

- Public Service Commission (PSC) Directives:
  - 9/11 Domestic Travelling and Relieving Expenses
  - 10/11 International Travelling, Relieving and Living Expenses
  - 20/16 Motor Vehicle Allowances
- PSC Policy:
  - Use of government owned motor vehicles and parking of private vehicles on official premises.

All PSC policies and directives are available online at: www.psc.qld.gov.au/publications.aspx.
General accountabilities

The Senior Corporate Services Officer (SCSO), Finance Unit, coordinates the effective and economical management of the QCAA’s travel activities.

Delegated officers approve and monitor the travel patterns of staff and must ensure all travel requests:

- advance the achievement of Queensland Government priorities
- benefit the business of the QCAA
- are undertaken only after exploring alternatives to travel
- do not duplicate activities of other agencies
- are undertaken at the most advantageous price and service level.

All people travelling at the QCAA’s expense must comply with the policies and procedures outlined in this document.

All travel arrangements must be booked and confirmed through the travel booking officers in the Finance Unit and be approved in advance by the respective delegated travel approving officer.

The QCAA will not meet the cost of travel arrangements arranged independently of the QCAA unless exceptional circumstances exist and prior authorisation has been obtained from the Manager, Finance Unit.

Delegated travel approving officers

Officers with a financial delegation may approve travel where relevant to their business area and within their financial delegation.

Financial delegates may approve personal travel arrangements incorporated into domestic travel bookings but all personal arrangements are to be paid for by the traveller and should not incur additional cost to the QCAA.

Accommodation

Booked accommodation

All accommodation bookings will be made for a single room (if available).

A travel booking form must be completed as soon as possible to ensure the best room tariff available is booked. The travel booking officer will make the arrangements and email a confirmation to the traveller.

Travel booking officers will ensure that the accommodation rating, wherever possible, does not exceed 3½ stars, as outlined in the PSC Directive 9/11 Domestic Travelling and Relieving Expenses.

All group bookings should be discussed with the SCSO, Finance Unit, as soon as possible to ensure that bookings can be made that provide the best value for money.

Private accommodation

Employees staying privately may be entitled to claim an overnight allowance and meal allowances for breakfast and dinner as per PSC Directive 9/11 Domestic Travelling and Relieving Expenses.

Please refer to Appendix 1 for specific entitlements applicable to each type of traveller.
Air travel

**Class of travel**

All officers undertaking official domestic air travel, irrespective of the funding source, are to travel best value fare economy class except in the following circumstances:

- the Chief Executive Officer (CEO)/Chair may travel business class if offered by the carrier. However, the CEO/Chair must not choose air travel based solely on the availability of business class travel
- staff accompanying the CEO may also travel business class, if approved by the CEO.

**Best value fare**

This is the lowest cost fare available at the time of booking to suit the agency’s business needs and traveller’s entitlements. Best value is determined having regard not only to fares but also other relevant cost such as accommodation and waiting time. Travellers are not expected to undertake circuitous itineraries or to travel in circumstances where there are unacceptable safety or security concerns in order to access lower fares.

**Booking air travel**

A travel booking form must be completed as soon as possible to ensure the best fare of the day is achieved. The travel booking officer will make the arrangements and email a confirmation to the traveller.

**Cancellations and changes**

Travellers must advise the travel booking officers of any cancellations and changes as soon as possible.

Travellers must choose flights carefully, as any changes may incur rebooking fees and new fare charges. Travellers requesting changes to confirmed flights for personal reasons may be invoiced for any extra charges incurred.

**International air travel**

All international travel requires the approval of the Minister for Education and Minister for Tourism and Major Events. An application form must be submitted to the CEO for endorsement.

When endorsed by the CEO, the application will be forwarded to the Minister. All international travel applications must be received a minimum of ten weeks before the proposed travel.

Before booking international travel, please seek guidance from the SCSO, Finance Unit.

**Brisbane Airtrain**

Travellers must use the Brisbane Airtrain service when travelling to and from the Brisbane CBD (including South Brisbane) and Brisbane’s domestic and international airport terminals during the operating hours of the service.

Exceptions may only be approved by the financial delegate. Valid grounds may include:

- value for money (e.g. where a number of people are to be transported and the cost of the taxi service is less than that of the Airtrain service)
- a significant quantity of goods is being transported in addition to personal luggage
• the traveller is physically unable to use the Airtrain service.

Lounge club memberships
Only the CEO is entitled to Authority-funded lounge club membership (e.g. Qantas Club).
Membership must not be provided for other employees (existing memberships at the time this policy is released may continue until the expiry date) unless they are frequent travellers as determined by the CEO. An employee might be regarded as a frequent traveller if their normal duties require that they travel at least three times a month.
This policy does not prevent travellers with private memberships from using lounge club facilities.

Frequent flyer points
Frequent flyer membership points accrued while travelling for QCAA are available for use at the traveller’s own discretion, i.e. they may be used for either business or personal use.
Travellers may advise travel booking officers of their frequent flyer membership details. When booking travel, travel booking officers will not favour one airline over another based on the traveller’s membership.
QCAA will not pay for staff to join a frequent flyer membership program.

Fleet vehicles
Fleet vehicles are for the use of permanent and temporary employees only. Fleet vehicles (if available) should be used in the first instance for travel.
The Administration Unit is responsible for the management of fleet vehicles and has the authority to change any booking to ensure the operational requirements of the QCAA are met.
When using a fleet vehicle you must ensure that the vehicle is:
• refuelled — fuel tank kept at a minimum of half full
• clean — please remove any rubbish from the vehicle
• secure — please keep the car locked, and parked in a secure location if possible.
For further information, please see Public Service Commission Policy: Use of Government Owned Motor Vehicles and Parking of Private Vehicles on Official Premises.

Home garaging
Home garaging of fleet vehicles is not to occur unless improved operational effectiveness for the agency can be demonstrated:
• short-term home garaging of a fleet vehicle, e.g. less than a week, must be approved via email from your supervisor (AO7 and above)
• long-term home garaging, e.g. more than a week, must be approved by the CEO.

Log book requirements and fringe benefits tax
The Australian Taxation Office (ATO) requires the completion of logbooks to establish the business use of a car. To ensure that QCAA pays the appropriate amount of fringe benefits tax (FBT), we need to ensure that logbooks are completed correctly.
All fleet vehicles have been fitted with a telematics device that automatically collects the following information required by the ATO:

- date and time
- kilometres travelled; and
- approximate start and end location based on nearest street and suburb.

The only information that is required from the driver is to provide the purpose of the journey.

‘Private use’ vs ‘business use’ definition

Definition of ‘private use’ and ‘business use’ is quite specific. Travel between different work locations is ‘business use’. Travel between home and your normal work location is generally ‘private use’. The only exceptions to this rule are:

- if you are taking the car home so that you can drive directly to an alternative work location the following day, e.g. to deliver a workshop at a school; and/or
- if you are departing to (or returning from) a temporary work location (where substantial duties have been performed).

Process to book a fleet vehicle

Step 1: All permanent and temporary employees are able to view fleet vehicles’ availability and make bookings in Microsoft Outlook. For further information see the QCAA intranet.

Step 2: Make sure your booking provides the purpose of the journey e.g. “attend verification meeting” and name of driver.

Step 3: If home garaging, make sure you attach the approval email from the appropriate delegate (see above for details ‘Home garaging’).

Step 4: Collect the keys from the Administration Officer at Reception on Level 7. The Administration Officer will then verify the booking in Outlook and ‘check out’ the selected vehicle under your name.

Step 5: Once finished with the vehicle, return the keys to the Administration Officer at Reception on Level 7. The Administration Officer then ‘checks in’ the selected vehicle as being returned and updates the purpose of the journey in the electronic logbook.

After-hours key drop off: A locked key return box is available for after-hours key returns in the foyer, level 7.

Private vehicles

Private vehicle use for permanent and temporary employees

Pre-approval by a financial delegate is required before an employee can use their private vehicle for QCAA related business — complete a travel booking form for pre-approval.

The traveller is required to provide evidence to show that the vehicle is covered either by a comprehensive or third party property damage insurance policy. The policy must be endorsed to indemnify the QCAA against certain liabilities at law. For more detail relating to this please see the Public Service Commission: Motor Vehicle Allowances Directive No.20/16.

Once travel has been completed, fill in a travel claim form and lodge it with the Finance Unit.

The QCAA will pay a motor vehicle allowance for using private vehicles only when:
• public transport is unsuitable or inconvenient
• a fleet vehicle is unavailable
• a travel booking form is completed and approved.

When calculating allowances for permanent and temporary employees, the following rules apply:

• motor vehicle allowance will be paid on the difference, if any, between the total return distances travelled between a person’s home and the location they have been requested to attend, compared to the total return distance between their home and their normal work location
• the normal work location for the purposes of this policy will be the person’s normal employment location (e.g. South Brisbane or district office location)
• distances provided in a travel claim form will be verified using Google maps; if there is a large discrepancy between the kilometres claimed and Google maps, the claim will be paid based on Google maps unless a legitimate reason is provided by the traveller
• payment will be at the rate prescribed in the PSC Directive 20/16 Motor Vehicle Allowances
• where a person is initially approved to travel by means other than their private motor vehicle (e.g. plane, hire car), but prefers, and is subsequently approved, to travel by their private motor vehicle, payment will be at the lower rate prescribed in the PSC Directive 20/16 Motor Vehicle Allowances under the heading ‘Employees who choose to use their private motor vehicle’. The total allowance paid is not to exceed the cost that would have been incurred through the approved means of travel.

Please refer to Appendix 1 for specific entitlements applicable to each type of traveller.

Private vehicle use for casual employees

A casual employee:
• only requires pre-approval to use their own vehicle if wishing to claim motor vehicle allowance
• does not need to provide evidence of car insurance.

The QCAA will only pay motor vehicle allowance when:
• the arrangement of a hire car or public transport is impractical due to the remoteness of the location, physical disabilities, etc.
• a travel booking form is completed and approved.

When calculating allowances for casual employees, the following rules apply:

• motor vehicle allowance will be paid on the total return distance between home and the QCAA meeting venue, examination centre, or temporary accommodation.
• distances provided in a travel claim form will be verified using Google maps; if there is a large discrepancy between the kilometres claimed and Google maps, the claim will be paid based on Google maps unless a legitimate reason is provided by the traveller
• payment will be at the rate prescribed in the PSC Directive 20/16 Motor Vehicle Allowances under the heading ‘Employees who choose to use their private motor vehicle’
• where a person is initially approved to travel by means other than their private motor vehicle (e.g. plane, hire car), but prefers, and is subsequently approved, to travel by their private

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1 A casual employee is defined as a person employed under s41 of the Education (Queensland Curriculum and Assessment Authority) Act 2014, e.g. panellists and markers.
motor vehicle, the total allowance paid is not to exceed the cost that would have been incurred through the approved means of travel.

Please refer to Appendix 1 for specific entitlements applicable to each type of traveller.

**Hire cars**

To book a hire car, complete the car hire section of the travel booking form and send it to the travel booking officers, QCAA Finance Unit, at least two weeks before travel.

Travellers must ensure hire cars are returned with a full tank.

An FBT logbook will be required for any long-term car hire, e.g. more than one month (see Senior Finance Officer, Finance Unit).

Please refer to Appendix 1 for specific entitlements applicable to each type of traveller.

**Other travel expenses**

**Meals**

Employees may choose to either:

- charge meals to their hotel up to the allowance rate dictated via their travel confirmation email
- purchase their meals elsewhere and claim meal allowances.

Non-employees may only charge meals to their hotel up to the allowance rates dictated via their travel confirmation email.

Please refer to Appendix 1 for specific entitlements applicable to each type of traveller.

**Taxi vouchers**

For permanent and temporary employees:

- taxi vouchers are available via your local administration officer — please contact the SCSO, Finance Unit for details
- use of taxis is at the discretion of the financial delegate, e.g. supervisor.

Please refer to Appendix 1 for specific entitlements applicable to each type of traveller.

**Parking costs**

Parking can be booked and prepaid through the Finance Unit. Please contact the SCSO, Finance for further details.

Please refer to Appendix 1 for specific entitlements applicable to each type of traveller.

**Trains, buses and ferry**

For permanent and temporary employees taking short trips, corporate go cards are available from QCAA Reception, Level 7, 154 Melbourne Street, South Brisbane.

Long-distance travel via train or bus cannot be arranged through the Travel Unit. Travellers should seek prior approval to travel using the travel booking form (comment field) and approval from a financial delegate. The traveller then should book and pay for this travel themselves. Once travel has been completed, reimbursement may be sought.
Please refer to Appendix 1 for specific entitlements applicable to each type of traveller.

Other expenses not covered

The QCAA does not pay for private telephone calls, alcohol, mini-bar bills, laundry, or other auxiliary costs. Any expenses incurred for these costs remain the responsibility of the traveller, and must be paid for at the time of purchase.

More information

If you would like more information, please:

- check the QCAA intranet Policy and procedures page: http://intranet/policy_forms/Pages/Policies.aspx
- email the Finance Unit at travel@qcaa.qld.edu.au
- phone (07) 3864 0493.
### Appendix 1: Specific entitlements per category of traveller

<table>
<thead>
<tr>
<th>Traveller category</th>
<th>Airfares</th>
<th>Accom</th>
<th>Meal allowances</th>
<th>Overnight incidental allowance</th>
<th>Motor vehicle allowance</th>
<th>Vehicle hire</th>
<th>Parking</th>
<th>Fares</th>
<th>Taxis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent &amp; temporary staff</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y corporate go card</td>
</tr>
<tr>
<td>QCS Test markers¹</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>160 km return threshold</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>N Shuttle bus from airport</td>
</tr>
<tr>
<td>Panellists</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>50 km return threshold</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>QCS Test community representatives²</td>
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<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>NAPLAN markers³</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
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<tr>
<td>Casual syllabus writers</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>50 km return threshold</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Accredited assessors</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>50 km return threshold</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>External assessment item developers</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>50 km return threshold</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>External assessment markers⁴</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>160 km return threshold</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Invigilators⁵</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
</tbody>
</table>

¹ Corporate go card and CabCharge vouchers

² Shuttle bus from airport

³ 160 km return threshold

⁴ 50 km return threshold

⁵ 160 km return threshold
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<th>Fares</th>
<th>Taxis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-employees&lt;sup&gt;6&lt;/sup&gt;</td>
<td>Y QCAA-arranged</td>
<td>Y QCAA-arranged</td>
<td>N eat at hotel, QCAA invoiced by hotel</td>
<td>N</td>
<td>No allowance /fuel may be invoiced to QCAA or complete a Travel cost reimbursement form</td>
<td>Y QCAA-arranged</td>
<td>Y via invoice to QCAA or complete a Travel cost reimbursement form</td>
<td>Y via invoice to QCAA or complete a Travel cost reimbursement form</td>
<td>Y via invoice to QCAA or complete a Travel cost reimbursement form</td>
</tr>
</tbody>
</table>
Notes

1 QCS Test markers
- Free parking is available at Brisbane Grammar school.
- QCS markers electing to travel daily from home to the marking centre will not be entitled to any motor vehicle allowance.
- Motor vehicle allowance is offered to those QCS markers being provided overnight accommodation, to make a return trip from their home to their temporary accommodation.
- Eligibility for accommodation during the marking operation is based on an 80 km one-way threshold.
- Any exemptions to the QCS Test marker travel policy above must be approved by the Director, Assessment and Reporting Division.

2 QCS community representatives
Due to the nature of the work of QCS community representatives, they are precluded from claiming any travel entitlements.

3 NAPLAN markers
- NAPLAN markers who travel daily to the marking centre are treated the same as QCS markers, i.e. no travel entitlements for daily travel.
- Free parking is available at Queensland Sport and Athletics Centre.

4 External assessment markers
- Travel reimbursements are only acceptable for face-to-face training days, as it is the intention for marking to be done locally or at home.
- Eligibility for motor vehicle allowance is based on an 80 km one-way threshold.
- Eligibility for accommodation is based on an 80 km one-way threshold.

5 Invigilators
Due to the nature of the work of invigilators, they are precluded from claiming any travel entitlements.

6 Non-employees
This category covers:
- teachers, academics, union representatives, etc.
  - QCAA will arrange flights and accommodation
  - QCAA will not pay allowances to travellers who are not employees of the QCAA
  - reimbursement for parking, hire car refuelling, fuel, fares and taxi costs should be invoiced to the QCAA by the representatives' schools, university or union or the traveller may complete a Travel cost reimbursement form.
- consultants and contractors (e.g. NAPLAN professional leaders, QCS scrutiny panelists)
  - travel costs should be part of the original approved contract with QCAA — please seek advice from the Senior Corporate Services Officer, Finance Unit
  - QCAA may arrange flights and accommodation in some instances
  - QCAA will not pay any allowances.