

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



Procedure

Domestic travel procedure

Version: 4.1 | Version effective: 13/07/2026

Audience

Department-wide, including non-departmental persons travelling on behalf of, and at the expense of, the department.

Purpose

This procedure outlines the responsibilities and processes for undertaking official travel within Australia, including for professional development activities.

Overview

Departmental employees and non-departmental persons including contractors, referred to collectively as travellers, may be required to undertake official travel within Australia on behalf of the Department of Education (the department).

Official travel is only permitted if the following conditions are satisfied:

- The objective of the travel cannot be met by alternate means such as telephone or video conferencing.
- The application of public resources for travel is consistent with the principles outlined in the [Appropriate and ethical use of public resources policy](#).
- The travel advances the Queensland Government's priorities and provides a benefit to the department.
- The travel and associated expenses demonstrate value for money.

The department provides entitlements for travel in accordance with [Queensland Government Directives](#) including: [Directive 13/23 – Domestic travelling and relieving expenses](#) – travellers may be entitled to allowances or reimbursement for actual and reasonable expenses for accommodation, meals and incidental expenses.

[Directive 20/16 – Motor vehicle allowances](#) – travellers may be entitled to a motor vehicle allowance when using a private motor vehicle for official purposes. The allowance for an employee required to use their private motor vehicle for official purposes is prescribed within the employee's relevant modern award.

Where [Directive 13/23 – Domestic travelling and relieving expenses](#) does not normally apply to a traveller (for example a non-departmental employee or contractor travelling for the department) the department will reimburse the traveller for actual expenses incurred up to the rates prescribed in the directive. These travellers will not be paid

allowances or advances. The only exception is if they are travelling in relation to representative school sport.

This procedure relates to official domestic travel only. For official international travel, refer to the [Official international travel for business and professional development procedure](#) and the [International school study tours procedure](#).

Responsibilities

All employees

- must consider human rights when undertaking and approving travel, make decisions that are compatible with the [Human Rights Act 2019 \(Qld\)](#), document their assessment of any [human rights impact](#) (DoE employees only) and save this assessment in the department's [records management system](#) (DoE employees only).

Travel requestor (or traveller)

- must assess the need for travel, including whether lower cost alternatives such as video conferencing can be used
- must obtain approval for a travel request prior to the trip commencing, including for approval of any non-departmental person travelling
- for non-departmental travellers, the business unit sponsoring the official travel must plan the travel on behalf of the traveller.

Traveller

- must obtain and retain documentation to support travel arrangements and expenses for reimbursement claims and/or corporate card reconciliations
- must not claim, or charge the department, for expenses related to personal/private travel
- must adhere to the [Code of conduct for the Queensland public service](#), the department's [Standard of practice](#) and the [Appropriate and ethical use of public resources policy](#) while travelling.

Travel Booker

- assists traveller or travel requestor with administrative tasks related to travel. May include preparing travel requests, making bookings and purchases and preparing a traveller's claim for reimbursement.

Travel Approver

- is an employee of the department, Tier 6 [financial delegate](#) or above and must either supervise or have a higher tier of financial delegation than the traveller and travel requestor
- must review and approve the travel request before travel is booked. This must include assessing whether lower cost alternatives such as video conferencing should be used
- must provide a new approval if, subsequently, the details of the trip change
- must ensure travel expenses are for official purposes and are in accordance with the conditions of employment and departmental policies and procedures
- must retain appropriate records of all decisions and approvals.

Expense approver

- approves the expenses associated with an approved travel request within [financial](#) and, if applicable, [Human Resources delegations](#).

Aircraft charter approver

- a Director or above (central office), Regional Director or School Supervisor (regional office) may approve charter of aircraft provided they supervise or have a higher tier of financial delegation than the traveller and travel requestor.

Director-General travel approver

- the Assistant Director-General, Finance, Procurement and Facilities and Chief Finance Officer approves the Director-General's domestic travel and expenses.

Director-General

- approves, or delegates authority to the Executive Director, Office of the Director-General, to approve the travel and expenses of employees that report directly to the Director-General in the [Department of Education Organisational Structure](#) (DoE employees only)
- approves departmentally funded airline club membership for employees other than the Director-General
- approves business class travel for employees other than the Director-General
- approves valet parking expenses for employees other than the Director-General, except where it is required for travellers with relevant medical conditions or physical disabilities.

Process

Domestic travel

The attached [Domestic travel process flowchart](#) provides an overview of the process for planning, approving and undertaking official travel, and claiming travel expenses. Official travel must be approved by a travel approver before travel is booked or commences, regardless of the funding source of the travel.

1. Plan travel

Traveller or travel requestor:

- assess the need for travel, including whether alternate and lower cost options such as video conferencing should be used
- review the "Additional considerations when planning travel" section below, and incorporate applicable considerations into travel plans and the travel request.

Traveller, travel requestor or travel booker:

- estimate the expenses for the travel. Information to estimate expenses can be found through [QTravel](#), the Corporate Travel Management (CTM) Portal, any alternate better value for money travel booking options, and by referring to the allowances in [Directive 13/23 – Domestic travelling and relieving expenses](#) and [Directive 20/16 – Motor vehicle allowances](#).

- prepare a travel request via briefing note or use a [sample email](#) that includes estimated expenses, either for a program of travel or a single trip, and a justification of any expense that exceeds a Directive's entitlement. There is no prescribed format for a travel request (i.e. briefing note, sample email, etc), however it must include:
 - the destination and purpose of each trip
 - justification for not using lower cost alternatives such as telephone or video conferencing
 - the number and level of departmental officers that will be travelling, and details and reasons for any non-departmental persons travelling on each trip
 - confirmation that the best value for money travel booking option has been used, noting it is acceptable to book outside the QTravel arrangement if better savings and benefits can be demonstrated
 - the preferred method for travellers on each trip to pay for travel related expenses. For example, whether the traveller would like to claim an allowance, receive a payment for estimated actuals paid in advance, claim for reimbursement of actual expenses in arrears, and/or use a corporate card. Note the department will not pay non-departmental travellers an allowance or advances on estimated actuals, unless they are travelling in relation to representative school sport.
 - any recommendation to purchase travel insurance (refer to "Additional considerations when planning travel" section below)
 - details of any private travel components on each trip (refer to "Additional considerations when planning travel" section below)
 - an estimate of the total anticipated travel expenses for the trip or program of travel, including an itemised breakdown of the estimate. For example, flights, accommodation, car hire, meals/allowances etc.
 - the reason for and justification of any accommodation or other costs that exceed the entitlement in [Directive 13/23 – Domestic travelling and relieving expenses](#)
- follow the requirements detailed in the "Use of private motor vehicles" section below, if relevant.

Traveller or travel requestor:

- send the travel request to the relevant travel approver. Approval can be sought via briefing note or email. For guidance, refer to [sample emails](#).

Additional considerations when planning travel:

Air travel

- the Director-General may travel business class
- the Director-General may approve (prior to travel) for other officers to travel business class if any of the following apply:
 - the employee is accompanying the Minister or Director-General who is travelling business class
 - the duration of the flight exceeds two hours (not including waiting times for connecting flights)
 - the nature or frequency of duties warrants such usage
 - economy class is inappropriate due to a medical condition

- except with Ministerial approval, the department will not pay for the air travel of a person who is accompanying a traveller on official duties
- travellers must consider alternatives to paying excess baggage such as couriering or posting material prior to departure. Personal excess baggage must be paid for by the traveller when not directly related to official travel
- for frequent flying travellers whose normal duties require them to travel three or more times a month (i.e. they are required to take three or more separate return trips per month that include air travel), the Director-General may approve payment of the individual's airline lounge membership
- non-frequent flying travellers:
 - are **not** entitled to department-funded lounge memberships and cannot access the department's discounted lounge rates if they choose to purchase or renew their own private airline lounge membership
 - may use airline lounges using their own privately purchased memberships when they travel for official purposes
- chartering aircraft can only occur if no commercial flights are available and the travel is imperative. Charter flights may be approved by a Director or above (central office), Regional Director or School Supervisor (regional office), provided they are in a higher position than the traveller
- refer to the [Queensland Government Air Travel Policy](#) for more details.

Ground travel

- travellers must select the best value for money mode of ground transport
- when it is operating, employees must use the Airtrain service when travelling between the Brisbane CBD and Brisbane's airport terminal, unless use of the Airtrain is impractical such as if a significant amount of luggage is being transported or an officer is physically unable to use the service.
- taxis or rideshare services are the preferred mode of transport for trips of 30km or less to and from locations where there is reasonable availability (i.e. expected wait time of 10 minutes or less). If a group of people are attending the same event, they should consider carpooling to reduce costs.
- fleet vehicles should only be considered for trips exceeding 30 kms or when taxis or rideshare services are not reasonably available. Refer to the [Fleet management procedure](#) for information about the use of departmental fleet vehicles and alternate modes of ground transport
- claims for valet expenses must be approved by the Director-General, or by a travel approver for travellers with a relevant medical condition or physical disability.

Accommodation

- in accordance with [Directive 13/23 – Domestic travelling and relieving expenses](#), travellers are to be provided with a well-appointed and comfortable standard of accommodation except where this standard is not available at a particular centre
- a higher standard of accommodation may be provided where appropriate (for example, for accommodation located at a conference venue, for a location of a hotel in relation to a work site and/or where competitive rates are negotiated with a higher rated establishment)

- accommodation must not be provided to officers who live within reasonable proximity (see definition) of a travel destination and are able to return safely
- travellers must select the best value for money accommodation available.

Private travel

- private travel may be combined with official travel, for example to extend travel over a weekend
- travellers may travel accompanied (for example by a family member or partner) if no additional expenses are incurred by the department, and the traveller's official duties are not adversely affected
- to obtain approval for private travel from a travel approver, travellers or travel requestors must include details of any private travel components in the travel request
- any expenses related to the private travel component, including for an accompanying traveller, must be met by the traveller, not the department. This includes additional expenses for accommodation, or airfares where they are more expensive than they would have been were the travel booked only for the traveller's official travel
- where a departmental employee combines official and private travel, [Fringe Benefits Tax](#) (DoE employees only) may apply.

Insurance

- employees are insured for permanent disability and death resulting from an aircraft accident while on official travel (refer [Air travel indemnity policy](#)) and for injuries while on official duties in accordance with workers' compensation legislation
- the purchase of additional travel insurance is not essential for domestic travel. However, if travel insurance for domestic travel is required, [GoSafe](#) (DoE employees only) must be used
- non-departmental travellers that are volunteers, and Board and Committee members, are insured through [Queensland Government Insurance Fund](#) (QGIF)
- for contractors the travel booker or travel requestor must determine if the contract engagement includes the appropriate insurance coverage. Where coverage is not appropriate, determine if the department should purchase additional insurance or if the responsibility lies with the contracting firm
- for all other non-departmental travellers, the travel booker or travel requestor must assess the terms of their engagement and if the department is responsible for insurance coverage. If in doubt, seek advice from [Legal Services](#) (DoE employees only).

2. Approve travel

Travel approver

A travel approver must be an employee of the department, Tier 6 [financial delegate](#) or above and must either supervise or have a higher tier of financial delegation than the traveller (and travel requestor where required). A travel approver:

- can approve a travel request for a single trip, or a program of travel, before it commences if:
 - they have the appropriate financial delegation to approve the total estimate of expenses for the single trip or program of travel

- they have the authority under the [Human Resources Delegations](#) manual to approve the relevant activities. For example, to approve the traveller's preferred method to pay for travel related expenses
- the proposed travel or program of travel meets the conditions described in the "Overview" section of this procedure
- the travel request includes the relevant information described in the 'Process' section of this procedure and as outlined in the [sample travel approval emails](#) or [Travel request estimate and approval form](#) (DoE employees only)
- retains a record of their review of the application and approval/rejection
- must provide a new approval if a trip's destination, purpose, number of travellers or private travel components change, or expenses increase above the original approved estimate.

Expense approver

An expense approver is a financial delegate with sufficient authority to approve the travel expense. The expense approver and the travel approver can be the same person. The expense approver:

- must sight the travel approval and confirm the expense claim aligns with that approval before approving any travel-related expenses.
- can approve expense payments within their financial delegation, and activities under their Human Resource delegations, for the purpose of undertaking an approved single trip or program of travel, including:
 - purchasing items in the approved travel request (for example: flights, accommodation, car hire and/or advance payments of allowances/actuals that were included in an approved program of travel).
 - purchasing items where the cost of the same or closest available equivalent item has increased in comparison to the estimate provided in the approved travel request
 - purchasing additional items that were not included in the approved travel request but are reasonably required for the travel (for example, to purchase car hire for travellers as part of an approved program of travel which was not included in the approved travel request)
 - payment of kilometric allowance to travellers where the use of a private motor vehicle for official travel was pre-approved by an appropriate Human Resource delegate.
- must not approve expense payments unless the travel has been approved, including new approval for any variations to the original approval, for example:
 - a change of the destination or purpose of a trip
 - an increase in the number of travellers on a trip
 - a change in the private travel components on a trip
 - expenses increased above the original travel estimate.

3. Book travel

Travel Booker or Traveller:

- must book all official travel based on the best value for money option available. It is acceptable to book outside the QTravel arrangement if better savings and benefits can be demonstrated
- must ensure only Department of Education-funded travel is booked via QTravel. Private travel must not be booked through QTravel
- books travel in accordance with the approved travel request
- must seek additional travel approval if the cost of a component exceeds the estimate in the approved travel request
- ensures accommodation expenses are paid directly to the venue by the department/school (including by using a corporate card), unless circumstances require the traveller to pay the venue directly
- maintains a record of the travel booking in accordance with the departmental [record retention](#) schedule (DoE employees only)
- purchases travel insurance if approved (see "Additional considerations when planning travel" above).
- assists traveller to request payment of in-advance travel expenses in accordance with [Directive 13/23 – Domestic travelling and relieving expenses](#) if they have been approved as an advance:
 - for central and regional office funded travel, using [ExpenseMe Pro](#) (DoE employees only)
 - for school funded travel, using the [Domestic travel expenses advance form](#) (DoE employees only)
 - for non-departmental travellers undertaking domestic travel related to representative school sport, using the [Domestic travel expenses advance form for Representative School Sport](#) (DoE employees only).

4. Acquit travel and claim expenses

Traveller

- retains receipts for expenses incurred for corporate card reconciliations or claiming actual expenses, including incidentals, noting that travellers:
 - can claim the meal, accommodation and incidental allowances in accordance with [Directive 13/23 – Domestic travelling and relieving expenses](#) and local requirements in schools and business units
 - travellers can claim actual meal or accommodation expenses that exceed the prescribed allowance under [Directive 13/23 – Domestic travelling and relieving expenses](#). Travellers may only claim actual meal expenses that exceed the prescribed allowance if the meal expenses for the whole trip exceed the total meal allowance for the whole trip. Travellers must provide sufficient explanation to justify expenses that exceed the prescribed allowance.
 - cannot claim or charge expenses related to personal/private travel to a department corporate card or the department under any circumstances. This includes expenses for approved private travel components, or expenses incurred by an accompanying traveller
 - cannot claim reimbursement for expenses that they do not pay for. For example, accommodation expenses paid directly by the department, meals provided at conferences, or complimentary breakfast at a hotel.

- acquits expenses against a travel advance, with the assistance of the travel Booker if required:
 - for central and regional office funded travel, using [ExpenseMe Pro](#) (DoE employees only) within 30 days of the end of the trip (i.e. trip end date plus 30 days)
 - for school funded travel, using this [Domestic travel expenses acquittal form](#) (DoE employees only) within 14 days of the end of the trip (e.g. trip end date plus 14 days)
 - for non-departmental travellers undertaking domestic travel related to representative school sport, using this [Domestic travel advance claim form for Representative School Sport](#)
- if payment in arrears was approved, traveller or travel Booker processes claims for reimbursement:
 - for central and regional office funded travel, other than same-day travel, using [ExpenseMe Pro](#) (DoE employees only)
 - for school funded travel, other than same-day travel, using this [domestic travel expenses claim form](#) (DoE employees only)
 - for non-departmental travellers funded by central and regional office, using the [domestic travel expenses claim \(non-employees\) form](#)
 - for non-departmental travellers funded by schools, using the direct invoice reimbursement process, through the OneSchool finance system
 - for private motor expenses, refer to the next section
- if the traveller combines official and private travel, provides details, including approval and expenses, to the Taxation Team for [Fringe Benefits Tax](#) assessment and reporting purposes.
- for school and central and regional office staff claiming same day meal allowances, use this [travel expense claim form \(domestic and international\)](#) (DoE employees only). Note: same day travel allowances must be processed through the employee's payroll.

Expense approver

An expense approver is a financial delegate with sufficient authority to approve the travel expense. The expense approver and the travel approver can be the same person. The expense approver:

- must sight the travel approval and confirm the expense claim aligns with that approval before approving any travel-related expenses.
- can approve expense payments within their financial delegation which were incurred during the approved travel, including:
 - claims for allowances within 12 months and within the prescribed amounts in [Directive 13/23 – Domestic travelling and relieving expenses](#)
 - claims for reimbursement of actual expenses, including where the cost of the item has increased in comparison to the estimate provided in the approved travel request.
 - claims for reimbursement in excess of the allowances prescribed in [Directive 13/23 – Domestic travelling and relieving expenses](#) if there is sufficient explanation and justification provided by the traveller to support the additional expense

- must not approve expense payments unless the travel request has been approved including new approval for any variations to the original approval. Examples of such variations include:
 - a change of the destination or purpose of a trip
 - an increase in the number of travellers on a trip
 - a change in the private travel components on a trip
 - expenses exceeding the original travel estimate.
- with an appropriate Human Resources delegation may approve travel expenses and allowances claimed more than 12 months after travel occurred
- retains a record of their review and their decision to approve/reject.

Use of a private motor vehicle

Under [Directive 20/16 – Motor vehicle allowances](#), travellers may be entitled to a motor vehicle allowance when they use their private motor vehicle for official purposes. If a traveller uses their private motor vehicle for official purposes, the applicable allowance is:

- for public service employees, in the employee's relevant [modern award](#), or
- for non-departmental persons, in the [Queensland Public Service Officers and other Employees Award](#).

Traveller

- must determine the best value for money mode of transport and not use their private vehicle for official travel if this is not the best value for money option
- must follow the requirements for [private vehicle use and kilometric allowance](#) (DoE employees only) to use a private motor vehicle for official travel. This includes:
 - obtain pre-approval from an appropriate [Human Resources delegate](#) (DoE employees only) including evidence that the private motor vehicle is appropriately insured
 - complete an [Application for authority to claim kilometric allowance](#) (DoE employees only)
 - retain the signed pre-approval, noting that they do not need to submit a copy of the pre-approval when claiming payment.
- claims kilometric allowances:
 - for central and regional office funded travel, using [ExpenseMe Pro](#) (DoE employees only)
 - for school funded travel, using the [Kilometric allowance claim form](#) (DoE employees only)
 - for non-departmental employees, using direct invoice.
- should refer to [Directive 20/16 Motor vehicle allowances](#) and [departmental requirements](#) (DoE employees only) for more information.

Expense approver (or travel approver)

- confirm that private use of a motor vehicle for official purposes was appropriately approved
- approve an expense claim for kilometric allowances if it is made within 12 months

- if they have an appropriate Human Resources delegation, approves an expense claim for kilometric allowance claimed more than 12 months after travel occurred. If not, they can refer the decision to an appropriate Human Resources delegate in their reporting line.

Definitions

Term	Definition
Frequent-flying traveller	A traveller whose normal duties require them to travel three or more times a month (i.e. they are required to take three or more separate trips per month that include air travel).
Official travel	Departmental-approved travel required for departmental and/or government business. Excludes local trips that occur within the same day, for example using fleet cars or other ground travel.
Personal/private travel	Travel that is not official travel related to the department or government business.
Professional development	Learning opportunities officially approved by an authorised officer of the department, undertaken to improve an individual's ability to perform their role and grow as a professional.
Program of travel	Travel that is planned for multiple trips over a period of time, which may include multiple different officers and locations. A program of travel may only be approved for a period of up to three months, i.e., all individual trips included in a program of travel must occur within the 3-month period.
QTravel and Corporate Travel Management (CTM)	QTravel is the whole of government solution for booking air travel, accommodation and car hire. The current whole-of-government provider is CTM.
Reasonable proximity and provision of accommodation	Accommodation will not be provided to officers whose home or base is within reasonable proximity of their travel destination, except where returning would compromise their safety. The determination of "reasonable proximity" is not based on a fixed distance or time. The approving delegate will consider on a case-by-case basis the following factors: <ul style="list-style-type: none"> Safety: Accommodation may be approved if returning after work-related activities, such as extended daytime or late-night events, or extended travel, poses a safety risk to the officer. Appropriate and ethical use of public resources: Decisions must reflect the responsible use of public funds, ensuring that accommodation is only provided when necessary.

Term	Definition
	<ul style="list-style-type: none"> Public defensibility: The decision should withstand public scrutiny and align with community expectations of fairness and accountability. <p>Examples:</p> <ul style="list-style-type: none"> Accommodation not provided: An officer residing in a Brisbane suburb attending a conference in Brisbane city would not typically qualify for overnight accommodation. Accommodation may be provided: An officer residing on the Gold Coast attending a full-day conference in Brisbane, followed by a scheduled conference dinner, may qualify for accommodation if returning to base/home is deemed unsafe.
Same day travel allowances	For travel that starts and ends on the same day, meal allowances may be payable. Unlike overnight travel, these are administered by Payroll Services and a different Travel expense claim form (domestic and international) is used.
Travel booker	<p>Travel bookers assist travellers with travel bookings and other activities related to official travel.</p> <p>Internal agency contacts are available via Travel.SCHOOLS@qed.qld.gov.au (for schools) and Travel.CORPORATE@qed.qld.gov.au (for regional/central).</p>
Travel expenses	Any fees, allowances or expenses associated with or incidental to official travel including fares, accommodation, meals, incidental expenses, vehicle hire, travel allowances paid in advance or arrears, same-day travel meal allowances and motor-vehicle kilometric allowances.
Traveller	<p>A departmental employee or non-departmental person travelling on or in relation to departmental business where travel expenses are:</p> <ul style="list-style-type: none"> either fully or partially met by the department (including expenses and allowances), or funded from other sources, for example fee for service activities such as a student camp, where expenses are covered by a conference organiser, grants and other funds. <p>Non-departmental persons may include:</p> <ul style="list-style-type: none"> the department's clients, e.g. students and escorts consultants and contractors job candidates members of official delegations.

Term	Definition
Value for money	<p>Value for money requires the use of public resources in an efficient, effective and economical manner that is consistent with the department's Appropriate and ethical use of public resources policy.</p> <p>Decisions about travel expenses have regard to cost, and other relevant considerations such as the department's business needs and the traveller's safety.</p> <p>Travellers are not expected to undertake extensive itineraries or compromise their safety or security in order to reduce the cost to the department. However, decisions should be made on an impartial consideration of the travel arrangements and not based on personal preference.</p>

Legislation

- [Public Sector Act 2022 \(Qld\)](#)
- [Office of Industrial Relations Directive 13/23 – Domestic travelling and relieving expenses](#)
- [Office of Industrial Relations Directive 20/16 – Motor vehicle allowances](#)
- [Human Rights Act 2019 \(Qld\)](#)
- [Queensland Public Service Officers and other Employees Award](#) (in regard to hours of work, travelling and relieving expenses)

Delegations/Authorisations

- [Finance delegations](#)
- [Human Resources delegations](#) (DoE employees only)

Policies and procedures in this group

- [Expenditure policy](#)

Supporting information for this procedure

- [Example email templates - Travel requests and approvals](#)

Other resources

Policies and procedures

- [Air travel indemnity policy](#)
- [Queensland Government Air travel policy](#)
- [Official international travel for business and professional development procedure](#)

- [Applying for leave combined with official international travel procedure](#)
- [International school study tours procedure](#)
- [Fleet management procedure](#)
- [Appropriate and ethical use of public resources policy](#)
- [Conflict of interest policy](#)
- [School excursions procedure](#)

Forms and systems

- Example [travel request emails](#) (DoE employees only)
- [Domestic travel expenses advance form](#) (DoE employees only)
- [Domestic travel expenses acquittal form](#) (DoE employees only)
- [Domestic travel expenses claim form](#) (DoE employees only)
- [Domestic travel expenses claim form](#) for non-departmental employees (DoE employees only)
- [Domestic travel expenses advance claim form for Representative School Sport](#) (DoE employees only)
- [Application for authority to claim kilometric allowance](#) (DoE employees only)
- [Fleet booking \(UMS\) System](#) (DOE employees only)
- [Kilometric allowance claim form](#) (DoE employees only)
- [Same-day travel meal allowance claim form](#) (DoE employees only)
- [ExpenseMe Pro information](#) (DoE employees only)
- [ExpenseMe Pro User Guide – Domestic Travel Claims](#) (DoE employees only)
- [QTravel](#) and [Corporate Travel Management \(CTM\) Portal](#) (Queensland Government employees only)

Further information

- [Travel advice for government travellers and booking officers](#)
- [Travel for official departmental business](#) (DoE employees only)
- [International travel](#) (DoE employees only)
- [Cabcharge e-tickets and FastCard](#) (DoE employees only)
- [Share riding mobile application \(Travel\)](#) (DoE employees only)
- [Fringe Benefits Tax – Domestic travel](#) (DoE employees only)
- [Driver safety guide](#)
- [Corporate Card](#) (DoE employees only)
- [Standing Offer Arrangement – Air Charter Brokerage Services](#) (DoE employees only)
- [How to access Queensland Government prices for airline club membership](#) (DoE employees only)

Contact

For further information, please contact Finance, Procurement and Facilities through the [Services Catalogue Online](#) (DoE employees only – use the Financial policy and delegations enquiry form).

Persons 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)

Review date

13/07/2026

Superseded versions

Previous seven years shown. Minor version updates not included.

2.0 Domestic travel

3.0 Domestic travel

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Refer to the [Creative Commons Australia](#) site for further information.

Example email templates – Travel Requestor

Request approval for single trip for self or multiple travellers

Instructions: The following information must be provided to a travel approver. It can be in an email, or as an attachment where the approval will cover multiple travellers, or a program of travel.

Email to travel approver

Please approve travel as follows:

- Purpose of travel and outcome/benefit: e.g. attend PD, meeting or consult with
- Justification that alternative options such as video conferencing are unsuitable: e.g. annual conference that is not provided on-line.
- Name[s] of officer[s] travelling and their position: e.g. Director, Manager
- From / To: Originating location and destination
- Dates of travel: Dates of departure and return
- Types of travel: Flight and/or accommodation, accommodation only, charter flight etc
- Approximate cost [must specify each]:
 - Airfares
 - Accommodation
 - Meals/Allowances
 - Car Hire
 - Other (e.g. taxi)
 - = Total
- Preferred method for claiming expenses: e.g. allowance, estimated cost in advance, reimbursement or corporate card

And if relevant

- Use of private vehicle: If approval is being sought to use and claim expenses for traveller's private vehicle
- Travel Insurance: If required in addition to normal insurance
- Private travel components: Details, if private travel will be undertaken during the official trip
- QTravel used/not used: Best value for money travel is a requirement and use of QTravel is not mandated. State which system has been used and confirm the best value for money option has been obtained.
- Costs that exceed Directive: Include reason and justification for costs that exceed Directive [13/23 Domestic travelling and relieving expenses](#)
- [Human Rights](#) impacted (yes / no): If yes, state which rights are impacted, justification and assess if compatible.

I confirm that:

- This travel is in line with Government and departmental objectives and the requirements of the [Domestic travel procedure](#) and the Appropriate and ethical use of public resources policy.
- I have considered, and provided justification that alternate lower cost options such as video conferencing are unsuitable.
- I have considered travel options and I have selected the best value for money option.

[Ensure Signature block of travel requestor is included]

Request approval for a program of travel

Note: A program of travel is travel that is planned in advance for multiple trips over a period of time, which may include multiple different officers and locations. For example, where the School Review unit reviews different schools in a term. A program of travel may only be approved for a period of up to three months, i.e., all individual trips included in a program of travel must occur within the 3-month period.

Instructions: Provide travel approver a schedule including all details outlined on the previous page for a single trip, but for each traveller covered by the program.

Email to Travel approver

Please approve travel as outlined in the attached schedule or travel itinerary. The attached travel schedule includes all details for **each** traveller covered by the program.

This travel is in line with Government and departmental objectives and the requirements of the [Domestic travel procedure](#) and the Appropriate and ethical use of public resources policy, and alternative lower cost means of achieving the purpose of the travel have been explored and are not suitable.

Any variations to the schedule will be re-submitted for approval.

[Ensure signature block of travel requestor is included]

Request approval for variation to travel request

Email to Travel approver

Please approve the following travel request variation.

[You / name of approver] approved a schedule of travel relating to a [program of work] on [date]

The required travel has now varied because [reason]. Please approve the [following/attached] variations to the travel as previously approved. *[Either attach a revised schedule highlighting the variations, or list the variations]*

This travel is in line with Government and departmental objectives and the requirements of the [Domestic travel procedure](#) and the Appropriate and ethical use of public resources policy. Alternative lower cost means of achieving the purpose of the travel have been explored and are not suitable.

In accordance with the Domestic Travel Procedure, variations to the schedule in relation to a change the destination or purpose of a trip, increase in the number of travellers, increase in cost, or changes in the private travel components on a trip will be re-submitted for approval.

[Ensure signature block of travel requestor is included]

Example email templates – Approving Officers

Email for centrally instigated travel

Note: Centrally initiated travel may occur when a senior officer provides a blanket approval for regional officers or principals to attend a future conference or event. However, this blanket approval is not the same as individual travel pre-approval. It simply grants high-level permission for a group of officers to travel. *Each officer is still required to obtain their own travel pre-approval, which must include all the specific details outlined on page 1.*

Details to be included in the email:

I approve travel for [name/s of officer/s] to attend [name of meeting/event] on [date/s of meeting/event].

I confirm that the travel and attendance at the meeting or event are appropriate. Justification has been provided that lower cost alternatives, such as telephone or video conferencing, have been explored and deemed unsuitable.

Each officer is still required to obtain their own travel pre-approval in line with the [Domestic travel procedure](#).

[Ensure signature block of travel approver is included]

Approval of travel request/variation to travel request

I approve the requested travel to be undertaken as outlined in [the attached travel request e.g. attach the completed travel request sample email template; or travel variation request]. I am satisfied that:

- This travel is in line with Government and departmental objectives and the [Domestic travel procedure](#) and the Appropriate and ethical use of public resources policy.
- Justification has been provided that lower cost alternative means of achieving the purpose of the travel such as telephone or video conferencing have been explored and are not suitable.
- The travel is best value for money for the Department.

[Ensure signature block of travel approver is included]

Effective 13 July 2026