

QCAA travel policy

Procurement Unit

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Scope

This policy applies to all travel funded by the Queensland Curriculum and Assessment Authority (QCAA), and is based on the following government policies and directives:

- Policies
 - Queensland Government 2013, *Air Travel Policy*, http://procurement.govnet.qld.gov.au/travel/Documents/Air_Travel_Policy.pdf
 - Department of Energy and Water Supply 2007, *Increasing the Use of Ethanol Blended Fuel in the Queensland Government Vehicle Fleet: Retail fuel purchases*
 - Public Service Commission (PSC) 2002, *Use of Government Owned Motor Vehicles and Parking of Private Vehicles on Official Premises*, www.forgov.qld.gov.au/documents/policy/use-government-owned-motor-vehicles-and-parking-private-vehicles-official-premises
- Directives
 - Minister for Education and Industrial Relations 2011, *Domestic Travelling and Relieving Expenses* (Directive 9/11), www.forgov.qld.gov.au/documents/directive/0911/domestic-travelling-and-relieving-expenses
 - Minister for Education and Industrial Relations 2011, *International Travelling, Relieving and Living Expenses* (Directive 10/11), www.forgov.qld.gov.au/documents/directive/1011/international-travelling-relieving-and-living-expenses
 - Minister for Employment and Industrial Relations 2016, *Motor Vehicle Allowances* (Directive 20/16), www.forgov.qld.gov.au/documents/directive/2016/motor-vehicle-allowances.

General accountabilities

The Procurement Unit coordinates the effective and economical management of QCAA travel.

Delegated officers approve and monitor 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 expense of the QCAA must comply with the policies and procedures outlined in this document.

All travel arrangements must be booked and confirmed through the Procurement and Travel Officer, and be approved in advance by the delegated travel-approving officer.

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

Delegated travel-approving officers

Officers with a financial delegation may approve travel that is 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 and arranged by the traveller and should not incur additional cost to the QCAA.

Eligibility for QCAA-funded travel

Permanent and temporary employees

Employees who are employed directly by the QCAA under the *Public Service Act 2008* and required to travel for work are eligible for travel entitlements and allowances in accordance with relevant Queensland Government directives and policies.

Casuals

To be eligible for QCAA-funded travel, a QCE casual employee *must travel a distance greater than or equal to 80 km from their home to the QCAA event venue*. This eligibility will be determined using Google Maps. If you live less than 80 km from the QCAA event venue, you are not entitled to any reimbursements, allowances or claims, e.g. for meals, accommodation, motor vehicles, parking, fuel, airfares, taxis, buses or trains.

Due to the nature of their work, NAPLAN markers and invigilators are not eligible to claim any travel.

Other casual employees travelling a distance greater than 80 km to the QCAA event venue may be eligible to claim travel allowances even on days when their school is reimbursed Teacher Relief Scheme (TRS) costs.

Costs should be claimed through the travel claim application (available through the QCAA Portal).

Non-employees

Non-employees, including teachers, academics, union/association representatives, consultants and contractors, e.g. NAPLAN Professional Leaders, will be advised if their travel is eligible for reimbursement by the QCAA. The QCAA does not pay allowances to travellers who are not employees of the QCAA.

Reimbursement for hire car parking and refuelling, fares and taxi costs should be invoiced to the QCAA by the traveller's school, university, union or other organisation. Alternatively, travellers may complete a travel cost reimbursement form (available at www.qcaa.qld.edu.au/about/corporate-policies/travel-policy).

Making bookings

Permanent and temporary employees

All travel arrangements involving flights, accommodation or car hire must be booked and confirmed through QCAA's Procurement and Travel Officer, with details set out on a travel booking form (available from www.qcaa.qld.edu.au/about/corporate-policies/travel-policy). Email travel@qcaa.qld.edu.au or phone (07) 3864 0493 during business hours (8:30am to 4:30 pm).

Travel must be booked as early as possible, to secure the best available fare. The Procurement and Travel Officer will make the arrangements and email confirmation to the traveller.

Check your itinerary and booking confirmation carefully, and report any issues directly to the Procurement and Travel Officer as soon as possible.

Casuals

All travel arrangements involving flights, accommodation or car hire must be booked and confirmed through QCAA's travel booking application (available through the QCAA Portal).

Travel must be booked as early as possible, to secure the best available fare. The Procurement and Travel Officer will make the arrangements and a confirmation email will be sent to the traveller.

Check your itinerary and booking confirmation carefully and make any changes or direct any issues through the travel booking application.

Non-employees

All travel arrangements involving flights, accommodation or care hire must be booked and confirmed through QCAA's Procurement and Travel Officer. Non-employees are to complete a travel booking form and have approved by an appropriate travel-approving officer.

Travel must be booked as early as possible, to secure the best available fare. The Procurement and Travel Officer will make the arrangements and email confirmation to the traveller.

Check your itinerary and booking confirmation carefully and report any issues directly to the Procurement and Travel Officer as soon as possible.

Cancellations and changes

Please minimise any changes, as they may incur rebooking fees and new fare charges. The QCAA does not provide travel insurance.

Travellers requesting changes to confirmed flights for personal reasons may be invoiced for any extra charges incurred.

Accommodation

Booked accommodation

Accommodation must be booked as early as possible, to secure the best available room tariff. The Procurement and Travel Officer will make the arrangements and email a confirmation to the traveller.

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

Accommodation rating, wherever possible, is at least consistent with three stars, as outlined in Directive 9/11 *Domestic Travelling and Relieving Expenses*. The QCAA offers its employees a higher standard of accommodation where appropriate, e.g. at or close to the conference venue or work site. Competitive rates are negotiated through the government accommodation broker.

All group bookings should be discussed with the Procurement and Travel Officer as soon as possible, to enable the QCAA to make bookings that provide the best value for money.

See [Appendix 1](#) of this policy for a summary of entitlements that apply to each category of traveller.

Private accommodation

Employees staying in private accommodation may be entitled to claim an overnight allowance and meal allowances for breakfast and dinner under Directive 9/11 *Domestic Travelling and Relieving Expenses*.

See [Appendix 1](#) of this policy for a summary of entitlements that apply to each category of traveller.

Air travel

Travel must be booked as early as possible, to secure the best available fare. The Procurement and Travel Officer will make the arrangements and advise the traveller.

Class of travel

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

- the Chief Executive Officer (CEO) and the Chair may travel business class if offered by the carrier; however, they 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 business needs and traveller entitlements. Best value is determined by fares and other relevant costs, 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 to access lower fares.

Cancellations and changes

Travellers must advise the Procurement and Travel Officer of any cancellations as soon as possible.

Any changes must be approved by the relevant travel-approving officer, before contacting the Procurement and Travel Officer to request the change.

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. An application 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 Manager, Procurement 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 relevant 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 unless they are frequent travellers as determined by the CEO.

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 the 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 the Procurement and Travel Officer of their frequent flyer membership details, but when booking travel, one airline may not be preferred to another based on the traveller's membership.

The QCAA will **not** pay for staff to join a frequent flyer membership program.

Car travel

Fleet cars

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 within Brisbane. Fleet vehicles should not be driven further than Toowoomba, the Gold Coast or the Sunshine Coast.

The Business Support Unit is responsible for the management of fleet vehicles and has the authority to change any booking to meet the operational requirements of the QCAA. For details of how to book, see <https://intranet.qcaa.qld.edu.au/business-operations/travel>.

When using a fleet vehicle, you must ensure that the vehicle is:

- refuelled — keep the fuel tank at a minimum of half full
- clean — remove any rubbish from the vehicle
- secure — keep the car locked, and parked in a secure location if possible.

For further information, please see the PSC policy *Use of Government Owned Motor Vehicles and Parking of Private Vehicles on Official Premises*.

Fuel type

Drivers of QFleet vehicles are required to refuel with E10 to support renewable energy sources and comply with the Department of Natural Resources, Mines and Energy policy *Increasing the Use of Ethanol Blended Fuel in the Queensland Government Vehicle Fleet: Retail fuel purchases*.

All compatible Queensland Government petrol vehicles are to be refuelled using E10 where this is practical. It is deemed to be practical to use E10 if the vehicle is compatible with E10 and E10 is available at the service station where the fuel is intended to be purchased or at a suitable alternative service station.

All QCAA fleet cars are compatible with E10.

Home garaging

Fleet vehicles must not be home garaged unless improved operational effectiveness for the agency can be demonstrated. Home garaging must be approved in writing by the employee's manager.

Logbook 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 the QCAA pays the appropriate amount of fringe benefits tax (FBT), logbooks need to be 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
- approximate start and end location based on nearest street and suburb.

The purpose of the journey is the only further information that needs to be provided by the driver.

‘Private use’ vs. ‘business use’ definition

Travel between different work locations is ‘business use’. Travel between home and an employee’s normal work location is generally ‘private use’. The only exceptions to this rule are:

- if an employee is taking the car home so that they can drive directly to an alternative work location the following day, e.g. to deliver a workshop at a school
- if an employee is departing for, or returning from, a temporary work location where they have performed substantial work duties.

If home garaging has been approved, journeys to and from work (including short detours where considered reasonable) may be allowed.

Use of private vehicles for official travel

Permanent and temporary employees

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

Employees must 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, see *Directive 20/16 Motor Vehicle Allowances*.

The QCAA will pay a motor vehicle allowance for using private vehicles only when:

- public transport is either unsuitable or inconvenient e.g. bulky goods are being transported in addition to personal luggage; or
- a fleet vehicle is unavailable; and
- a travel booking application is completed and approved.

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

- Distance — motor vehicle allowance will be paid on the difference, if any, between the total return distances travelled between the employee’s home and the location they have been asked to attend, compared to the total return distance between their home and their normal employment location (South Brisbane or regional hub).

Distances provided in a travel claim application 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 otherwise is provided by the employee.

- Payment rate — will be at the rate prescribed in *Directive 20/16 Motor Vehicle Allowances* under the heading ‘Employees who choose to use their private motor vehicles’ unless the employee can justify that use of their motor vehicle was the most appropriate means of travel (compared to other modes of transport, e.g. public transport, fleet vehicle or hire car).

Where an employee has approval 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 *Directive 20/16 Motor Vehicle Allowances* under the heading ‘Employees who choose to use their private motor vehicles’.

The total allowance paid is not to exceed the cost that would have been incurred through the approved means of travel.

See [Appendix 1](#) of this policy for a summary of entitlements that apply to each category of traveller.

Casual employees

A casual employee is defined as a person employed under s. 41 of the *Education (Queensland Curriculum and Assessment Authority) Act 2014*.

A casual employee:

- only requires pre-approval to use their own vehicle if they will be claiming motor vehicle allowance
- does not need to provide evidence of car insurance.

The QCAA will only pay motor vehicle allowance when all of the following apply:

- it is impractical to arrange other transport, e.g. due to remote location or physical disability
- the distance to be travelled is equal to or greater than the allowance threshold
- a travel booking application is completed and approved.

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

- motor vehicle allowance will be paid on the distance between the employee's home and the QCAA meeting venue, examination centre, or temporary accommodation.
- payment will be at the rate prescribed in Directive 20/16 *Motor Vehicle Allowances* under the heading 'Employees who choose to use their private motor vehicles'
- where an employee has approval 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, the total allowance paid is not to exceed the cost that would have been incurred through the approved means of travel.

See [Appendix 1](#) of this policy for a summary of entitlements that apply to each category of traveller.

Hire cars

Hire cars may be used for travel beyond Brisbane, if no fleet vehicles are available, or for the use of casuals.

Travellers can book a hire car by completing the car hire section of the travel booking application.

Travellers must ensure hire cars are returned with a full fuel tank. Fuel receipts should be retained to request reimbursement through a QCAA travel claim (employees).

Do not authorise any additional payments for excess insurance with any car hire company.

An FBT logbook will be required for any long-term car hire, e.g. more than one month (all queries should be directed to the Finance Unit by email finance@qcaa.qld.edu.au).

See [Appendix 1](#) of this policy for a summary of entitlements that apply to each category of traveller.

Meals

Employees may not charge meals to their accommodation. Meal allowances may be claimed for trips involving at least one QCAA-approved overnight stay. Casual employees may only claim meal allowances if an overnight stay has been approved.

Non-employees may charge meals to their accommodation up to the maximum limits for each meal, which will be provided in their travel confirmation email.

Taxis

For permanent and temporary **employees**:

- taxi vouchers (Cabcharge) are available from the employee's local administration officer — employees can contact the Procurement and Travel Officer for further details
- use of taxis is at the discretion of the financial delegate, e.g. supervisor.

For **casual** employees and **non-employees**:

- only journeys between home, airport and the QCAA event venue are eligible to claim
- taxi fares will be reimbursed through a travel claim.

See [Appendix 1](#) of this policy for a summary of entitlements that apply to each category of traveller.

Parking costs

Permanent and temporary employees

Costs of parking while undertaking official travel will be reimbursed through a travel claim, for example parking at either airport or hotel/accommodation.

Other parking costs e.g. at alternative work locations, will only be reimbursed if prior approval is given by either the Assistant Director, Operations and Finance or Director, Strategy, Planning and Corporate Support.

The following factors, among others that may be relevant, will be considered:

- An employee has a demonstrated business need to use his or her vehicle for official purposes and/or improved operational effectiveness for the QCAA can be demonstrated;
- An employee has a disability that makes public transport impractical;
- Where public transport is not reasonably available to an employee required to work beyond his or her normal hours of duty;
- Where an employee is required to regularly work extended hours of duty to effectively perform his or her official role;
- Where an employee would otherwise be subject to the risk of violence travelling to and from work.

Casual employees

Casual employees who travel a distance greater than or equal to 80 km from their home to the QCAA event venue are eligible for parking cost reimbursement. Parking at their accommodation, the airport, and the event location may be claimed.

See [Appendix 1](#) of this policy for a summary of entitlements that apply to each category of traveller.

Non-employees

Non-employees are also entitled to have parking costs at their accommodation, the airport, and the event location reimbursed.

Train, bus 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 Procurement Unit. Travellers should seek prior approval to travel using the travel booking application (comment field) and approval from a travel-approving officer. The traveller then should book and pay for this travel themselves. Once travel has been completed, reimbursement may be sought.

For casual employees, fares should be claimed through the travel claim application.

For non-employees, fares will be reimbursed through a travel claim form. Please see [Appendix 1](#) of this policy for further information.

For travel to Brisbane Airport, the Airtrain service should be used when possible. See Brisbane Airtrain, above, for more detail.

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.

Travel insurance

The QCAA does not provide travel insurance.

Travel assistance

Business hours contact

For travel assistance please contact the Procurement and Travel Officer. Phone (07) 3864 0493 during business hours (8:30am to 4:30pm), or email travel@qcaa.qld.edu.au.

Emergency after-hours contact

If you require travel assistance outside of business hours and you will be travelling before the next business day, please contact:

- for flights or car hire: Corporate Travel Management (CTM) Emergency — phone +61 7 3211 2400
- for accommodation: Lido — phone 1300 368 145 and press 2 for Lido.

More information

If you would like more information, email travel@qcaa.qld.edu.au or phone (07) 3864 0493.



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Appendix 1: Entitlements for each category of traveller

	Permanent and temporary staff ¹	Casual staff who meet travel threshold ²	Non-employees ³
Airfares	Y	Y	Y QCAA-arranged
Accommodation	Y	Y	N Eat at accommodation. QCAA invoiced by accommodation
Meal allowances	Y	Y	N
Overnight incidental allowance	Y	Y	N
Motor vehicle allowance	Y	Y	N
Vehicle hire	Y	Y	Y QCAA-arranged
Parking	Y	Y	Y Via invoice to QCAA
Fares	Y Corporate go card	Y	Y Via invoice to QCAA
Taxis	Y Taxi voucher	Y Return trip home–airport– accommodation	Y Via invoice to QCAA

Notes

- Permanent and temporary staff — QCAA staff employed under the *Public Service Act 2008*.
 - All travel entitlements and allowances are in accordance with relevant Queensland Government directives and policies.
- Casual staff — staff employed under s. 41 of the *Education (Queensland Curriculum and Assessment Authority) Act 2014*, e.g. QCAA assessor (NAPLAN marker, endorser, confirmer, external assessment writer, external assessment marker); syllabus writer; external assessment scrutiny panel member.
 - To be eligible for travel allowances/reimbursements, a casual employee must travel a distance greater than or equal to 80 km from their home to the QCAA event venue, determined using Google Maps.
 - Once notionally appointed, a casual employee may claim travel allowances even when working on a day where their school is reimbursed Teacher Relief Scheme (TRS) costs.
- Non-employees — teachers, academics, union/association representatives, consultants and contractors.
 - The QCAA may arrange flights and accommodation.
 - Reimbursement for parking, hire car refuelling, fares and taxi costs should be invoiced to the QCAA by the traveller's school, university, union or other organisation. Alternatively, travellers may complete a [travel cost reimbursement form](#) (available on QCAA website).
 - The QCAA will not pay any allowances, as these travellers are not employees of the QCAA.