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CIRCULAR TO DEPARTMENTS AND AUTHORITIES NO. 18 OF 2006

TRAVELLING ALLOWANCE IN THE PUBLIC SECTOR – CATEGORIES OF ACCOMMODATION

Clause 54 – Travelling Allowance – of the Public Service Award 1992 provides for the reimbursement of reasonable expenses for employees who travel on official business. When a trip requires an overnight stay and the employee is fully responsible for their own accommodation, meal and incidental expenses, two rates of travelling allowance are provided: one rate for the use of hotel or motel accommodation, and one rate for other forms of accommodation.

Given the current breadth of the accommodation market, the Government has decided to amend the travelling allowance accommodation categories. Consequently, effective from the date of this circular, the travelling allowance rates provided for by clause 54 (2) of the Public Service Award are to be applied as follows.

- (a) The hotel or motel accommodation rate is to be applied *where commercial accommodation, including but not limited to hotels, motels, serviced apartments, bed and breakfasts, and self-contained forms of accommodation, is utilised...*; and
- (b) The other than hotel or motel accommodation is to be applied *where non-commercial accommodation is utilised, such as with family or friends...*

Where an employee is entitled to a camping allowance under the award, they shall not be entitled to travelling allowance other than as may be provided by the award.

The amendment to the accommodation categories is extended to any public sector award that provides the same travelling allowance entitlement as the Public Service Award 1992.

**SUSAN BARRERA
EXECUTIVE DIRECTOR**

13 November 2006