

# Overseas Travel Policy and Guidelines



## **1.0 Policy Statement**

- 1.1 All overseas travel is to be approved and conducted in line with the following guidelines to ensure that the travel is undertaken in a financially responsible manner and the State Government's "duty of care" responsibility is adhered to at all times.

## **2.0 Scope**

- 2.1 For the purposes of these guidelines, overseas travel is defined as any travel outside Australia (including New Zealand).
- 2.2 The policy and guidelines apply to employees and officers of State Service agencies and associated statutory authorities. [In this document the term 'officer' is used to cover all these people].
- 2.3 The policy and guidelines are recommended for use by statutory office holders engaged in government business.

## **3.0 Approval**

- 3.1 The relevant Minister's prior approval is required where an officer is travelling overseas for work related purposes, and an officer's fares accommodation and incidental expenses are to be met, all or in part, from State Government or other non personal-funds (including Federal funds, special medical/hospital funds, sponsorships, mentoring programs etc).
- 3.2 Overseas travel applications requiring the Minister's approval should be presented to the Minister's office at least four weeks prior to departure, except in exceptional circumstances.
- 3.3 Before approving a request a Minister is to consider any current travel warnings for proposed destinations (see section 6.2). Applications are to be rejected if there is any risk of danger to the officer and/or the State either from a security or health perspective.
- 3.4 The relevant head of agency's prior approval is required where an officer has travelled at their own expense overseas but he or she requests authority to be deemed to be on duty for a period of time (for example to attend an overseas conference or course of study relevant to the officer's duties).

#### **4.0 Authorised Class of Travel**

4.1 Subject to clause 4.2, the classes of travel which are approved are

- a Minister – up to business class
- b An officer accompanying a Minister - the class being travelled by the Minister
- c Heads of Agency (and other officers with a relevant provision in their contract of employment) – up to business class
- d Other officers and employees – economy class, unless specific approval by the head of agency

4.2 Ministers are to travel at an appropriate class of travel for a specific flight or a component of a trip. A single trip may comprise economy, premium economy and business class components.

Ministers should only travel business class on a leg of air travel when it is justifiable. Considerations to be taken in to account when deciding to travel business class include (but are not limited to):

- a Length of trip
- b Timing of flight (early morning/late night)
- c Work requirements during the flight (reading confidential papers, consulting with or being briefed by advisers)
- d Expected activities at completion of trip (eg immediately commencing a meeting or negotiation rather than proceeding directly to overnight accommodation)

Where a staff member is required to accompany the Minister, he/she may also travel in the same class as the Minister if work requirements so require. This policy is limited to one staff member only.

On all other occasions staff are to travel economy class or the least expensive class available.

## **5.0 Advice to DPAC**

- 5.1 Details of all approved overseas travel by employees and officers of State Service agencies and associated statutory authorities, and statutory office holders engaged in government business should be notified to DPAC prior to travel so as to ensure a record of all overseas travel is maintained centrally.
- 5.2 Each month, agencies are to provide to the Protocol Office, Department of Premier and Cabinet (DPAC) with a monthly summary of travel to be taken in the next 3 forthcoming months. This information includes:-
- a Names and titles of those people travelling
  - b Dates of departure and return to Tasmania
  - c Purpose and reason for trip
  - d Details of major meetings, organisations, key people, etc.
  - e Course or conference being attended, etc.
  - f Estimates costs and details of funding sources (including Federal funds, special medical/hospital funds, sponsorships, mentoring program, own funds, etc.)

## **6.0 Security**

- 6.1 Employees travelling overseas are to visit the Department of Foreign Affairs and Trade's (DFAT) web site that provides continually updated advice for Australian citizens travelling overseas countries to take account of emerging intelligence. The web site is at – [www.dfat.gov.au/travel/](http://www.dfat.gov.au/travel/).
- 6.2 Requests to Ministers for overseas travel are include written evidence that the officer has viewed the website of Department of Foreign Affairs and Trade (DFAT). This site provides details on current travel warnings and other information that the international traveller must be aware of before commencing their travel. The form shown at Attachment A can be used for this purpose.
- 6.3 The Commonwealth's Department of Foreign Affairs and Trade website should be re-visited again one week prior to travel where the proposed destination is considered to be an unsafe destination. The head of agency should re-endorse his/her support for the application.

## **7.0 Travel Reports**

- 7.1 A report about the trip should be provided to Ministers via the head of agency with a copy to Protocol Office, Department of Premier and Cabinet within one month of the officer's return to work unless the overseas travel was for attendance at a routine conference.
- 7.2 The report does not necessarily need to be specifically prepared for the Minister. It can be a copy of a short report, or the executive summary of a larger report, prepared for other general purposes associated with the trip.

(NAME OF AGENCY/ORGANISATION)

**OVERSEAS TRAVEL  
ACKNOWLEDGEMENT OF TRAVEL WARNING ADVICE**

I, *(name of individual seeking travel approval)* , confirm that I have read the relevant travel advice provided by the Department of Foreign Affairs and Trade (available at [www.dfat.gov.au/travel/](http://www.dfat.gov.au/travel/) ) and understand the level of risk related to my travel to *(name of country/ies that will be visited)*. I still intend to proceed with my travel plans.

Signed: .....  
Date: .....