Senior secondary

Travel arrangements for the meeting of State review panel chairs in May

Purpose
To provide information about travel arrangements for the one-day meeting of state review panel chairs at the Christie Conference Centre, Level 1, 320 Adelaide Street, Brisbane, on Friday 10 May 2013. Registration commences at 8.30 am.

Background
At this meeting, State review panel chairs work with officers of the Queensland Studies Authority to develop strategies to support State review panellists and district review panel chairs, including the agenda for the moderation meetings in July.

Travel arrangements
The QSA will arrange air travel, car hire and accommodation, if you qualify. Complete the enclosed travel booking form and send it to the Administration Officer, Quality Assurance Unit, PO Box 307, Spring Hill Queensland 4004 by Friday 19 April 2013.

Own vehicle travel
We will authorise you to use your own vehicle and pay a kilometric allowance if you follow these government directives:

- Complete and return a Form T12 — Request for use of own vehicle.
- Ensure your vehicle is covered by either comprehensive motor vehicle insurance or third party property damage insurance.
- Provide evidence that your insurance policy indemnifies the Queensland Government against certain liabilities at law. This is a standard endorsement and is available on request from all insurance companies. This evidence should be attached to the completed Form T12.

Attachments
- Attendance form
- Travel booking form
- Form T12 — Request for use of own vehicle.
What you need to do
Inform relevant staff members to complete the forms and return to the Queensland Studies Authority.

More information
Please email the Quality Assurance Unit at qau@qsa.qld.edu.au or phone 3864 0375.

Paul Herschell
Deputy Director
Curriculum Services Division
Attendance form
State review panel chairs meeting — 10 May 2013

Preferred name ___________________________ Surname ___________________________ Title ___________________________

School name ___________________________

Work phone ___________________________ Work fax ___________________________ Home phone ___________________________

Work email ___________________________ Home email ___________________________

Subject ___________________________ Panel code ___________________________

Travel
I will be travelling to the meeting by (please □)

□ Airline □ Own car □ Hire car □ Public transport

Accommodation
Accommodation will be provided by the QSA.

I will □ I will not □ require accommodation to be arranged by the Office of the Authority.

I have □ I have not □ completed and returned the Travel Booking Form and/or Form T12.

(Signature) ……………………………………………………………………………… (Date) ……………………………

Please return the Attendance form and travel forms to the Administration Officer, Quality Assurance Unit, by fax (07) 3221 2553, or email qau@qsa.qld.edu.au, by FRIDAY 19 APRIL 2013.
Travel booking form

Before filling in this form please read the guidelines on pages 3–4. Submit this form at least ten working days before travel.

Non-QSA staff
Please complete this form using BLOCK LETTERS, then return to your QSA contact.

QSA contact name Administration Officer,
Quality Assurance Unit
Phone 3864 0375 Fax 3221 2553 Email qau@qsa.qld.edu.au

QSA staff
Please complete this form using BLOCK LETTERS, then return to Travel and Procurement by fax 07 3221 2553; or email Travel_Procurement@qsa.qld.edu.au.
For more information, please contact the Travel and Procurement Unit, phone 07 3864 0493.

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<thead>
<tr>
<th>CONTACT DETAILS FOR PERSON TRAVELLING</th>
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<tbody>
<tr>
<td><strong>Please note</strong>: The name entered below should match driver’s licence or other form of identification.</td>
</tr>
<tr>
<td><strong>Title</strong></td>
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<tr>
<td><strong>Given name</strong></td>
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<td><strong>School/organisation</strong></td>
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<td><strong>Work phone</strong></td>
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<th>REASON FOR TRAVELLING</th>
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<tr>
<td><strong>Reason/Meeting name</strong></td>
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Travel requirements

All travel arrangements must be made by the QSA Travel Officer.

☐ I will be arriving before the start date and/or staying past the completion date for personal reasons — please provide details in the Other comments field on the next page.

☐ I will be travelling with someone else — please provide details in the Other comments field on the next page.

**Air travel required**

<table>
<thead>
<tr>
<th>Date //</th>
<th>From</th>
<th>To</th>
<th>Airline</th>
<th>Flight</th>
<th>Depart</th>
<th>Arrive</th>
</tr>
</thead>
</table>

**Note:** Electronic tickets to be collected from airport of departure. Please choose flights carefully, as any changes incur a rebooking fee and new fare of equal or higher value.

This information is collected so that the legislated functions of the QSA concerning travel can be carried out. Personal information is not disclosed to anyone other than relevant QSA staff unless required or authorised by law, permitted under the Information Privacy Act 2009, or so that the legislated function can be completed.
### Car hire required

<table>
<thead>
<tr>
<th>Collect from</th>
<th>Location / car company</th>
<th>Date //</th>
<th>Time (24-hr clock)</th>
<th>Return to</th>
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### Accommodation required

**Indicate preference:**  
- Share
- Single*

* **Non-QSA staff:** The QSA will fund twin share accommodation only. If you request a single room, you will be required to pay the additional costs for a single room (Usually ½ the accommodation costs).

If staying in private accommodation at any stage, state dates: __________ to __________

<table>
<thead>
<tr>
<th>Hotel name</th>
<th>In date //</th>
<th>Approx time</th>
<th>Out date //</th>
<th>No. Nights</th>
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</table>

☐ Accommodation required closest to venue?  
Venue address:

☐ Is the QSA required to pay for parking at the hotel?

### Other comments

### Approvals

**HOLDER OF FINANCIAL DELEGATION USE ONLY**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Cost centre:</th>
<th>Date:</th>
<th>Position:</th>
<th>Signature</th>
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</table>

☐ Approval for QSA to pay all meal allowances for **non-QSA staff only**

☐ Exemption approval for QSA to pay full single accommodation cost **for non-QSA staff**.

(Please note it is QSA policy for non-QSA staff to twin-share accommodation if possible).

The traveller will receive a copy of their Travel booking confirmation, please nominate a QSA staff member to receive a 2nd copy of the travel confirmation if required: Brigid Deisel

### TRAVEL OFFICER USE ONLY

<table>
<thead>
<tr>
<th>Travel officer</th>
<th>Date</th>
<th>Confirmation emailed</th>
<th>cc: QSA contact</th>
<th>Hotel notified</th>
<th>Parking arranged</th>
</tr>
</thead>
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QSA Travel booking form | Page 2 of 4
Travel guidelines

*Travel booking* form must be completed at least 10 working days before travel. The travel officer will make the arrangements and email a confirmation.

**Flights**

Complete the Air travel section on the *Travel booking* form and send it to the meeting/conference coordinator or your QSA Supervisor at least 10 working days before travel:

- Give careful consideration to the request — changes to flights may not be possible, a financial penalty may also be incurred by the traveller.

In accordance with the whole-of-Government Air Travel Policy, the QSA will now commence making travel bookings at “best value fare” rate. As defined in the policy “best value fare” 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 costs such as accommodation and waiting time.

To ensure “best value fare” rate is applied, the Procurement and Travel Unit will check nominated flight details on all travel booking forms against Qantas, Virgin and Jetstar and will source the least expensive flight that still meets the traveller’s needs. Please note that all bookings will be made to include checked-in baggage.

*Note:* QSA is unable to quote your Flight Deck, Golden Wing or Frequent Flyer numbers to the airline.

**To change flights:** 48 hours notification is required, all changes incur a rebooking fee and in some cases an additional upgrade cost as well.

**To cancel flights:** 48 hours notification is required, only the person travelling to the same destination within 12 months can use the available credit for their next flight.

**Car hire**

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 must be used.

Complete the car hire section of the Travel Booking Form and send it to the QSA at least 10 working days before travel.

The use of hire cars is the QSA’s preferred method. We will pay a motor vehicle allowance for using a private vehicle only if:

- public transport is unsuitable or inconvenient, or
- the distance is less than 150 km for a one-day meeting, or
- the distance is greater than 150 km for a one-day meeting, and the arrangement of a hire car is impracticable due to the remoteness of the location, physical disabilities etc.

**To change booking:** 24 hours notification required.

**To cancel booking:** 48 hours notification required.

**Damage to vehicle:** Report to the QSA and to the hire car company any damage to the vehicle while it is in your possession.

**Private use:** If you are eligible to use your own vehicle, complete a *Request for use of own vehicle* form and ensure that the QSA manager or supervisor authorises it in advance. You will also need to complete and submit a *Travel claim* once you have completed your trip.
Accommodation

The Procurement and Travel Unit will also be checking accommodation requests to ensure that, wherever possible, costs do not exceed Queensland Government accommodation allowance rates as outlined in Domestic Travelling and Relieving Expenses Directive. Please also note that it is QSA policy that all non-QSA staff travelling on behalf of the QSA are to share rooms where possible to reduce costs.

Delegates being accommodated at the QSA’s expense are entitled to charge breakfast and dinner at their motel/hotel. A traveller wishing to dine elsewhere is entitled to an allowance for dinner (receipt required). Any expenses incurred in excess of the allowances will remain the responsibility of the traveller, and must be paid for at the time of departure. Non-metropolitan delegates staying privately are entitled to claim an overnight allowance, and meal allowances for breakfast and dinner.

The rates will be according to QSA travel guidelines.

To change booking: 24 hours notification required.

To cancel booking: 24 hours notification required.

Fares (bus, train, taxi)

Bus, train and taxi fares will be reimbursed upon production of receipts. Bus and/or rail travel should be used if convenient for meeting times, e.g. Toowoomba, Gold Coast and Sunshine Coast bus/train services operate regularly to Brisbane.

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 must be approved by the delegated travel approving officer and based on evidence that use of the Airtrain service is/was impracticable. 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.

For more detailed information, please read the QSA’s Travel Policy and Guidelines.
# T12 — Request for use of own vehicle

For travel from 1 September 2010

This is not a claim form. Please complete a claim form if you wish to be paid for using your own vehicle.

Please complete and return with appropriate documentation before your dates of travel. See contact details below.

## Personal details

<table>
<thead>
<tr>
<th>Title:</th>
<th>Last name:</th>
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</thead>
<tbody>
<tr>
<td>Given name(s):</td>
<td>Preferred name:</td>
</tr>
<tr>
<td>School:</td>
<td></td>
</tr>
<tr>
<td>Panel:</td>
<td></td>
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</tbody>
</table>

### Claimant’s certification

I hereby apply for approval to use my private vehicle for official purposes, and I undertake to maintain insurance cover for the full period of this approval. Evidence is attached to show that the vehicle is covered either by a comprehensive motor vehicle insurance policy or a third party property damage insurance policy, and that the policy is endorsed to indemnify the QSA against certain liabilities at law — as per Directive No. 14/10 September 2010 (PDF 48kB) and Travel Policy and Guidelines.

Please note the QSA will refund endorsement fees as necessary.

<table>
<thead>
<tr>
<th>Insurance company:</th>
<th>Insurance expiry date: / /</th>
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<td>Signature:</td>
<td>Date: / /</td>
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## Meeting details

<table>
<thead>
<tr>
<th>Meeting name:</th>
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<tr>
<td>Date(s) of meeting: / /</td>
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### Reason for use of own vehicle:

(If travelling more than 150 km)

## Travel details

### Type of vehicle:

- **Automobiles:**
  - 1600cc and less (63.0 cents/km*)
  - 1601cc to 2600cc (74.0 cents/km*)
  - 2601cc and over (75.0 cents/km*)

- **Motor cycles:**
  - 250cc and under (25.2 cents/km*)
  - Over 250cc (30.0 cents per/km*)

If claimants choose to use their own vehicle where QSA has approved other means of travel an allowance is paid at 37.5 cents/km for automobiles or 15 cents/km for motorcycles.

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<thead>
<tr>
<th>From:</th>
<th>To:</th>
<th>Return (km):</th>
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</thead>
<tbody>
<tr>
<td>(Home)</td>
<td>(Normal work location)</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>From:</th>
<th>To:</th>
<th>Return (km):</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Home)</td>
<td>(Meeting location)</td>
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</table>

### Difference (km):

<table>
<thead>
<tr>
<th>QSA meeting coordinator use:</th>
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</thead>
<tbody>
<tr>
<td>Certificate of Currency attached</td>
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</table>

**Authorised by:**

| (Name) | Signature: | Date: / / |

**Motor vehicle allowance:**

- Full
- 37.5 cents/km
- 15.0 cents/km

Please fax this T12 form to the appropriate QSA office: Head Office (07) 3221 2553; Brisbane Central (07) 3397 2955; Brisbane East (07) 3343 8878; Brisbane Ipswich (07) 3202 3347; Brisbane North (07) 3855 1673; Brisbane South (07) 3208 2633; Cairns (07) 4051 3390; Gold Coast (07) 5591 4461; Mackay (07) 4953 0988; Rockhampton (07) 4922 6574; Sunshine Coast (07) 5493 9451; Toowoomba (07) 4638 5390; Townsville (07) 4728 8486; Wide Bay (07) 4121 6811.

The information you provide on this form will be used in administering and managing human resources as part of legislative functions described in Public Service Act 2008 (s.54 and c.5) and the Education (Queensland Studies Authority) Act 2002 (s.69A). Your personal information will be accessed by authorised QSA staff, and handled in accordance with the Information Privacy Act 2009. Certain types of personal information will be disclosed to the government auditors where legally required. I Form no: FIN041-09.
QSA policy for use of own vehicle

It is QSA policy that if you are travelling more than 150 km (return trip) per day, or 300 km for a meeting of two or more days, we will hire a car for you. The use of hire cars is the QSA’s preferred method and we will pay a motor vehicle allowance for using a private vehicle only:

- when public transport is unsuitable or inconvenient, or
- when the distance is less than 150 km for a one-day meeting, or
- when the distance is greater than 150 km for a one-day meeting, only if the arrangement of a hire car is impracticable because of the remoteness of the location, physical disabilities etc.

You must obtain prior authority to use your own car, which is obtained by completing this form and having it authorised by your manager, supervisor or appropriate officer authorising travel.

You will need to attach the following documentary evidence to this form before authorisation is given for you to use your private motor vehicle:

- A copy of either a comprehensive motor vehicle insurance or third party property damage insurance policy for the vehicle, which carries an endorsement to indemnify the Queensland Government against certain liabilities at law. This is a standard endorsement and is available on request from all insurance companies. AAMI, NRMA and Suncorp policies automatically include cover for employers. The RACQ recommend having their policies endorsed to cover employers. If your insurance is with any other insurance company, you will need to contact them to determine their requirements to cover employers.

Note that insurance companies will NOT discuss individual’s insurance arrangements with QSA staff. It is the responsibility of the insured party to request a ‘Certificate of Currency’ be sent to QSA to support any request to use a ‘private’ vehicle. If a cost is involved QSA will refund this cost.

You will NOT be paid a motor vehicle allowance unless this documentary evidence is provided.

Summary of QSA motor vehicle allowance policy

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” under QSA policy is as follows:

- for QSA employees engaged under the Public Service Act 2008 — the person’s normal employment location (i.e. Brisbane City 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 QSA committees — the person’s usual school or work location
- for QCS Test Markers — the marking venue. (As the marking venue is the base location, motor vehicle allowance is not payable to persons who travel daily to the marking operation. Motor vehicle 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.)

All motor vehicle allowances paid will be in accordance with the rates prescribed in the current Motor Vehicle Allowances (PDF 78KB) directive issued by the Attorney-General and Minister for Industrial Relations.

A person eligible to claim motor vehicle 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 of the cost that would have been incurred through payment of motor vehicle allowance. Payment will be at the rate prescribed in the Motor Vehicle Allowances directive under the heading “Employees who choose to use their private motor vehicle”.

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, motor vehicle allowance will be paid for one return journey. Where a person elects to travel to and from their home on each day of a QSA activity that is greater than one day, the person is only eligible for motor vehicle allowance for one return journey.

Where a person is initially approved to travel by means other than their private motor vehicle (e.g. plane, hire car etc.), but prefers and is subsequently approved to travel by private motor vehicle, the total allowance paid is not to exceed the cost that would have been incurred through the approved means of travel.

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