

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
The Domestic travel procedure and approval template have been updated to better align with the department's commitment to reduce discretionary spending.		
2. Summary of changes		
Amendments have been made that clarify and strengthen the language of requirements, ensuring greater transparency and improved justification of expenditure. These changes include:		
<ul style="list-style-type: none"> justifying why the travel objective cannot be achieved through alternative means, such as video conferencing clarifying that additional approval is required if travel details change requiring best value for money options be obtained, with the flexibility to book outside the QTravel arrangement if better savings and benefits can be demonstrated clarifying the scope and limits of acceptable ground travel options, including fleet vehicles, Air Train, taxis, ridesharing, and the use of personal vehicles. 		
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
4. Communication and support for implementation		
Updates to the procedure will be communicated through a ConnectED article and information session for regional staff.		
For further assistance, please contact:		
<ul style="list-style-type: none"> Policy/procedure contact: Financial Business Policy Finance, Procurement and Facilities FinancialPolicy.Finance@ged.qld.gov.au 		

Procedure effective: 13/07/2026, version 4.1