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# Tasmanian State Service International Travel Policy

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April 2025

## Policy Clearance

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## Accountabilities

Implementation	Protocol Office, Ministerial and Executive Services, Department of Premier and Cabinet (DPAC)
Compliance	State Service employees, associated state and statutory authorities and statutory office holders
Monitoring and Evaluation	Protocol Office, Ministerial and Executive Services, DPAC
Development and/or Review	Protocol Office, Ministerial and Executive Services, DPAC

For assistance with these guidelines, please contact Protocol Office, Ministerial and Executive Services at [protocol@dpac.tas.gov.au](mailto:protocol@dpac.tas.gov.au)

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## International Travel Policy

### Definitions

- **Employee:** A Tasmanian State Service employee or any individual contracted to the Tasmanian State Service.
- **Agency/authority:** All State Service departments and associated state authorities that this policy applies to (see Appendix 1).
- **International travel:** Travel undertaken outside of Australia, including travel to New Zealand.
- **Official international travel:** International travel undertaken by an employee for the purpose of undertaking business duties directly related to the Tasmanian State Service.
- **Agency specific policy:** Any internal policy possessed by a Tasmanian agency or state or statutory authority.
- **Travel notifications:** Notifications to be made before official international travel is undertaken.
- **Travel reports:** Reports to be provided after official international travel is undertaken.
- **Tasmania's Protective Security Policy Framework (TAS-PSPF):** A central, holistic document which establishes nationally consistent protective security standards and coordinates a whole-of-government approach to the protection of Tasmanian Government resources.
- **Agency Security Advisor:** Person/people nominated to perform security functions or specialist services related to security within an agency (required by all state bodies under the TAS-PSPF).
- **Whole of Government Gifts, Benefits and Hospitality Policy:** sets out the broad principles to be applied by and to all Tasmanian State Service employees in relation to the offer, acceptance or refusal of a gift, benefit or hospitality.

## 1. Background

- 1.1 This policy update supersedes the existing whole-of-government Overseas Travel Policy and Guidelines issued by the Department of Premier and Cabinet (DPAC) in 2011.
- 1.2 This policy is to be practiced in conjunction with any other agency specific international travel and expense policies, however if there are any discrepancies between policies, this policy takes precedence.
- 1.3 The Tasmanian Government has a duty of care to all employees travelling internationally on official business.
- 1.4 Ministerial approval is required for all official international travel except in exceptional circumstances (see Section 3).
- 1.5 The Tasmanian State Service International Travel Policy is managed by the DPAC.

## 2. Scope

- 2.1 For the purposes of these guidelines, international travel is defined as any travel outside Australia (including New Zealand).
- 2.2 The policy applies to employees of State Service departments and state authorities listed under the *Tasmanian State Service Act 2000 (TSSA)* undertaking official international travel (see Appendix 1).
- 2.3 This policy does not apply to employees undertaking completely self-funded international travel that does not require an employee to act in an official capacity.
- 2.4 The policy is recommended for use by statutory authorities and office holders engaged in government business.
- 2.5 This policy does not apply to Ministers and/or Ministerial support staff travelling internationally on official government business. Ministers and Ministerial staff should refer to the Ministerial Guidance for Overseas Travel when undertaking international travel.

## 3. Travel Approval

### Ministerial approval

- 3.1 Prior approval by the relevant Minister is required where official international travel is to be undertaken, and an employee's reasonable expenses are to be met, all or in part, by the Tasmanian Government or other non-personal funds.

- 3.2 Ministers can delegate the approval of international travel to a Head of Agency, specifically in cases where employment conditions entitle the Agency's employees to travel internationally for professional development purposes.
- 3.3 International travel applications must be submitted through the Head of Agency or equivalent, to the Minister's office (unless delegation is in place for relevant applications, as per 3.2), at least four weeks prior to departure, except in exceptional circumstances.
- 3.4 If international travel must be undertaken but an agency does not know who will be undertaking the travel, an application may be submitted to the relevant Minister seeking travel approval for 'an employee', to allow travel plans to be progressed. An employee must be selected, and their name reported to all relevant parties, two weeks before the travel is undertaken (see section 5).

### **Head of Agency approval**

- 3.5 Prior approval from the Head of Agency (or equivalent) is required where an employee intends to travel internationally at their own expense, but requests authority to be deemed on duty for a period of time (for example to attend a conference). An employee must adhere to all guidelines within this policy when acting in an official capacity.

### **Other information**

- 3.6 Travel applications will be rejected if there are any risks to the employee and/or the State that are deemed unjustifiable by an employee's Head of Agency or equivalent (*see sections 7 and 8: Security and Health*).
- 3.7 An employee may undertake personal travel before or after scheduled official international travel, however approval must be sought from the relevant Head of Agency or equivalent. See section 11 for more information on personal travel.
- 3.8 Approval may be required when an employee wishes to be accompanied by their family while travelling internationally on business. Employees should refer to internal agency processes and procedures, including but not limited to Fringe Benefits Tax information, in relation to this.

## **4. Authorised Class of Travel**

- 4.1 All official travel undertaken on behalf of an Agency is to be appropriate, safe, affordable, advances the priorities and achievements of the Tasmanian Government, and benefits the Tasmanian community.

If travel is considered necessary, employees must act in accordance with the State Service Code of Conduct (Section 9 of the TSSA) by using Tasmanian Government resources in a proper manner. Employees should also be mindful that - at all times when travelling - they are acting as a representative of the Tasmanian Government and display appropriate behaviour accordingly.

When booking travel, the classes of travel which are approved are:

- a) Minister – up to business class – “Ministers are to travel in economy class domestically and should only travel business class on a leg of air travel when it is justifiable.”
- b) Employees accompanying a Minister – the class being travelled by the Minister
- c) Heads of Agency – up to business class
- d) Employees travelling under eight hours (including airport transfers) – economy class

4.2 Employees travelling eight consecutive hours or over (including airport transfers) can seek approval from their Head of Agency and Minister to fly business class in circumstances where an adequate break cannot be taken between travel and official business commencing. This is not automatically granted and will be considered on a case-by-case basis.

4.3 A Minister may waive the requirement to fly economy class for an employee on medical grounds. An employee must provide relevant certification of medical need to instigate this clause.

4.4 An employee who is funded to travel economy class may pay for an upgrade out of their own funds (the difference of which will not be reimbursed).

## **5. Travel Notifications**

### **Protocol Office**

5.1 Each month, all agencies/authorities are required to provide the Protocol Office (DPAC) with a summary of travel to be undertaken in the next three months (see Attachment C). This ensures a record of all international travel is centrally maintained in case of emergency and for reporting purposes.

5.2 Notifications for international travel must be provided to Protocol Office (DPAC) including cases of last minute or emergent travel, prior to travel being undertaken.

5.3 Protocol Office must be notified of any change in an employee’s travel plans to maintain an accurate centralised database.

- 5.4 If an agency is made aware of an employee in an emergent situation while undertaking international travel, Protocol Office should be notified.

### **Agency Security Advisor**

- 5.5 See section 7.1.

## **6. Travel Reports**

- 6.1 An employee must submit a travel report to their relevant Minister (through their Head of Agency or equivalent) within two months of returning to the workplace (see Attachment B).
- 6.2 A copy of the travel report must also be submitted to the Protocol Office (DPAC) within two months of an employee's return. Protocol Office is responsible for providing monthly travel reports to the Head of the State Service, as well as an annual travel report to the Department of Treasury and Finance.
- 6.3 Employees are not required to disclose in a report information gained during travel that may have commercial, law enforcement, security or Cabinet in confidence implications.
- 6.4 Employees are not required to submit reports where they have been engaged in official business involving legal or privacy concerns such as extraditions or witness transport. This decision is to be at the discretion of an employee's Head of Agency. If possible, Protocol Office (DPAC) should be notified if a travel report will not be produced.
- 6.5 All agencies/authorities must ensure internal record keeping is undertaken of all international travel, regardless of whether a copy of the travel report is able to be provided to Protocol Office.
- 6.6 Where an agency/authority believes a travel report will contain sensitive information that should not be publicly released, it is to be noted in the report, including the reasons why parts of the report are not to be published.
- 6.7 Where the employee is a member of a multi-party delegation or multiple employees attend one event, only one report is required with all employee's listed.

## **7. Safety and Security**

### **Disclaimer:**

- Government representatives travelling internationally could be targets for foreign intelligence services because they have knowledge of, and access to, valuable information and data.



- Information of interest may include, but is not limited to, official or security-classified material, information that may advantage another country (e.g. energy, agricultural or trade information), or information about the identities of other government officials.
- All security inclusions in this section comprise the essential requirements of any employee travelling internationally and are to be undertaken in conjunction with agency specific security guidelines.
- Employees are responsible for ensuring the security of information and devices they carry or access while travelling internationally and must work with their Agency Security Advisor (ASA) (required by all state bodies under the TAS-PSPF) to ensure compliance with all security procedures.

### **Risk assessments**

- 7.1 An employee must notify their ASA in writing of the intent to undertake official international travel. The ASA will advise if the employee is required to undertake a security briefing and/or risk assessment(s) to ensure all relevant security measures are observed when planning and undertaking official international travel.
- 7.2 Employees must complete a travel warrant, or similar document within their Agency structure, and follow the correct protocol as per internal Travel Policies.
- 7.3 Employees must check the DFAT Smartraveller website which provides travel advice reflecting the risk level to Australians citizens travelling internationally.
- 7.4 Requests for international travel must be submitted with written confirmation an employee has viewed the Smartraveller website (Attachment A).
- 7.5 An employee must consult the Smartraveller website again one week prior to travel to ensure travel advice has not changed. It is recommended an employee [subscribe](#) to the Smartraveller website to receive travel advice and alerts on destinations being travelled to.
- 7.6 If the warning advice level recorded on the Smartraveller website is;
  - a) Do not travel, or
  - b) Reconsider your need to travel;

an employee must **not** undertake international travel. This rule is irrefutable\* and applies if the advice has changed between the initial consultation of the site and the second consultation a week prior to travel.

\* A singular exception applies to emergency services personnel deployed in exceptional circumstances with the approval of their Minister.

### **Information and electronic device security**

- 7.7 An employee must advise in their travel request to the Minister if they intend to travel with, or access, official or security-classified information.
- 7.8 The potential risks of travelling with official or security-classified information should be considered when planning international travel, such as the impact on the state if the information was to be lost or stolen during travel. Mitigation strategies must be outlined in an employee's travel request.
- 7.9 An employee intending to travel with any official or classified information must follow all guidelines in Tasmania's PSPF [INFOSEC-2](#) policy (refer to Annexures), and work with their ASA to ensure compliance.

Advice should also be sought from DFAT on options to access information on devices internationally.

- 7.10 An employee must ensure that agency supplied devices, or devices that can access agency information and systems, are compliant with all TASPSPF and agency specific security instructions.

All employees should consult their agency Information Technology division regarding the use of electronic devices internationally. In many circumstances, employees will be provided with clean technologies and will be given instruction as to how to charge devices, how to access the internet, and what to do with personal devices.

- 7.11 An employee must [report](#) any loss, suspected compromise or unusual behaviour for electronic devices, including multi-factor authentication tokens, to their agency/authority as soon as possible and cease using the device.

- 7.12 An employee must not lend electronic devices to anyone outside of their organisation while travelling. If a device has been temporarily lost and then returned, an employee must assume it has been compromised, report it to their agency/authority as soon as possible and cease using the device.
- 7.13 An employee must never allow someone to plug a foreign object (such as a USB, phone etc) into their electronic device.
- 7.14 An employee must never use chargers for their electronic device provided by a third party or at designated charging stations or USB outlets.
- 7.15 An employee must keep all electronic devices with them in **their hand luggage**. At **no point** should electronic devices be placed in check-in luggage.

## 8. Health

- 8.1 It is an employee's responsibility to obtain proper medical advice prior to undertaking international travel.
- 8.2 Employees must check they are up to date with the recommended vaccinations for the country they are travelling to and that any prescribed medication to be taken internationally is legal in the country being visited.
- 8.3 Employees should visit the Travel Health section of the Smartraveller website for information on any health risks associated with their intended destination and should include any health risks noted on the site in the travel application to their Minister.
- 8.4 While travelling, employees must take the precautions necessary to maintain good health and avoid situations that might adversely affect their health (e.g. driving after a long flight, excessive drinking etc). Employees should refer to their internal agency Travel policy for more information.
- 8.5 In the event of a medical emergency, employees must seek appropriate care and contact the Tasmanian Risk Management Fund (see section 10) and/or their [workplace contact person](#) as soon as possible. An employee must establish who should be contacted in the case of an emergency before undertaking international travel.

## 9. Procedures

### Booking

- 9.1 It is important an employee familiarises themselves with the booking procedures of their workplace before undertaking international travel.
- 9.2 When booking international travel, an employee must ensure they are adhering to all guidelines outlined in this policy, (such as section 4: Authorised Class of Travel) and any other Agency-specific requirements.

### Passports/Visas

- 9.3 An employee must ensure that their passport is valid prior to seeking approval for official international travel.
- 9.3a) Employees should note that countries require a passport to have at least six months validity after the proposed departure from that country to permit entry.
- 9.4 If an employee required to travel does not possess a valid passport, the employee is entitled to reimbursement for the cost of obtaining a passport. This will be assessed on a case-by-case basis by your agency Finance division.
- 9.5 If an employee required to travel holds a valid passport due to expire before or during official travel, the employee is entitled to reimbursement for the cost of renewing their passport. This will be assessed on a case-by-case basis by your agency Finance division.
- 9.6 If an employee already holds a valid passport, they are not entitled to reimbursement for said passport.
- 9.7 Some countries require visas for entry. An employee travelling internationally must arrange to obtain a relevant visa for their travel. The cost of a visa required for official travel must be reimbursed by an employee's agency/authority.

### Expenses/Reimbursements

- 9.8 As per Tasmanian State Service Awards and Agreements and individual contracts, an employee required to undertake work-related duties outside of Australia is entitled to be paid a travel allowance at a rate determined and published by the Australian Taxation Office. Employees should discuss claiming this allowance with their agency Finance division before travel.

- 9.9 If an employee does not wish to be paid a travel allowance during official travel, they may instead apply for reimbursement for associated travel costs at the conclusion of their trip. Clauses 9.11, 9.12 and 9.13 must be followed if an employee selects this option.
- 9.10 An employee must keep a comprehensive record of all costs associated with their official international travel, including receipts and invoices, to obtain reimbursement at the conclusion of their trip.
- 9.11 Employees must familiarise themselves with their relevant agency/authority's reimbursement processes before international travel is undertaken, to ensure an understanding of the key steps and expected processing time upon their return.
- 9.12 If an employee is unsure if an expense will be reimbursed by their agency/authority, they should seek clarification **before** the expense is undertaken.

## 10. Travel Insurance

- 10.1 Travel insurance is available for all employees travelling internationally on official business via the [Tasmanian Risk Management Fund](#) (TRMF). The fund is managed by the Tasmanian Department of Treasury and Finance (Treasury).
- 10.2 Generally, cover will automatically apply to any employee travelling internationally on official business, and an employee will not have to notify Treasury of any upcoming travel.
- 10.3 However, where the proposed travel involves activities that may represent a higher risk exposure (for example, simulated or actual firefighting/rescue activities), confirmation of cover should be sought with Treasury prior to travel.
- 10.4 Travel insurance will only apply to an employee's official international travel. If an employee intends to undertake personal travel before or after their official travel, it is recommended insurance be purchased at the employee's expense for the period of travel.
- 10.5 Employees must research the travel cover TRMF provides and ensure they understand the scope of the official travel insurance offered; see website link in 10.1 or contact [trmf@treasury.tas.gov.au](mailto:trmf@treasury.tas.gov.au)

## 11. Personal Travel Beyond Work

- 11.1 An employee may undertake personal travel before or after government funded travel, however it must be approved by the relevant Head of Agency or equivalent.
- 11.2 An employee's application must outline the period of travel that is official and the period/s of travel that are personal. If applicable, employees should also include the name(s), relationship(s) and travel dates of anyone accompanying them during their travel.
- 11.3 Agencies may enforce specificities around the use of personal leave undertaken before/after personal travel, such as allowed duration, flight reimbursement etc.
- 11.4 If an employee has been assigned a Tasmanian Government Corporate Credit Card to undertake official travel, this must not be used during periods of personal travel.
- 11.5 Personal travel must be undertaken at an employee's own expense and will not be covered by an employee's official travel insurance (see section 10.4).

### Fringe Benefits Tax (FBT)

- 11.6 If an employee undertakes a personal component of official international travel, this travel could be subject to Fringe Benefits tax by their agency. Fringe Benefits Tax will be reviewed on a case-by-case basis and it is the agency's discretion as to whether monies will be recouped.
- 11.7 An employee must seek advice from their Agency's finance division on the FBT implications on private travel before departing.

## 12. Loyalty schemes and airline lounges

- 12.1 When booking international travel, employees must impartially consider the fares available and select the most economical option.
- 12.2 Benefits from loyalty schemes and/or airline lounge memberships must not influence an employee's travel decisions when booking official international travel.
- 12.3 Heads of Agency and other employees (as approved by the Head of Agency) are entitled to airline lounge membership as part of their position within the State Service. It is noted that sections 12.1 and 12.2 must still be observed.
- 12.4 An employee must note that gaining loyalty scheme benefits (such as frequent flyer points) on official travel is a 'purchasing incentive' under the whole-of-government [Gifts, Benefits and Hospitality Policy](#), and must be [declared](#) accordingly.

- 12.5 An employee must include their intent to accumulate frequent flyer points or equivalent when submitting a travel approval request to their Minister.

### 13. Gifts and Benefits

- 13.1 Employees should adhere to the whole-of-government *Gifts, Benefits and Hospitality Policy* when travelling internationally on official business.
- 13.2 See the full [Gifts, Benefits and Hospitality Policy](#) for more information on gifts and/or sponsored travel.

### 14. Related Documents

#### Legislation

- [State Service Legislation](#) list

#### Awards and Agreements

- Tasmanian State Service [Awards and Agreements](#)

#### Policies

- [Tasmania's Protective Security Policy Framework](#)
- Whole of Government [Gifts, Benefits and Hospitality Policy](#), 2016
- Tasmanian Government [Cyber Security Policy](#) and linked [Cyber Security Standards](#)
- Ministerial Guidance for Overseas Travel – currently under development by Office of Security and Emergency Management, DPAC

#### Other resources

- Department of Treasury and Finance, [Tasmanian Risk Management Fund](#), last published 2021
- Australian Taxation Office, [Travel Allowances](#)
- Australian Government, [Australian Cyber Security Centre](#)

## Appendix: Agencies and authorities

- Brand Tasmania
- Department for Education, Children and Young People
- Department of Health
- Department of Justice
- Department of Natural Resources and Environment
- Department of Police, Fire and Emergency Management
- Department of Premier and Cabinet
- Department of State Growth
- Department of Treasury and Finance
- Environment Protection Authority
- Homes Tasmania
- Integrity Commission
- Macquarie Point Development Corporation
- Port Arthur Historic Site Management Authority
- Tasmanian Audit Office (TAO)
- Tasmanian Dairy Industry Authority
- The Public Trustee
- Tourism Tasmania



## Attachment A: Acknowledgement of Travel Warning Advice

(NAME OF AGENCY/AUTHORITY)

### ACKNOWLEDGEMENT OF TRAVEL WARNING ADVICE

I, *(name of employee, position, agency)*, 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/)).

The current travel advice for my destination of *(name of country/ies)* is as follows (circle the current travel advice indicated by DFAT):

- e) Do not travel
- f) Reconsider your need to travel
- g) Exercise a high degree of caution
- h) Exercise normal safety precautions

I understand the level of risk related to my travel to *(name of country/ies that will be visited)* and I acknowledge travel to *(name of country/ies)* will not be undertaken if the warning advice indicated changes to a) Do not travel or b) Reconsider your need to travel.

Signed: .....

Date: .....

## Attachment B: Travel Report Template

(NAME OF AGENCY/AUTHORITY)

### INTERNATIONAL TRAVEL REPORT

This report must be completed and submitted within two months of an employee returning from international travel (see section 6).

Name of agency/authority		
Agency/authority contact		
Phone number		
TRAVEL DETAILS		
Name		
Accompanying staff		
Countries visited		
Dates of travel		
Responsible Agency Security Advisor		
Number of official travel days (include day of departure and day of return)		
Number of personal travel days (if applicable)		
Funding source (list agencies/state authorities etc)		
EXPENSES		
Air fares (including taxes and fees)		\$
Accommodation (including taxes and fees)		\$
Other expenses (including travel allowances and/or any expense reimbursements sought)		\$
Are the above costs final and complete? (Circle yes/no)	YES	NO
SUMMARY		
Purpose of travel		

Publication of report	(note any reasons this report, or sections of this report, should not be made available to the public)
Next steps/follow up (if applicable)	
APPROVAL	
Noted by Head of Agency/equivalent	
Date	/ /
Approved by Minister (Signature)	
Name	
Date	/ /

### Attachment C: Notification of upcoming travel template

(NAME OF AGENCY/AUTHORITY)

**NOTIFICATION OF UPCOMING TRAVEL** – For the months of *(insert months)*

Complete the table below:

EMPLOYEE NAME	EMPLOYEE(S) POSITION TITLE	DATES OF TRAVEL <i>(Include same day travel &amp; private travel)</i>	PURPOSE OF TRAVEL <i>(e.g. International Conference)</i>	DESTINATION(S) <i>(Country/ies)</i>	CLASS OF TRAVEL B = Business E = Economy	SOURCE OF FUNDING AND ESTIMATED COST	TRAVEL NOTIFICATIONS/ BRIEFS <i>(e.g. ASA notification and relevant briefing – if required)</i>	OTHER INFORMATION <i>(e.g. if travel is emergent)</i>

**OR;**

The *(agency/authority name)* has no upcoming international travel to declare for the months of *(months)* and agrees to notify Protocol, DPAC if this changes.

To be completed and sent to [protocol@dpac.tas.gov.au](mailto:protocol@dpac.tas.gov.au) at the beginning of each month (see section 5).