



Enterprise Transformation Group Travel Guideline

Audience: Enterprise Transformation Group (ETG)

Classification: OFFICIAL

Document Control

This is version 1.2 of the ETG Travel Guideline.

The Enterprise Transformation Group (ETG) Travel Guideline is an uncontrolled document when printed. The document is maintained on SharePoint and the most up-to-date version can be found [here](#). Please ensure you are following the current version of the guideline before booking travel.

Versions

Version No.	Date	Author	Description
1.0		s47F	Initial Version, all commentary completed and approved.
1.1	14/02/2023	s47F	Inclusion of advice around reimbursement claims and supporting evidence required. And replace OTD with OTG references.
1.2	16/08/2023	s47F	Removal of requirement for COVID-19 declaration. Inclusion of advice around personal vehicle usage All references of OTG updated to ETG. Updated Meal allowances in line with FY23/24 determination. Consolidated process for all branches. Brought in line with updates to the AEC Domestic Travel Policy and Whole of Australian Government Travel Arrangements
1.3	25/09/2023	s47F	Minor revisions and clarifications.
1.4	6/12/2023	s47F	Alignment with new ETG Travel Inbox

Approval

Version No.	Date	Approved by
1.0	2022	s47F
1.1	14/02/2023	s47F
1.2	16/08/2023	s47F
1.3		

Purpose

The purpose of this document is to outline the processes that ETG staff need to abide by and follow when arranging, booking or undertaking official AEC travel.

Guidelines

When undertaking official travel, AEC staff must select the Lowest Practical Fare, which is the lowest fare available at the time that travel is booked, that suits the practical business needs of the traveller. AEC officials are required to abide by the following guidelines from the [Resource Management Guide No. 404, Official Domestic Travel – Use of the lowest practical fare](#):

- **Value for Money:** Value for money is the overarching consideration when booking flights for domestic air travel. Value for money requires the use of Commonwealth resources in an efficient, effective, economical, and ethical manner that is not inconsistent with the policies of the Commonwealth. Accordingly, when booking travel, officials must make decisions based on an impartial consideration of the fares available and not on a personal preference for a particular airline or aircraft type, access to airline lounges or accumulating airline reward and loyalty points (including status credits). AEC staff cannot accrue frequent flyer points whilst on official travel, upgrade fares, or select specific airlines on the basis of memberships held.
- **Necessity of Travel:** Air travel must only be undertaken where other communication tools, such as teleconferencing and videoconferencing, are ineffective. In approving travel, the delegate (the official approving domestic air travel) must be satisfied that there is a demonstrated business need for the travel.
- **Diligence:** AEC staff must act in accordance with the [AEC Travel Policy](#) and the [Australian Public Service Code of Conduct](#). This includes acting reasonably in scheduling meetings or other events for which travel is considered necessary (e.g. minimising unnecessary travel time).

AEC officials must make two key decisions when selecting a fare for travel:

- **Fare class:** All air travel must be the lowest practical fare in economy class unless there is a business case or entitlement to travel business class. If the relevant delegate approves business class travel where there is no entitlement, the reasons for travel in that class must be documented in each instance.
- **Fare type:** Where there is a high degree of certainty for required arrival or departure times, officials must assess all fares and consider restricted fare types. Where there is a possibility that a scheduled meeting will not proceed, or there is uncertainty around the time that a scheduled meeting may conclude, officials must consider whether the additional cost of flexible fares outweighs the cost of possible changes or cancellation fees.

Arranging and Booking Travel

The process for booking and arranging travel, as well as seeking reimbursement of incidental costs associated with travel, for labour-hire staff is similar to the process in place for APS staff with a few variations.

APS Staff

- APS Staff book their own flights, accommodation and hire car (where needed) through Expense8 and must adhere to the [Whole of Australian Government Travel Arrangements](#) and the AEC [Travel Policy](#).
- The need for travel must be approved by an APS Director (EL2 or above) verbally or in writing prior to booking travel. This is due to the financial and resourcing delegations that exist only within these positions. The Expense8 booking should then be submitted to the appropriate director for final approval.
- APS staff may only be granted approval to use a private motor vehicle for official purposes where it will result in greater efficiencies and will not involve unnecessary expenses for the AEC. Refer to the AEC [Travel Policy](#) for further details.
- APS staff will be provided all eligible entitlements through Expense8 automatically once their booking has been approved by the delegate. Entitlements will be processed through the AEC Financial Management System into their nominated bank account.
- APS staff must adhere to the [Travel Policy](#) and the Enterprise Agreement for their entitlements regarding travel time.
- APS staff travelling by taxi are to pay for their fare with an AEC credit card and retain the receipt. If the traveller does not have an AEC credit card, they can use a personal card and the cost will be reimbursed by submitting a request in Expense8 with the receipt attached. Labour-hire staff travelling with APS Staff should share taxis where possible.
- APS staff may access ride-sharing services when on official travel and where they are legal. AEC staff must not use their AEC credit card to pay for these services (or store the card details in their ride-share app). The traveller can use a personal card and the cost will be reimbursed by submitting a request in Expense8 with the receipt attached.

Labour-hire Staff

- Flights, accommodation and hire car (where needed) will be booked by the Program Support Team for labour-hire staff in line with the [Whole of Australian Government Travel Arrangements](#) and the AEC [Travel Policy](#).
- The need for travel must be approved by an APS Director (EL2 or above) in writing prior to booking travel. This is due to the financial and resourcing delegations that exist only within these positions. This written approval must be attached to the Expense8 travel booking when it is submitted for final approval.
- Labour-hire staff should only consider the use of a private vehicle for travel as a final contingency where flights and hire car arrangements are not feasible. This kind of travel requires prior approval in writing by an AEC Assistant Commissioner, the Labour-Hire Staff's Employment Vendor and Program Support. In these cases, the vehicle will not be covered by AEC insurance as per the AEC [Travel Policy](#).
- As labour-hire staff do not hold Expense8 profiles, travel booking requests are made via the [Travel Booking Template Form](#).
- The Travel Booking Form must be sent by email to s22 with proof of the travel approval from an APS Manager.
- The AEC will complete the booking and send the travel documents by email to the traveller once finalised.
- All required Taxi or Ride-share costs between Home-Airport-Accommodation-Workplace during work-related travel should be claimed via the labour-hire staff member's recruitment

vendor by providing receipts in the first instance and will be paid in line with the AEC [Travel Policy](#).

- Labour-hire staff can claim travel time (airport-to-airport). This will be calculated from one hour prior to the flight time until the flight arrival time at the destination. Travel to and from each airport cannot be claimed.
- All meal and incidental costs incurred by labour-hire staff for work-related travel should be claimed via the labour-hire staff member's recruitment vendor by providing itemised receipts. Meals and incidentals can be claimed of actual costs for the amount spent, up to the rates below:

Breakfast	\$32.10
Lunch	\$36.10
Dinner	\$61.50
Incidentals	\$23.00

- Reimbursement claims must be approved by an AEC delegate and included in a correctly rendered invoice along with all relevant itemised receipts to substantiate any claims. The total amount claimable per day is \$152.70 for each full day worked; the amount is pro-rated for part-days.
- The AEC does not reimburse any claims for purchases of alcoholic beverages.

Service Standards

Requests to book travel must be sent to Indigo Support at least **10 business days** prior to the travel departure date, where possible.

If travel is required within 10 business days, or the request is urgent, please email

[§22](#) copying in the Program Coordinator and the Program Support Director and mark your email as urgent. The relevant Assistant Commissioner will be required to approve this urgent travel request.

More information can be found on the AEC travel intranet site at

[§22](#)