

QCAA travel policy

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

- [Queensland Government Air Travel Policy July 2013](#)
- [Public Service Commission Directive - 9/11 Domestic Travelling and Relieving Expenses](#)
- [Public Service Commission Directive - 10/11 International Travelling, Relieving and Living Expenses](#)
- [Public Service Commission Directive -14/10 Motor Vehicle Allowances.](#)

General accountabilities

The Senior Corporate Services Officer (SCSO), Finance Unit, coordinates the effective and economic 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 the Queensland Government priorities
- benefit the business of the agency
- are undertaken only after exploring alternatives to travel
- do not duplicate activities of other agencies; and
- are undertaken at the most advantageous price and service level.

All persons 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 personally and should not incur additional cost to the QCAA.

Air travel policy

Airtrain

Travellers must use the 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 for exemption might 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.

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 all 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.

Class of travel

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

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

International air travel

All international travel requires the approval of the Minister for Education, Training and Employment. An application form must be submitted to the Chief Executive Officer for endorsement.

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

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

Lounge club memberships

Only the Chief Executive Officer 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 Chief Executive Officer. 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 making use of lounge club facilities.

Frequent flyer points

Frequent flyer points accrued while travelling for QCAA are available for use at the traveller's own discretion i.e. may be used for personal use. Travel booking officers will not quote frequent flyer numbers when booking flights to ensure officers are not favouring one airline over another based on a traveller's membership.

Accommodation

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 accommodation costs, wherever possible, do not exceed Queensland government accommodation allowance rates as outlined in the [Public Service Commission Directive - 9/11 Domestic Travelling and Relieving Expenses](#).

QCAA will fund twin share accommodation only for Panellist and Markers. If a single room is requested, the traveller will be required to pay the additional costs.

All group bookings should be discussed with the SCSO, Finance Unit as soon as possible to ensure that bookings can be accommodated in one accommodation provider.

Private accommodation

Travellers staying privately are entitled to claim an overnight allowance and meal allowances for breakfast and dinner. Please complete a travel claim form.

Vehicle hire and use of private motor vehicle

If the traveller is a QCAA head office staff member, fleet vehicles (if available) should be used in the first instance for travel. Where travel on official business is more than 150 km (return trip) for a one-day trip or more than 300 km (return trip) for a two-day meeting, hire cars are to be used.

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

- when public transport is unsuitable or inconvenient
- when the distance is less than 150 km for a one-day meeting
- when the distance is greater than 150 km for a one-day meeting — only if the arrangement of a hire car is impractical due to the remoteness of the location, physical disabilities, etc.
- a fleet vehicle is unavailable (for head office staff only).
- travel booking form is completed and approved.

Pre-approval for use of private vehicle

A traveller must have pre-approval to use their private motor vehicle for QCAA related travel. Please complete a travel booking form for 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. 14/10 September 2010](#).

Once travel has been completed please complete a travel claim form and lodge it with the Finance Unit.

Kilometric allowance information

Kilometric 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 as follows:

- for non-casual employees the person's normal employment location (e.g. South Brisbane or district office location)
- for district and state panel chairs and panel members — the person's normal school location
- for persons involved in external examinations (chief examiners, assistant examiners, assessors and markers) — the person's residential address
- for members of QCAA committees — the person's usual school or work location
- for QCS Test markers — the marking venue (as the marking venue is the base location, kilometric allowance is not payable to persons who travel daily to the marking operation. Kilometric allowance is only payable for QCS Test markers who are eligible for overnight accommodation and where use of private motor vehicle has been approved as their means of travel from their home to their accommodation)
- for QCS Test chief community representatives (CCRs) — the person's nominated school (CCRs may be requested to serve at a test centre adjacent to their nominated school).

Unless otherwise stated in this policy, payment will be at the rate prescribed in the [Public Service Commission Motor Vehicle Allowances Directive No. 14/10 September 2010](#).

A person eligible to claim kilometric allowance, but who elects to travel by means other than their own vehicle (e.g. public transport), can claim for the actual travel cost incurred up to a maximum equal to the cost that would have been incurred through payment of kilometric allowance.

Where a person meets the criteria for accommodation for one or more nights and use of their private motor vehicle is the approved means of travel, kilometric allowance will be paid for one return journey.

Where such a person elects to travel to and from their home on each day of a QCAA activity that runs for more than one day, the person is only eligible for kilometric allowance for one return journey. Such persons are to be advised that overnight accommodation was offered on the basis that the QCAA considered it to be unreasonable and potentially unsafe for a person to travel that distance on a daily basis, and any decision to do so is a personal decision that will not be supported by the payment of kilometric allowance for additional travel undertaken.

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 [Public Service Commission Motor Vehicle Allowances Directive No. 14/10 September 2010](#) 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.

Where a person would be eligible to travel by means other than their private motor vehicle, but travel by the approved means is not logistically possible, approval can be given to travel by use of their private motor vehicle. In these instances, payment of kilometric allowance will be at the usual rate prescribed in the [Public Service Commission Motor Vehicle Allowances Directive No. 14/10 September 2010](#) under the heading "Employee performing official duties".

Unless specifically approved by the relevant Director, claims for payment of kilometric allowance or other travel costs incurred under the provisions of this policy must be submitted within 12 months of the travel.

Hire Cars

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

Travellers can claim for petrol purchases when using hire cars by attaching receipts to the travel claim form. Please ensure hire cars are returned with a full tank. Note that petrol costs will not be refunded if travellers use their own vehicles as the kilometric allowance covers these costs.

Taxis voucher

Taxi vouchers are available via your local administration officer. Please contact the SCSO, Finance Unit for details.

Parking costs

Once travel has been completed please complete a travel claim form and lodge with the Finance Unit to redeem parking costs.

Buses and Trains

Long distance buses and trains

Long-distance travel via train or bus can be arranged using the travel booking form and through the travel booking officer, Finance Unit. Please add this information into the comment box on the booking form.

Local trains, buses and ferry

A 'Go card' is available via level 7 Reception at 154 Melbourne Street, South Brisbane.

Fares and meals and other

Travel expenses including meals, rail, taxi, ferry and bus fares and toll charges that have not been prepaid by the QCAA can be claimed by attaching receipts to the travel claim form. Official telephone calls can also be claimed.

If you do not have a receipt you must supply a detailed list of expenses. A statutory declaration will be required if the refund being claimed is greater than \$50 and no receipt is available.

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

More information

If you would like more information, please visit the QCAA website www.qcaa.qld.edu.au and search for 'Travel'. Alternatively, phone 07 3864 0493 or email the Finance unit at travel@qcaa.qld.edu.au.