



**Department of
Education and Training**

OFFICIAL AIR TRAVEL

EFFECTIVE: 29 MAY 2008

VERSION: 1.1 FINAL

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1 POLICY STATEMENT

All Department of Education and Training (the Department) officers travelling on official international and domestic air travel must exercise the strictest economy and accountability and ensure that such expenditure realises tangible benefits for the Department and the State.

2 BACKGROUND

When approving an officer for domestic or international air travel, the authorising officers must be mindful of the Premier's guidelines on air travel.

Changes to Government policy stipulate that all Departments and Agencies are required to:

- make every effort to reduce the cost of travel and the number of officers travelling interstate or overseas on official business;
- ensure that travel and travel expenditure is properly controlled and accounted for, including adequate public disclosure of the full cost of travel undertaken by Government officers;
- arrange to take advantage of the most economical travel arrangements possible and apply the principle of "Best Fare of the Day"; and
- ensure that Western Australia's interests, particularly in relation to attracting convention business and trade opportunities, are promoted when Government officers travel interstate or overseas.

3 SCOPE

This policy applies to all officers of the Department who are travelling by air.

This policy does not apply to annual air travel entitlements, travel by cars (use of a department, school or private vehicle for official business), buses or trains.

4 RELEVANT LEGISLATION OR AUTHORITY

Financial Management Act 2006

Premier's Circular 2007/01: Guidelines for Official Air Travel by Government Officers

School Education Act 1999

State Supply Commission Buy Local

4.1 RELATED DET POLICIES

Domestic Travelling Allowance

Duty of Care for Students

Excursions: Off School Site Activities

International Travelling Allowance

Occupational Safety and Health

Purchasing Card Procedures

Risk Management within the Education and Training Portfolio

*Staff Conduct***5 DEFINITIONS****5.1 BEST FARE OF THE DAY**

The lowest fare at the time of booking and for which a seat is available, that meets the business requirements of the traveller.

5.2 DOMESTIC TRAVEL

Travel within the state and travel between states.

5.3 OFFICERS

- employees of the Department;
- school teaching and non-teaching staff; and
- other persons, such as committee and board members, persons seconded to the Department, contractors and consultants engaged by the Department.

5.4 PRIVATELY FUNDED TRAVEL

For the purpose of air travel booking, a privately funded travel means the cost of travel is fully paid for by the traveller and or funded through external (non-government) sources such as parents for school excursions.

6 PROCEDURES**6.1 APPLICATION AND APPROVAL**

- No overseas air travel is to be undertaken by Government officers unless it is demonstrated that such a function could not be undertaken by existing Western Australian Government overseas offices.
- Attendance at interstate and overseas conferences and courses is not to be approved unless it is essential to the efficient performance of an officer's functions and required to meet the agency's outcomes. Teleconferencing and other advances in communications must be considered where cost effective as an alternative to interstate or overseas air travel.
- All official air travel must be approved by the appropriate authorising officers, as stipulated in Appendix A.
- A Travel Application Form (see Appendix B) must be submitted to the authorising officers for approval in the following timeline:
 - domestic travel – a minimum of three weeks before the proposed date of departure; and
 - international travel – a minimum of six weeks before the proposed date of departure.

Guidelines

In instances where the timeline cannot be met, reasons should be provided to justify a shorter timeline for approval.

For approval purposes, travel to and from Australian Territories such as Christmas Island and the Cocos (Keeling) Islands is considered as intrastate travel. However, booking arrangements should be made in accordance with the procedures for international travel, as travel to these territories is considered as international travel by the travel industry.

Travel from Perth or a regional town to the remote areas of Western Australia via Uluru / Yulara is treated as intrastate travel if the travel does not involve an overnight stay in the Northern Territory. If an overnight stay is required, the application is treated as interstate travel.

For approval purposes, school excursions that involve interstate travel but do not involve an overnight stay, are considered as intrastate travel.

- For international travel with an element of commercial and business development the Travel Application Form must be submitted directly to the Business Development Manager, Education and Training International (ETI), for processing.

Guidelines

International travel which has no commercial or business development focus such as professional development, research, school excursions, conferences etc. does not need to be forwarded to ETI.

- When approved travel arrangements are amended, such as names and destinations, further approval must be sought from the original approving authority.
- A copy of the approved Travel Application Form must be forwarded to the Assistant Reporting Officer (Travel), Financial Services and Support.

6.1.1 TRAVEL APPLICATION FORM

Upon approval, the original Travel Application Form is returned to the applicant who must forward it to the Travel Booking Officer for processing.

The Travel Booking Officer must:

- ensure that the Travel Application Form is complete and all the relevant signatures have been obtained before making a booking or confirming a tentative booking;
- forward a copy of the approved Travel Application Form (regardless of whether the travel is funded by the Department) to the Assistant Reporting Officer (Travel), Financial Services and Support; and
- file the original Travel Application Form.

6.2 BOOKING AIR TRAVEL

- Except for the Director General and other authorised officers, all travel must be economy class using the best fare of the day.
- Where an officer is required to travel with the Director General, that officer is allowed to travel with the Director General in business class.
- Unused flight credits are public funds and must be utilised for official travel where possible. The Travel Booking Officer must ensure that all available flight credits are used when booking a flight.
- Bookings for domestic travel must be made with CWT, except those regional areas where the State Supply Commission's Buy Local Policy applies or where it is privately funded travel (see 5.4 above for definition).

- For privately funded travel, at least two quotes must be sought from any travel agents for the best fare.

Guidelines

School teachers accompanying students on an excursion can also book their travel with the same agent even if the cost of the travel for the teachers is not privately funded.

Where domestic travel is partially subsidised by government funds (e.g a school grant) to a value of up to \$149 999, exemption from the use of the common use contract may be obtained from the Client Procurement Services.

- When choosing the best fare of the day, bear in mind that a discount airfare might not be the most economical airfare available. Check each booking individually, bearing in mind the conditions of the fare and the needs of the traveller (e.g. flexibility).

6.2.1 DOMESTIC AIR TRAVEL BOOKINGS WITH CWT

- Where possible, travel bookings must be made on-line via the internet to obtain savings in charges and fares.
- CWT Booking Number
 - All Travel Booking Officers must be registered with CWT to obtain a Booking Number (see Appendix C). When booking with CWT, the Booking Officer must quote the CWT DET Number.

Guidelines

To apply for a new CWT Booking Number or if the Travel Booking Officer has forgotten the DET Number, contact the Assistant Reporting Officer (Travel).

- Tentative bookings
 - A tentative booking is an unpaid booking. The Travel Booking Officer can make a tentative booking prior to approval. However, CWT must be contacted before the payment deadline otherwise the booking may be automatically cancelled by the airline.
 - The credit card number can be quoted at the time of making a tentative booking, and CWT must be advised not to issue the tickets unless it has been authorised by the Travel Booking Officer. However, it is recommended that the credit card number be withheld until the Travel Application Form has been duly approved by all relevant authorising officers.
- Booking confirmation and payment
 - The authority for CWT to issue the tickets is at the confirmation of the booking by the Travel Booking Officer.
 - The Travel Booking Officer is responsible for confirming bookings and authorising the issuing of tickets by advising CWT of the credit card number to be charged, if it has not been previously quoted.
 - As soon as a booking is confirmed, CWT will charge the cost of the airline ticket to the credit card. The Travel Booking Officer is responsible for ensuring that the amount charged is correct.
 - All Department cost centre bookings with CWT must be paid by National Australia Bank (NAB) Visa credit cards. For schools, a tax invoice can be issued by CWT if a NAB Visa credit card is not available.

6.2.2 INTERNATIONAL AIR TRAVEL BOOKINGS

- A common use agreement is available for international travel bookings. However, it is not mandatory to use this contract for international travel bookings. Other travel agents may be used in accordance with the State Supply Commission procurement policy.
- In conjunction with the traveller, the Travel Booking Officer is responsible for organising the payment and issuing/collection of tickets with the travel agent.

6.3 OVERSEAS TRAVEL SAFETY AND SECURITY

6.3.1 BRIEFINGS

- A briefing must be held within a fortnight of the proposed travel either by the business unit manager, Education and Training International (ETI), excursion organiser or any other third party. A check list (see Appendix D) must be completed for retention by the business unit manager.
- Present at the briefing will be the officer travelling, the business unit manager and where possible a staff member who has previously travelled to the country in question.

6.3.2 EMERGENCY CONTACTS

- The business unit manager must ensure that all travellers obtain and provide:
 - details for all general and emergency contacts in-country (see Appendix E); and
 - contact details for other staff members and clients in-country (see Appendix E).

Guidelines

Travellers should familiarise themselves with details of contacts for Australians needing help overseas including embassy and/or consulate details, and the Department of Foreign Affairs and Trade (DFAT), Austrade or WA Trade Office details.

- Officers must not travel on official business to countries or areas where DFAT advises a Level 5 warning of "Do Not Travel".

Guidelines

Employees should take note of any ongoing threats of terrorist activities, including bombings, hijackings, kidnappings, suicide operations, drive-by shootings, etc.

Violent and petty crime is common in many countries, and employees should exercise caution and use guide-books for advice on areas to avoid.

DFAT travel advice regarding the specific country should be consulted prior to departure at: <http://www.smartraveller.gov.au/index.html>. Things to look for include:

- *safety and security;*
- *local laws;*
- *entry and exit requirements;*
- *health issues; and*
- *where to get help.*

DFAT categorises countries, and where appropriate specific areas of countries in five stages:

- *be alert to own security;*
- *exercise caution;*
- *high degree of caution;*

- *reconsider your need to travel; and*
- *do not travel.*

6.3.3 LODGING TRAVEL PLANS WITH DFAT

The detailed travel plan must include flights and hotel contact details. Where possible, details of transport to and from residence and place of work must be included.

Guidelines

Accommodation choices in-country should be with other locally-based project colleagues or friends, or at recommended hotels in the main business districts.

Accommodation standards in developing countries may at times be less than expected in a more economically developed country. The traveller should be aware of the conditions that might be expected in-country during the briefing.

It is highly recommended that the traveller lodge their details with DFAT, to assist DFAT in finding and evacuating the traveller in the event of a natural disaster or civil unrest.

DFAT Smart-Traveller encourages Australian travellers to lodge travel plans with DFAT through the Smart-Traveller Online Registration website at :- <https://www.orao.dfat.gov.au/orao/weborao.nsf/homepage?Openpage>.

6.3.4 STAYING IN TOUCH

All officers travelling overseas are required to:

- keep in contact with the business unit manager if working in a country on their own, without local Department support; and
- leave details of emergency next of kin contacts in Australia with the business unit manager. Such information will not be accessed unless and until there is a situation requiring medical care and/or evacuation (see Appendix F).

6.3.5 EVACUATION PLAN

- On arrival, officers travelling overseas are required to:
 - ensure that they are familiar with the evacuation plans for any buildings in which they are working or staying. In the event that there is no official evacuation plan, travellers are to discuss an appropriate evacuation route with the building management, or not work/stay in the building.
- In the case of an emergency that may involve a natural disaster, terrorist attack or civil disturbance:
 - officers travelling overseas are required to, either personally or through their local management team:
 - attempt to contact DFAT (the nearest embassy, high commission or consulate), the Department and their emergency contacts in Australia; and
 - telephone the International SOS emergency phone number on the reverse of the card and seek instructions on what they should do to ensure their safety.
 - project managers or tour coordinators are required to:
 - obtain a phased evacuation plan prepared by the local management team if working in the country as part of a project team;

- prepare an up-to-date staff call-out tree if work is undertaken in the country as part of a project team;
 - monitor events closely through the media or local contacts and, where possible, verify and corroborate reports via different sources; and
 - keep the Department management informed, if possible.
- The business unit manager responsible for the travelling officer is required to:
 - keep the Director General informed of any evacuation incidents and escalating advice immediately if the situation is known.

Guidelines

In instances where the situation deteriorates slowly enough for DFAT to advise the Department of the evacuation, the traveller will be evacuated via regularly scheduled flights. In cases where it is not able to do this, Australian consular assistance will become necessary.

6.4 AIR CHARTER SERVICES

- Use of air charter services is prohibited unless in exceptional circumstances such as in emergency, or where normal commercial scheduled air services are not available, or where other means of transport are not practical, economical or safe.
- Use of air charter services must comply with the procurement policy, and air travel approval and declaration procedures.
- Except in an emergency or on humanitarian reasons, only employees approved to travel are allowed to travel on any pre-arranged charter service. Where appropriate, arrangements can be made with other government agencies or private organisations to share a charter service.
- All persons travelling on a charter flight must be registered on a passenger manifest.

Guidelines

The charter service company should provide a passenger manifest with their invoice when it is sent for payment.

6.5 TRAVEL REPORTING DECLARATIONS

On completion of an interstate or international air travel, the officer must complete and submit a Travel Reporting Declaration Form (see Appendix G) to the Assistant Reporting Officer (Travel), Financial Service and Support, immediately when the costs are finalised.

Guidelines

Costs to be listed in the form include airfares, accommodation, meals, taxi fares, car hire, and conference registration fees incurred through the Department. The source of funding is also to be declared. Privately funded travel must return a zero value showing the source of funding e.g. name of organisation, fully self-funded, fully parent funded etc. For guidance on funding codes see Appendix H.

6.6 TRAVEL INSURANCE

Insurance cover is automatically provided for all employees travelling on approved official business for the Department, irrespective of the source of funds. The following items are available from the Assistant Reporting Officer (Travel):

- an International SOS card;
- instructions on how and when to use it; and

- a covering letter and RiskCover attachment.

The traveller must:

- decide if the cover is sufficient or whether they will need to make their own arrangements for additional cover;
- notify the Department of any known pre-existing health conditions; and
- return the SOS card to the Assistant Reporting Officer (Travel) upon completion of travel.

Guidelines

Further information regarding insurance cover can be obtained from <http://www.icwa.wa.gov.au/rc/forms/rctraveldocsumm.pdf>.

Further information regarding the services provided by International SOS can be obtained from <http://www.internationalsos.com>

Insurance arrangements for students travelling on excursions are outlined in the Department's Excursions: Off School Site Activities policy.

For information about ongoing health conditions that may require attention while overseas, refer to [smartraveller.gov.au](http://www.smartraveller.gov.au) or <http://www.smartraveller.gov.au/tips/travelwell.html>

6.7 MISCELLANEOUS

6.7.1 INTERNATIONAL DRIVING PERMIT

It is the traveller's responsibility to ensure that they have applied for and obtained an International Driving Permit in advance of travel if one is required.

Guidelines

International Driving Permits can be obtained from the RAC. Refer to <http://www.rac.com.au/go/travel> for more information.

6.7.2 PRIVATE PASSPORTS

- An officer travelling is responsible for obtaining a current private passport. Sufficient time must be allowed to obtain any necessary visas through the relevant embassy(ies).
- Private passports must be current and have a minimum of six months before expiry from the date of return to Australia. Refer to <http://www.dfat.gov.au/visas/> for further details

6.7.3 OFFICIAL PASSPORTS

- When an official passport is required, a request must be submitted to the Passport Office along with the lodgement of the passport application and the passport fees.
- An official passport application is obtained by completing Sponsorship form "D" received from the passport office. Once completed this needs to be submitted to the Director General for signature.
- The Australian Government will issue an official passport endorsed to show that the bearer is acting on behalf of the State Government. For that reason, Department employees are required to observe the following conditions of issue:

- Official passports are only issued to Australian citizens who are travelling on official business on behalf of the State Government. Official passports are not to be used for private travel unless the Minister for Foreign Affairs and Trade has given prior approval.
- Where a bearer is no longer required to undertake official travel or has left the department or agency the passport is to be returned to the Chief Policy Officer, Financial Services and Support Directorate, who will arrange for its cancellation and destruction.
- It is the responsibility of the holder to make themselves aware of and comply with any other limitations placed on the use of official passports prior to travel.

Guidelines

The applicant is to submit their completed Passport Application, with the completed Sponsorship form "D", to the Passports Office, Level 17, Exchange Plaza, Sherwood Court, Perth 6001, or GPO Box D196, Perth, WA, 6001.

For any queries on official passport contact Protocol and Security Services Branch on 9222 9650. The Australian Passports Information Service can also be contacted on 131232.

- Official passports must not be used for travel to Taiwan.

6.7.4 AIRLINE CLUB MEMBERSHIPS

- Department funded airline club memberships must be approved by the Director General.
- To apply, the applicant must complete a Departmental Airline/Qantas Club Membership Approval Form (Appendix I) and an airline membership application form. All applications are to be forwarded to the Assistant Reporting Officer (Travel) for processing.

6.7.5 FREQUENT FLYER POINTS

Officers must not use points accumulated on government business travel under the 'Frequent Flyer' scheme to acquire personal benefits, such as upgrading of tickets above normal travel entitlements, or for private travel. It is acceptable, however, to accept travel incentive bonuses if they are utilised for the Department's benefit, such as free travel for official business.

6.7.6 VEHICLE HIRE

For domestic travel, all officers must hire vehicles from the hire company under the following Government contracts:

- Budget Rent a Car T: 132727 (Country callers 1300 305 888); or
- Thrifty Car Rental T: 136139.

Guidelines

An alternative rental agent may be used if a suitable vehicle cannot be confirmed with the nominated contractors. Falcons and Commodores are the preferred vehicles automatically booked for Department employees. For other vehicle types please indicate a preference on the Travel Application Form. Vehicles will not be booked or upgraded without appropriate approval from the cost centre manager or their director.

6.7.7 TELECOMMUNICATIONS

If required for international travel, the traveller must allow for sufficient time to permit global roaming to be approved and installed on their Department mobile phone.

Guidelines

In cases where countries do not use GSM Global roaming (CDMA is the technology in some countries) employees should arrange in advance for alternate methods of communication.

7 CONTACT INFORMATION

Assistant Reporting Officer (Travel)
Financial Services and Support
Department of Education and Training
8 Bennett Street
East Perth WA 6004
T: (08) 9270 3141

Business Development Manager
Education and Training International
Hyatt Centre
Level 2, 123 Adelaide Terrace
East Perth WA 6004
T: (08) 9218 2100

Client Procurement Services
150 Royal Street
East Perth WA 6004
T: (08) 9264 4050

Chief Policy Officer
Financial Services and Support
Department of Education and Training
8 Bennett Street
East Perth WA 6004
T: (08) 9270 3127

Carson Wagonlit Travel

Online Booking

Email obtwa@carlsonwagonlit.com.au for

- Getting Access
- Training
- Setting Up Profiles
- Queries/Problems

Phone

- National Account Manager - 9488 9728
- Client Services Co-ordinator - 9488 9730

Registration Site <https://sbt.carlsonwagonlit.com/register>

Passwords Registration Site

Enter the Client Identifier, Company Name and Password. This information is case sensitive and must be entered exactly as it appears below.

*Client Identifier = **DEPTED***

*Company Name = **Dept Ed***

*Password = **carlson***

Travel Portal Link

<http://connect.carlsonwagonlit.com/thetravelersite/?DEPTED>

Reservations

Email WAGovDom2@carlsonwagonlit.com.au

Phone 08 9210 2501
1300 365 371

Operations Manager: Cath Siddall

Email: csiddall@carlsonwagonlit.com.au

Phone: 08 9210 2525

Operation Support – Accounts Department

Email opssupportper@carlsonwagonlit.com.au

Phone 08 9210 2544

Emergency Travel Service

Phone 1300 302 578

APPENDIX A TRAVEL APPROVAL SCHEDULE

Office	Traveller	Travel approval by the following authorising officers is required for		
		Intrastate	Interstate	International* (see Note below)
Central Office	All officers under Manager	Manager and Director	Manager, Director and Assistant Executive Director or Executive Director or Deputy DG	Manager, Director, Assistant Executive Director or Executive Director, Deputy DG/Director General and Minister
	Manager	Director and Assistant Executive Director, Executive Director or Deputy DG	Director and Assistant Executive Director, Executive Director or Deputy DG	Director, Assistant Executive Director or Executive Director, Deputy DG/ Director General and Minister
	Director	Assistant Executive Director, Executive Director or Deputy DG	Assistant Executive Director, Executive Director or Deputy DG	Assistant Executive Director or Executive Director, Deputy DG/Director General and Minister
	All officers above Director	Deputy DG or Director General	Deputy DG or Director General	Deputy DG/ Director General and Minister
DEO	All officers under the Director Schools	Director Schools	Executive Director and Deputy DG	Director Schools, Executive Director/ Director General and Minister
	Director Schools	Executive Director	Executive Director and Deputy DG	Executive Director, Deputy DG/Director General and Minister
<ul style="list-style-type: none"> • Schools • SIDE 	All officers under the Principal	Principal	Principal, Director Schools and Executive Director	Principal, Director Schools, Executive Director, Deputy DG/ Director General and Minister
	Principal	Director Schools	Director Schools, Executive Director and Deputy DG	Director Schools, Executive Director, Deputy DG/Director General and Minister

***Note International Travel:**

1. International travel with a commercial or business development focus must forward the application form directly to Business Development Manager, ETI, for processing after the first level approval has been obtained.

2. Deputy DG (Schools) is authorised to approve officers travelling for the purposes of accompanying students on international excursions where the cost of travel is privately funded. In such events, approval from the Director General and the Minister is not required.
3. Deputy DG (Training) is authorised to approve officers travelling for the purposes of the international commercial activities of Education and Training International. In such events, approval from the Director General and the Minister is not required.

APPENDIX B TRAVEL APPLICATION FORM



Department of Education and Training

TRAVEL APPLICATION FORM

DEPARTMENT OF EDUCATION AND TRAINING

Application form must be typed. Handwritten application will be returned to the applicant.

Full Name of Passenger:		Business Phone #: Business Fax #:		
Branch / DEO / School Name:		Position Title:		
Destination/s:		Departure Date:	Return Date:	
Name the Branch / DEO / School / Other Method of Funding this Trip:			Funding: CA / Cwltth / or specify	
DET-Funded Airfare	Accommodation/TA	Conference Fee	Car Hire	Other
\$	\$	\$	\$	\$
Is DET to be reimbursed for the airfare in the future?		If yes, by whom (Organisation/Dept) and how?		
Will the total cost of accommodation exceed 70% of the total award rate? YES / NO (if Yes give reasons on next page)				

Describe purpose of travel

Outline the significance of this travel application in terms of Department of Education and Training priorities (*attach memo if insufficient space*):

Describe (a) anticipated outcomes; and (b) intended method for dissemination of information:

AUTHORISING SIGNATURES

Intrastate (boxes 1 up to 4)

Interstate (boxes 1 up to 4)

International Travel* (boxes 1 to 5)

(See Official Air Travel Policy for information on approval requirements)

1. Manager/Principal	Date	2. Director/Director Schools	Date
3. Executive or Managing Director	Date	4. Deputy Director General /Director General	Date
5. Hon Minister for Education and Training			Date

*Note:

1. Deputy DG (Schools) is authorised to approve officers travelling for the purposes of accompanying students on international excursions where the cost of travel is privately funded.
2. Deputy DG (Training) is authorised to approve officers travelling for the purposes of the international commercial activities of Education and Training International.

Approval from the Director General and the Minister is not required in both instances.

Official Air Travel

All policy and procedural statements contained within this document are lawful orders for the purposes of section 80(a) of the Public Sector Management Act 1994 (WA) and are therefore to be observed by all Department of Education and Training employees.

PASSENGER DETAILS:

Payroll ID #:	Qantas Club #:	Frequent Flyer #:
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TENTATIVE BOOKING AND FARE ARRANGEMENTS:

Has a tentative booking been made?	Agency / Flight Booking #:	Deadline date for payment:
Has the best fare of the day already been booked or subject to approval will it be booked?	If the best fare of the day has not been booked, please give reason why:	

FLIGHT RESERVATION / ITINERARY DETAILS:

Airline / Charter Name:	Service #:	Class:	Day:	Date:	Time:	From:	To:

ACCOMMODATION RESERVATION DETAILS

Name of Accommodation	Date in	Date Out	Total Cost	Booking Ref No.

Provide reasons if total cost of accommodation exceeds 70% of the total award rate.

HIRE CAR REQUIREMENTS

Car Company :	Ref No.:	Car Type:
Pick Up Point:	Date:	Time:
Drop Off Point:	Date:	Time:

CONTACT ADDRESSES AND PHONE NUMBERS EN ROUTE:

City / Town:	Hotel Name and Phone #:	Business Name and Phone #:

AIR FARE CREDIT CARD PAYMENT DETAILS

This section is to be completed by the Branch / DEO / School that will be *funding* the airline ticket.
 (DET-funded travel includes; CF, Cwlth, Trust or school funds)

Booking Date:	Supplier:	Estimate Ticket Amount \$:
Credit Card No.:	Accounting Code / Expenditure Authority No:	
Card holder's Name:	Signature of Authorised Officer for the Credit Card:	

This section is to be completed by the authorised Travel Booking Officer upon confirmation of the booking.

Confirmation Date:	Signature of the Authorised Travel Booking Officer:	Registration #:	Final / Actual Ticket Amount \$:
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The **original** and fully approved Travel Application form is to be kept by the authorised Travel Booking Officer for audit purposes.
 A **copy** is to be sent to the Assistant Reporting Officer (Travel), Financial Services and Support.

Official Air Travel

All policy and procedural statements contained within this document are lawful orders for the purposes of section 80(a) of the Public Sector Management Act 1994 (WA) and are therefore to be observed by all Department of Education and Training employees.

APPENDIX C TRAVEL BOOKING OFFICER NOTIFICATION FORM



Department of Education and Training

Travel Booking Officer Notification Form

Please complete the following details and return this form to the Assistant Reporting Officer, Financial Services and Support Directorate, L8 - 8 Bennett Street, East Perth WA 6004 or fax to 9270 3150 Enquiries: Ph: 9270 3141

SCHOOL/COLLEGE/DIRECTORATE NAME: _____

BRANCH/SECTION NAME: _____

PHONE: _____ FAX: _____

ADDRESS DETAILS: _____

CITY: _____ STATE: _____ POSTCODE: _____

TRAVEL BOOKING NUMBER:

AUTHORISATION TO MAKE BOOKINGS:

(Name of person/s authorised as a Travel Booking Officer against this travel booking number)

Ph: _____ Email: _____

Ph: _____ Email: _____

Ph: _____ Email: _____

Ph: _____ Email: _____

Ph: _____ Email: _____

Ph: _____ Email: _____

Travel Reporting Officer use only:

ENTERED: _____ DATE: _____

CWT ADVISED: _____ DATE: _____

APPENDIX D INTERNATIONAL TRAVEL CHECKLIST



Department of
Education
and Training

Travel Checklist	Yes	No
1. Travel Application Approval process		
• Have you read and are you aware of the requirements detailed in the 'Official Air Travel' policy.	<input type="checkbox"/>	<input type="checkbox"/>
• Have you undertaken a risk assessment?	<input type="checkbox"/>	<input type="checkbox"/>
2. Travel Planning for International Travel		
• Briefing – If travel has been arranged through Education and Training International (ETI), excursion organiser or any other third party. Have you attended a pre-travel briefing and received documentation to assist with your travel?	<input type="checkbox"/>	<input type="checkbox"/>
The brief should include the following as a minimum:		
o emergency evacuation plans;		
o hotel and accommodation security;		
o emergency contact numbers;		
o medical emergencies;		
o map of location; and		
o travel tips.		
• Have you checked with the Department of Foreign Affairs and Trade (DFAT) travel advisory for security and safety alerts and information on your travel destination? This should be done prior to booking and just before travel (Officers must not travel on Departmental business to a country or areas where DFAT advises of Level 5 warning).	<input type="checkbox"/>	<input type="checkbox"/>
• Have you registered your travel plans on-line with Smartraveller? https://www.orao.dfat.gov.au/orao/weborao.nsf/homepage?Openpage	<input type="checkbox"/>	<input type="checkbox"/>
• Have you received all necessary vaccinations, medication and medication authorisations to comply with the requirements of the country to be visited? Information on the requirements can be found at the smartraveller website or health professionals.	<input type="checkbox"/>	<input type="checkbox"/>
• Does your passports have a minium of six months before expiry from the date of return to Australia?	<input type="checkbox"/>	<input type="checkbox"/>
• Have you obtained all necessary visas for the country to be visited?	<input type="checkbox"/>	<input type="checkbox"/>
• Have you obtained a corporate travel card and/or adequate local currency?	<input type="checkbox"/>	<input type="checkbox"/>
• Have you obtained an International Driving Permit if required?	<input type="checkbox"/>	<input type="checkbox"/>
3. Communication and emergency plans		
• Have you completed and submitted an itinerary to your line manager?	<input type="checkbox"/>	<input type="checkbox"/>
• Have you completed and submitted an emergency contacts list to your line manager? (This should include next of kin details, Australian Embassies, High Commission, Consulates etc.)	<input type="checkbox"/>	<input type="checkbox"/>
• Are you familiar with the requirement to 'Stay in Touch' while overseas? (If not, refer to 'Official Air Travel' policy).	<input type="checkbox"/>	<input type="checkbox"/>

Official Air Travel

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- Have you got approval to install roaming on your Department mobile phone?
- Have you provided your line manager with a photocopy of your passport and other emergency details?

4. Insurance

- A summary of the cover automatically provided by the Department whilst you are travelling on authorised official business of the Department can be found at <http://www.icwa.wa.gov.au/rc/forms/rctraveldocsumm.pdf>. Have you considered the need to make your own arrangements to purchase additional cover?
- Have you received an International SOS card, including instructions on when and how to use it from the Department's Travel Reporting Officer?
- Are you familiar with the services available through International SOS? Information can be found at <http://www.internationalsos.com>
- Have all known pre-existing health conditions been notified to your line manager?

Traveller's Name: _____ Business Unit Manager: _____
Signature: _____ Signature: _____
Date: _____ Date: _____

Note: This check list should be retained by the Business Unit Manager for at least six months after the return of the traveller.

APPENDIX E EXAMPLE IN-COUNTRY AND EMERGENCY CONTACT DETAILS

EMERGENCY CONTACT DETAILS

Name of Country:

Contact Details of Project Manager or Business Partner in the country

Contact Name:

Business Name (if applicable):

Address:

Telephone Number:

Mobile Phone Number:

Fax: Number:

Email Address:

Australian High Commission or Embassy Contact Details

Contact Name:

Business Name (if applicable):

Address:

Telephone Number:

Mobile Phone Number:

Fax: Number:

Email Address:

Local Police Contact Details (if applicable)

Address:

Telephone Number:

Local Hospital Contact Details (if applicable)

Address:

Telephone Number:

Line Manager Contact Details

Telephone Number:

Mobile Phone Number:

SOS Medical Emergency: +(612) 9273 2781

APPENDIX F EXAMPLE EMERGENCY NEXT OF KIN CONTACT DETAILS

Complete details of emergency/next of kin contacts in Australia must be left on file with the employee's Line Manager or with the relevant officer in the Department of Education and Training. Such information will not be accessed unless and until there is a situation requiring medical care and/or evacuation.

PROJECT/PURPOSE OF TRAVEL:: _____

EMERGENCY CONTACT FOR: _____

(Name of Person Travelling).

NEXT OF KIN:

NAME

DAYTIME CONTACT

AFTER HOURS CONTACT

MOBILE NUMBER

RELATIONSHIP

OTHER EMERGENCY CONTACT:

NAME

DAYTIME CONTACT

AFTER HOURS CONTACT

MOBILE NUMBER



APPENDIX G TRAVEL REPORTING DECLARATION

TRAVEL REPORTING DECLARATION

In compliance with government reporting requirements, all officers on completion of a business trip involving interstate or international air travel must complete a Travel Reporting Declaration form.

All travel costs incurred by the DET/school/TAFE are to be included. The type of funding must also to be included, e.g. CF, C'wlth, School Grant, Trust (see Appendix H for funding codes). Travel not funded through DET, TAFE or School is to be indicated with a \$0 value return showing the source of funding e.g. name of organisation, parent funded or self funded etc.

Please complete the passenger's travel and cost details below, checking all records thoroughly to ensure that the expenses shown are accurate and final. This information will be submitted to Premier and Cabinet for parliamentary and public scrutiny.

Passenger's Name:		Class of Travel:
Destination/s	Departure Date:	Return Date:
Any variations from the travel as originally approved (if yes, provide details)?		

Cost Component	Amount (GST inclusive)	Funded By (Branch / DEO / School /TAFEWA College / Other Organisation / Parents or Self etc)	Funding Type
Airfare	\$		
Accommodation	\$		
Meals	\$		
Taxi/Car Hire :	\$		
Conference Fee :	\$:
Other (specify)	\$		

Is DET/TAFE/school to be reimbursed any costs? If yes, by whom (Organisation/Dept) and how?	How much? \$
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Travel to and from Christmas and Cocos Islands is treated as intrastate travel in respect to authorisation. Likewise travel from Perth to schools in the remote areas of Western Australia via Alice Springs or Ayers Rock (Uluru) is treated as intrastate travel provided the travel does not involve an overnight stay in the Northern Territory. If an overnight stay is involved, the application is treated as interstate travel.

Passenger's Signature: _____ Date: _____

Upon completion of the declaration, please return this form promptly to the Assistant Reporting Officer, Financial Services and Support, by mail or fax to:

**LEVEL 8, 8 BENNETT ST, EAST PERTH
 FACSIMILE: (08) 9270 3150**

Official Air Travel

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APPENDIX H FUNDING CODE GUIDELINES

The following is a funding code guide compiled on advice from Department of Premier and Cabinet. It is to be used by Booking Officers and persons completing Travel Application Forms when categorising type of funding used for travel.

FUNDING CODE	USED BY	TYPE OF FUNDING
Non CF (S)	Schools - where funding originates from parent contributions and other external sources	Non Consolidated Fund
Non CF (S)/CF	Schools - where funding originates from a mix of school grants, parent funds and other external sources	Non Consolidated Fund and Consolidated Fund
CF (S)	School - where funding originates solely from school grants	Consolidated Fund
CF (D)	Department	Consolidated Fund
COMM	Department	Commonwealth Fund
COMM/IND	Department	Commonwealth and Industry Fund
COMM/PRIV	Department	Commonwealth and Private Fund
CF/PRIV	Department	Consolidated Fund and Private Fund
INDUSTRY	Department	Industry Fund
SELF	Department	Self Funded
TRUST	Department	Trust Funds
IND/SELF	Department	Industry and Self Funded

APPENDIX I QANTAS CLUB MEMBERSHIP



Department of
**Education
and Training**

QANTAS CLUB MEMBERSHIP

APPROVAL FORM

LEVEL 8, 8 BENNETT STREET, EAST PERTH 6004
TELEPHONE: (08) 9270 3141, FACSIMILE: (08) 9270 3150

Please complete and attach the airline membership application form to this Approval Form.

APPLICANT'S DETAILS:

Name:	
Position Title:	Business Phone Number:
Branch/ DEO / School Name:	
Justification:	

Acknowledgement:

By being a member of the above club I will automatically become a member of the Frequent Flyer program. I understand that all points accumulated on government business at government expense must not be claimed for personal use such as private travel, or for personal benefits such as upgrading of tickets above normal travel entitlements. All points accumulated under this membership will be utilised for the department's benefit.

Applicant's Signature	Date
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AUTHORISING SIGNATURES

All Officers (boxes 1 to 4), Executive Directors and above (box 4)

1. Manager	Date	2. Director / District Director	Date
3. Executive Director/Deputy DG	Date	4. Director General	Date

Please return this approval form to:
The Assistant Reporting Officer (Travel)
Financial Services and Support
8 Bennett Street East Perth WA 6004
Fax: 9270 3150

Official Air Travel

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