

Policy and Procedure Register updates – Summary of changes to:

Domestic travel procedure

1. Reason for new/updated policy or procedure <i>(select all that apply)</i>		
<input type="checkbox"/> Change of policy/procedure requirements	<input type="checkbox"/> Audit/review recommendation	
<input type="checkbox"/> Change to legislation/delegations	<input type="checkbox"/> Due for review	<input checked="" type="checkbox"/> Other
<p>The updated procedure clarifies that staff cannot access discounted corporate rates to purchase their own private airline lounge memberships.</p> <p>This change aligns with the Queensland Government Air Travel policy. This policy includes that employees with private airline lounge memberships can use lounges when they are travelling for official purposes, but does not reference whether or not employees can access discounted corporate rates for private airline lounge memberships. This update amends previous advice and clarifies that this access is not permitted for DoE employees.</p> <p>Additionally, the Domestic Travelling and Relieving Expenses directive has been updated from 01/23 to 13/23.</p>		
2. Summary of changes		
<p>i. The procedure has been updated to reflect that staff are not entitled to access the department's discounted rates if they choose to purchase or renew their own private airline lounge membership</p> <p>ii. References to the Domestic Travelling and Relieving Expenses (Directive 01/23) have been replaced by the Directive 13/23 (effective date 01 September 2023).</p> <p>iii. Minor administrative changes to improve usability and comprehension of the procedure.</p>		
3. Impacts to roles and responsibilities		
Does the new/updated content change staff roles/responsibilities <i>in any way?</i>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<i>If yes, select the type of change: (select all that apply)</i>		
<input type="checkbox"/> Revised responsibilities	<input type="checkbox"/> New/additional responsibilities	<input type="checkbox"/> Removed responsibilities
Position title	Summary of change	Page #
Nil		
4. Communication and support for implementation		
ConnectED link to changes and explanation.		
For further assistance, please contact:		
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