

QCAA Travel policy — section 41 casual employees

Corporate and Records Management Unit

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Scope

This policy applies to section 41 casual employees. A casual employee is defined as a person employed under the [Education \(Queensland Curriculum and Assessment Authority\) Act 2014](#), section 41. All travel entitlements and allowances funded by the QCAA are in line with the relevant Queensland Government directives and policies.

- **Policies**

- [Air travel policy \(2013\)](#)
- [Use of government owned motor vehicles and parking of private vehicles on official premises policy \(2002\)](#).

- **Directives**

- [Domestic travelling and relieving expenses \(Directive 13/23\)](#)
- [Motor vehicle allowances \(Directive 20/16\)](#).

General accountabilities

Program Management Unit

The **Program Management Unit** is responsible for managing the travel for section 41 casual employees.

Section 41 casual employees

All section 41 casual employees travelling at the expense of the QCAA must comply with this policy.

Delegated travel-approving officers

Officers with a financial delegation may approve travel that is relevant to their business area and within their financial delegation. This includes the:

- Manager, Program Management Unit
- Principal Program Delivery Officer, Program Delivery
- Senior Program Delivery Officer, Program Delivery
- Program Delivery Officer, Program Delivery.

Requirements

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
- are undertaken at the most advantageous price and service level.

Personal travel arrangements

Delegated officers may approve personal travel arrangements incorporated into domestic travel bookings. All personal travel arrangements are to be paid for and organised by the traveller directly and should not incur additional cost to the QCAA.

Independent travel arrangements

The QCAA will **not** cover the cost of travel arrangements made independently by employees unless there are exceptional circumstances, and prior authorisation has been obtained from the Director, Corporate Services.

For further details, see [Additional considerations when planning travel](#).

Eligibility for QCAA-funded travel

Eligible conditions

A casual employee is eligible for travel reimbursement if they travel **80 km or more** from their home to the QCAA event venue.

Ineligible conditions

A casual employee who lives **less than 80 km** from the QCAA event venue will not be entitled to any reimbursements, allowances or claims.

This includes expenses for meals, accommodation, motor vehicles, parking, fuel, airfares, taxis, buses or trains.

Please note: Distances are calculated using Google Maps and the home address listed in Assessor Jobs.

Travel bookings and confirmations

All travel arrangements involving flights or accommodation must be booked and confirmed using the *Travel booking* form via the [QCAA Portal](#) Travel Bookings and Claims application (app). To secure the best available fares, it is essential to book travel as early as possible.

All travel arrangements are considered booked and confirmed only after receiving the approval of the delegated travel-approving officer.

Once approved, a confirmation email will be sent to the employee. The employee should carefully view their itinerary and booking information.

If any booking issues arise, the employee must report them via the [QCAA Portal](#) Travel Booking and Claims app.

Travel insurance

Queensland government employees travelling on official business are covered by Queensland Government's self-insurance policy for domestic travel.

However, if an employee adds private travel to an official government trip, that personal portion of travel will not be covered by government insurance. Travellers would need to arrange and pay for their own private travel insurance for the personal component of their itinerary.

Additional considerations when planning travel

- Personal excess baggage must be paid for by the traveller.
- Employees are allowed to travel with companions, such as family members or partners, if there are no additional costs incurred by the QCAA. Please provide this information when making your booking.

- Private travel may be combined with official travel; prior approval is required. This information must be provided at the time of booking and must include details of any private travel components in the travel request.
- Any expenses related to the private travel component, including for an accompanying traveller, must be met by the traveller. This includes additional costs for accommodation, car parking or airfares where they are more expensive than they would have been if travel was booked only for the traveller for the period required to attend to QCAA business.
- Hire cars are not provided to casual employees.

Accommodation

Hotels

Accommodation must be booked as early as possible to secure the best available room rate. Once the booking is completed, a confirmation email will be sent to the traveller.

All accommodation will be reserved for a single room, if available. The QCAA provides accommodation for all casual employees near the QCAA event venue site whenever possible based on the distance travelled by each casual employee and the length of the event they are attending.

Private accommodation

Casual employees wishing to stay in private accommodation (e.g., staying with friends/relatives or non-commercial lodging) must seek prior approval from a **delegated** travel-approving officer. Once approved, casual employees may claim an overnight allowance and meal allowances for breakfast and dinner.

Air travel

Class of travel

Travel should be booked as early as possible to secure the best available fare. The lowest cost fare at the time of booking will be tailored to meet business needs and traveller entitlements.

All casual employees undertaking official domestic air travel are to travel in the best value economy class fare. Best value is determined by considering fares and other relevant costs, such as accommodation and waiting time.

Casual employees are not expected to take longer routes than the most direct itineraries or to travel in circumstances where there are significant safety or security concerns to access lower fares. Where possible, return travel will be booked for the last day of the event.

Cancellations and changes

Casual employees must advise QCAA of any cancellations as soon as possible via email travel@qcaa.qld.edu.au.

Any changes must be approved by the relevant delegated travel-approving officer before they can be implemented. If an event is cancelled and a casual employee has already travelled to the destination where the event was to be held, the delegated travel-approving officer needs to consider whether the cost of sending them back straight away is more than the cost of the existing bookings (taking into account refund policies of the airlines and hotels in question and the meal allowances payable).

Casual employees must check flights booked for them carefully, as any changes may incur rebooking fees and new fare charges.

Casual employees requesting changes to confirmed flights for personal reasons will be invoiced for any extra charges incurred.

Car travel

Use of private vehicle

A private motor vehicle may be used for official purposes. An employee:

- can submit a claim only where they have prior approval to use their own vehicle before travelling
- 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.

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

- it is impractical to use public 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* form is completed and approved via the [QCAA Portal](#) Travel Bookings and Claims app. When calculating allowances for 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 under the [Education \(Queensland Curriculum and Assessment Authority\) Act 2014](#), section 41 remuneration rates for casual employees engaged by the Queensland Curriculum and Assessment Authority (QCAA)
 - where an employee has approval to travel by means other than their private motor vehicle (e.g. plane) 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.

Parking costs

Casual employees who travel a distance greater than or equal to 80 km from their home to the QCAA event venue are eligible for reimbursement of parking cost required for the event.

Parking required for the event at their accommodation, the airport, and the event location may be claimed.

Travel and claim expenses

Casual employees must retain receipts for expenses incurred for claiming actual expenses.

Casual employees cannot claim expenses related for the private travel component or expenses incurred by an accompanying traveller. All claims must be submitted in the current financial year in which the event/s they attended occurred.

1. Train, bus and ferry

- For travel to and from the Brisbane Airport, the Airtrain service must be used where possible (exceptions will be managed on a case-by-case basis).
- All fares can be claimed via the [QCAA Portal](#) Travel Bookings and Claims app.

2. Taxis

- Only journeys between home to the airport and/or from the airport to the QCAA event venue are eligible to be claimed.
- Taxi fares (supported by a receipt) will be reimbursed via the [QCAA Portal](#) Travel Bookings and Claims app.

3. Meals

- Meal allowances may be claimed for trips involving at least one QCAA-approved overnight stay. However, meal allowances cannot be claimed where meals are provided at QCAA training events.
- Employees must not charge meals to their accommodation.

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 employee.

Travel assistance

Business hours contact (8:30 am – 4:30 pm)

For travel assistance during business hours, please email travel@qcaa.qld.edu.au or phone (07) 3864 0493.

Emergency after hours contact

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

- for **flights or car hire**: Corporate Travel Management (CTM) After Hours — phone +61 07 3329 7400
- for **accommodation**: HRS — phone 1300 368 145 and press 2 for HRS.

Version history

Version #	Date	Comments	Content Manager #
1.0	28/08/2026	New policy (previously incorporated within QCAA Travel policy)	26/14787~02



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