Chapter 3. Travel, Accommodation and Travelling Allowance

3.1 Introduction
1. This document outlines the policy and procedures for submitting a Travel Request (TR) by ATDP Members and other persons who are required to travel on duty for ATDP.

3.2 DVA Policy
2. Budget Allocation. DVA allocates funds to ATDP annually to cover the cost of authorised travel, accommodation and travelling allowances (TA) relating to programmed ATDP activities and other authorised ATDP activities on a case-by-case basis.
3. Travel and Accommodation Booking Policy. All bookings for travel and accommodation and calculations of travelling allowances are made by the ATDP Secretariat.
4. Limits of Entitlement. ATDP personnel are entitled to submit a TR as follows:
   • DVA-funded travel to and from, and accommodation ONLY for programmed and/or authorised ATDP commitments; and
   • travel allowances ONLY for the actual periods of time that you are away from your normal place of residence and engaged in a programmed and/or authorised ATDP activity (including breaks in travel as outlined below).
5. Cost of Accommodation. Personnel authorised to travel on ATDP duty are normally booked into accommodation that does not exceed DVA's SES Level 2 annual rate.
6. ATDP Booking Processing. All requests for travel and accommodation bookings and payment of travel allowances are to be made on the Travel Request Form (Item No 2 in the Forms folder of this Library is pdf fillable form).

3.3 ATDP Policy
7. Before lodging a TR, ATDP Members must be aware that:
   • the ATDP allocation is finite and all expenditure, and especially travel, must be fully justified as essential to achieving identified program outcomes
   • all expenditure may be subject to internal/external audit and, when audited, will be scrutinised for its justification
8. To travel on ATDP duty at DVA expense a person must ensure that the proposed travel is essential to and directed specifically at the achievement of an identified ATDP outcome, and:
   • for a national training task: is authorised by the NTM
   • for a national consistency task: is authorised by the CFMG Chair
   • for a regional implementation task: is authorised by the Regional Manager
   • is approved by the Secretariat Travel Delegate.
3.4 Misappropriation

9. Personnel requesting DVA-funded travel and accommodation and receiving travel allowance must note the following:
   - All requests for travel, accommodation and travel allowance must be strictly for ATDP programmed or authorised activities ONLY.
   - No deviations from the approved travel and accommodation are permitted without approval in writing by the Secretariat.

10. Any person who submits a TR for any of the following contraventions of policy is liable for a charge of fraudulent misappropriation of Public Funds:
   - States the reason for travel inaccurately, incorrectly or misleadingly.
   - Claims or accepts an accommodation booking and/or travelling allowance for a place or period time that is not an ATDP-specific activity.
   - Uses CabCharges for non-ATDP-specific taxi or hire car travel.
   - Fails to reconcile the travel (within the time required by the Secretariat).

3.5 TR Submission

11. Before being eligible for DVA-funded travel, accommodation and receipt of travelling allowance, you will need to submit a Non-Staff Travel Record Request (see Chapter 2 of this Library).

12. To request bookings for travel and accommodation, and payment of travelling allowance, you will need to:
   - confirm by email or phone with the relevant ATDP authorising member that the travel is required
   - complete the proforma at Annex A (fillable form in the Forms folder in this Library)
   - submit the completed TR with the relevant ATDP authorising member as an attachment to an email
   - the ATDP authorising member will:
     - confirm that the details on the TR are justify the proposed expenditure
     - forward a justified TR to ATDPTRAVELLERS@dva.gov.au (the email address for the Secretariat Travel Delegate)
   - you will know that travel is fully approved when you receive an itinerary from the DVA travel consultant and a Commonwealth Payment Advice
   - carefully confirm the details against the TR on receipt of the:
     - travel and accommodation bookings from the DVA Travel Consultant
     - TA payment advice from the Commonwealth.

   1 Fraudulent misappropriation is defined as ‘dishonestly obtaining a benefit or causing a loss by deception or other means’.
13. **Payment.** TA will be deposited by electronic transfer directly into the personal bank account you have advised DVA.

14. **Payment Timing.** Your allowances will normally be deposited into your personal bank accounts two working days before travel. To ensure this happens, you are advised to:

- submit your completed TAR as early as possible before travel
- if your allowances have not been deposited at least two working days before your departure, email ATDPTRAVELLERS@dva.gov.au

**Attachment:** Travel Request Form  
(A fillable form is located in the Forms folder of this Library)
Annex A

Travel Request Proforma

ATDP TRAVEL REQUEST (TR)

Purpose:
Non-DAVA Office-bearers and facilitators providing services on behalf of ATDP now have their travel processed through the Department of Veterans’ Affairs (DVA) Travel Requisition and Claim System (TRACS), DVA’s travel management system. All travel allowance (TA) associated with all modes of travel is processed through a travel requisition in TRACS. This includes Motor Vehicle Allowance (MVA) and the list of other entitlements listed below.

PLEASE NOTE: This TR must be signed before sending it in. Send to ATDPTRAVELLERS@dva.gov.au

Travel details

Reason for travel:

Name: ____________________________ Position: ____________________________
Address: ____________________________ Phone: ____________________________
Mobile: ____________________________ E-Mail: ____________________________

CAB/CHARGES required:

Please use 24-hour clock for times

<table>
<thead>
<tr>
<th>Date</th>
<th>Departure Time</th>
<th>Arrival Time</th>
<th>From</th>
<th>To</th>
<th>Mode (air, train, mv etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Accommodation: Accommodation booking required as follows please:

1. ____________________________________________________________________________

2. ____________________________________________________________________________

Please enter ALL relevant details below

Enter the number of meals that will be provided, e.g. lunch at the meeting or training course

<table>
<thead>
<tr>
<th>Meal</th>
<th>Number</th>
<th>Inventory Code</th>
<th>Volume</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lunch</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dinner</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Tick the box for your car engine size

<table>
<thead>
<tr>
<th>Engine Size</th>
<th>Required documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 1.600cc</td>
<td>1. MV Licence</td>
</tr>
<tr>
<td>2. 1.6 - 2.600cc</td>
<td>2. MV Registration</td>
</tr>
<tr>
<td>3. More than 2.600cc</td>
<td>3. Comprehensive MV Insurance</td>
</tr>
</tbody>
</table>

Total cost of vehicle hire and/or repairs

Frequent Flyer Membership Number:

Virgin: ____________________________ Bus Fare: $ ____________________________

Qantas: ____________________________ Taxi Fare: $ ____________________________

Motor Vehicle Allowance

Lessor approximate km expected to drive

<table>
<thead>
<tr>
<th>Other entitlements</th>
<th>Accommodation booking required</th>
</tr>
</thead>
<tbody>
<tr>
<td>QIBT itinerary</td>
<td>QIBT E-ticket, AOT accommodation booking, Summary of Travel, Remittance advice (when TA is paid) etc.</td>
</tr>
<tr>
<td>Meals and incidental allowances are a flat rate. You can spend less and receipts are not required to be kept.</td>
<td></td>
</tr>
</tbody>
</table>

Note: (For Travelers and Admin Staff)

1. Before you travel, relevant documents will be sent to you and include: QIBT itinerary, QIBT E-ticket, AOT accommodation booking, Summary of Travel, Remittance advice (when TA is paid) etc.

2. Meals and incidental allowances are a flat rate. You can spend less and receipts are not required to be kept. Any meals provided are deducted from the meal allowance for that day.

3. MVA is calculated per kilometre and is paid with meals and incidentals.

You are entitled to have expenses reimbursed that were incurred during ATDP travel. Please keep all receipts and send to DVA on completion of travel. An additional remittance advice and updated summary of travel request will be sent for the expenses incurred and the reimbursement paid into your bank account.

Regional Manager (RM) for RIG Travel Approval

*Or their delegate*

Name: ____________________________ Signature: ____________________________
Date: ____________________________

Expenditure Approval (CT/Min Chair for RM Travel)

*Person authorized to approve proposals to spend public monies*

Name: ____________________________ Signature: ____________________________
Date: ____________________________

PLEASE NOTE: This TR must be signed before sending it in. Send to ATDPTRAVELLERS@dva.gov.au