

Policy and Procedure Register updates

Summary of changes to:

Domestic travel procedure

1. Reason for new/updated policy or procedure (select all that apply)

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|--|---|--------------------------------|
| ☐ Change of policy/procedure requirements | ☒ Audit/review recommendation | |
| ☐ Change to legislation/delegations | ☒ Due for review | ☐ Other |

The Domestic travel procedure has been updated in line with its normal cyclical review, and to address agreed management actions from an Internal Audit Report.

2. Summary of changes

Amendments have been made to:

- clarify that overnight accommodation should not be provided to officers living close to a travel venue but may be considered if returning home is unsafe,
- clarify that all travel requires a detailed break-down of costs and must be pre-approved by a higher level delegate than the traveller,
- require that cost of accommodation that exceeds rates in [Directive 13/23](#) must be documented and justified,
- require that all travel must be booked via QTravel/CTM, with any exceptions to be documented and justified (e.g. better value for money achieved by booking elsewhere),
- change the post-travel expenditure approver from a financial delegate who is a higher classification than the traveller to a post-travel expenditure approver who has sufficient financial authority,
- reference human rights and information privacy legislation and responsibilities, and
- provide clarity improvements to wording and definitions.

3. Impacts to roles and responsibilities

Does the new/updated content change staff roles/responsibilities *in any way*? ☐ Yes ☒ No

If yes, select the type of change: (select all that apply)

☐ Revised responsibilities	☐ New/additional responsibilities	☐ Removed responsibilities
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Nil

4. Communication and support for implementation

Communication about changes to the procedure occurred in Term 3 including:

- Connect ED newsletter
- OnePortal slider and OnePortal news item
- Screensaver – School and Corporate

- Financial Advisory Services SharePoint site
- Information email has been sent to relevant association presidents for distribution to their members.
- Information email has been sent to school supervisors, providing key details to discuss with schools.

Information sessions were provided during Term 3 to update staff on the upcoming changes in the Domestic travel procedure.

Further communications will occur in Term 4 2025 or Term 1 2026, if required, when the procedure is published.

For further assistance, please contact:

Financial Business Policy

Finance, Procurement and Facilities

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