

Senate Community Affairs Committee
ANSWERS TO ESTIMATES QUESTIONS ON NOTICE
SOCIAL SERVICES PORTFOLIO
2014-15 Supplementary Estimates Hearings

Outcome Number: Cross Outcome - Across Programs

Question No: 5

Topic: Travel

Hansard Page: 23/10/2014 CA10

Senator Moore asked:

Please provide copies of the Department's travel policies. That is in terms of the process around the system.

Answer:

The department's Domestic and International Travel policies apply the following principles for travel on official business:

- Travel should only be undertaken when it is the most effective way to achieve DSS's aims and objectives.
- Other venues for meeting business requirements e.g. teleconference, videoconference, telephone or email that do not require travel should always be considered prior to any travel arrangements being made.
- Consistent with government policy, all DSS employees should seek the lowest practical air fare in relation to domestic travel and the best fare of the day for international travel.
- Travel expenditure should always be economic, efficient, ethical, honest and defensible.

Approval must be obtained in advance from the relevant delegate and the request is work-flowed to the delegate via the department's Electronic Travel Module.

All travel, including air travel, accommodation and short term car hire, must be procured through the Whole of Australian Government Travel providers.

Air travel is required to be taken in economy class for non SES officers. SES officers are encouraged to travel economy class but may travel in business class except for travel from Canberra to Sydney and Canberra to Melbourne where these locations are the end destinations.

When making air bookings, staff are encouraged to book cheaper restricted or semi flexible fares where possible.

All travel must be acquitted within 28 days of travel.

The department's Domestic and International Travel policies and the Electronic Travel Module User Guide are attached.