

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 checked="" type="checkbox"/> Due for review	<input type="checkbox"/> Other
<p>The updated travel procedure aims to provide more clarity on the roles, responsibilities and processes for requesting, approving, booking and paying expenses for travel in a range of contexts across the department. It also aims to improve the efficiency of the travel booking and acquittal processes by allowing lower tier financial delegates to approve low risk changes to approved travel.</p>		
2. Summary of changes		
<p>The updated travel procedure provides a more complete and clear set of responsibilities around the travel process. This includes more emphasis on the responsibility of those requesting and approving travel to justify the travel by considering the principles in the Appropriate and ethical use of public resources policy.</p> <p>It provides a more detailed process for planning, approving, booking travel, and acquitting travel and claim expenses in a range of contexts. The process is set out in a more logical order to ensure that travellers, travel bookers and travel approvers consider pertinent information and requirements in the planning process.</p> <p>It also provides more complete guidance about how travellers can claim or acquit their travel expenses in different contexts. For example, providing links and guidance where processes differ for claiming travel expenses in schools, in central or regional offices, or for non-departmental travellers.</p>		
3. Impacts to roles and responsibilities		
Does the new/updated content change staff roles/responsibilities <i>in any way?</i>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, select the type of change: (select all that apply)</i>		
<input checked="" type="checkbox"/> Revised responsibilities <input checked="" type="checkbox"/> New/additional responsibilities <input type="checkbox"/> Removed responsibilities		
Position title	Summary of change	Page #
Travel requestor	New role which is required where a departmental employee is submitting a request for multiple travellers, or for a non-departmental traveller.	2
Travel booker	Change role name from “travel administrator”	2
Travel approver	Change role name from “Travel approving officers”	2
Expense approver	Change role from “financial delegate approving travel expenses”. The expense approver’s role is more clearly defined in the updated procedure to allow departmental employees with financial delegation lower than Tier 6 to approve some changes within	2

	their financial delegation. The procedure does not allow the expense approver to approve changes the trips destination/purpose; number of travellers; private travel components.	
Light aircraft charter approver	Change role name for approver of chartered light aircraft.	2
Director-General travel approver	New role for the Assistant Director-General Finance Procurement and Facilities and Chief Finance Officer to approve the Director-General's travel expenses.	2

4. Communication and support for implementation

Communication strategy will be developed and implemented with the Department's communications team. This is likely to include:

- Publishing information summarising and updating on key changes (for example, on OnePortal main page and a training slide pack)
- Including updates and links in Director-General communications to the department
- Disseminating information through finance networks, for example, in newsletters to school's business managers.

For further assistance, please contact:

- Policy/procedure contact:

For further information, please contact Finance, Procurement and Facilities through the Services Catalogue online (DoE employees only – select the Financial policy and delegations enquiry form). Customers and users external to the department should email

financialpolicy.finance@qed.qld.gov.au

For information about booking travel, please contact Travel.Schools@qed.qld.gov.au (for school-based employees) or Travel.corporate@qed.qld.gov.au (for central/regional employees).