

SECTION 8: MISCELLANEOUS MATTERS

42. Travel on official business

- 42.1 Employees may be required to travel on official business as part of their normal duties.
- 42.2 Official travel should be undertaken in accordance with the Clerk's Instructions and relevant departmental guidelines.
- 42.3 Where possible, travel on official business should be arranged between 7.30am and 7.30pm Monday to Friday. Travel during these times may be counted as time on duty for the purposes of flextime.
- 42.4 Where travel outside these times is essential and/or unavoidable in order to meet work demands, a section head or program manager will grant an employee a period of paid time off in lieu (TOIL) at single time. The arrangements applying to the banking of, and access to, such TOIL credits will be as outlined in clauses 33.10 to 33.12.

Class of travel

- 42.5 Employees are entitled to economy class air travel where required to travel on official business within Australia.
- 42.6 Employees will be entitled to travel business class within Australia if the actual continuous flight time (excluding connecting flights) is in excess of three hours, and the employee is expected to perform duty immediately following the completion of the flight.
- 42.7 Where the abovementioned flight is in conjunction with a connecting flight, and the additional cost to the department to fly an employee business class on the connecting flight would be no more than 10% greater than the economy class airfare, the employee may fly business class for the connecting flight.
- 42.8 An employee required to travel overseas on official business will be entitled to business class travel. Where business class travel is not offered, the employee will travel economy class.

Travelling expenses

- 42.9 Subject to clause 42.2, an employee required to travel within Australia on official business, necessitating absence from Canberra overnight, will be provided with a corporate credit card to meet reasonable accommodation, meal and incidental expenses, or will be fully reimbursed for reasonable expenses incurred upon return.
- 42.10 Subject to clause 42.2, an employee required to travel overseas on official business will be provided with a corporate credit card to meet reasonable accommodation, meal and incidental expenses (e.g. airport taxes, telephone

to which the employee would have been entitled on resignation or retirement.

48. Introduction of paid parking

- 48.1 If a system of paid parking is introduced in the vicinity of Parliament House such that the provision to an employee of free parking is a fringe benefit for the purposes of *Fringe Benefits Tax Assessment Act 1986*, the department will pay any fringe benefits tax that arises as a result of the provision of that parking to the employee.