



REMUNERATION TRIBUNAL

Explanatory Memorandum 2004/03: Official Travel by Office Holders

1. The Remuneration Tribunal has inquired into and determined the remuneration and significantly related matters for public office holders, as it is empowered to do by the *Remuneration Tribunal Act 1973*.
2. This Determination updates and replaces the travelling allowance provisions previously contained in Determination 2000/06. As well it updates and replaces the official travel provisions that were previously contained in the six principal determinations that covered the various groups of offices (refer to Determination 2004/04 for the changes to the six determinations). All the travel provisions determined by the Tribunal that have general application to office holders are now contained in this Determination.

PART 1 – GENERAL

3. Clauses 1.1, 1.2 and 1.3 specifies the authority for and the date of effect of the Determination and revokes the Travelling Allowance Determination (2000/06).
4. Clause 1.4 sets out the interaction between the provisions of this Determination and other Determinations that may contain specific provisions for an office or group of offices. In such a case, the specific provision in another Determination will apply to the extent of any inconsistency.
5. Clause 1.5 contains the definitions of certain words for the purposes of the Determination.
6. Clause 1.6 sets out the circumstances where a person will be regarded as travelling on official business for the purposes of the Determination.
7. Clause 1.7 prevents the payment of travel expenses under this Determination where payment is received from another source. Previous Determination provisions prevented an office holder from claiming payment from any other source.
8. Clauses 1.8, 1.9 and 1.10 reflect pre-existing provisions.

PART 2 – TRAVEL ON OFFICIAL BUSINESS

9. The provisions of this Part reflect pre-existing provisions.

PART 3 – TRAVEL EXPENSES

10. Clause 3.1 specifies when an office holder will be entitled to payments to meet travel expenses.
11. Clause 3.2 reflects a pre-existing provision apart from discontinuing a payment of \$10 which was contained in Determination 2000/06.
12. Clause 3.3 restates the pre-existing arrangements that travelling allowance is not payable where an overnight absence does not occur during official travel.
13. Clause 3.4 specifies when travelling allowance will be payable, with **Schedule A** containing the travelling allowance rates to apply from 28 March 2004.

14. Clause 3.5 and 3.6 restates the pre-existing arrangements.
15. Clause 3.7 introduces a provision to ensure unavoidable accommodation costs are met by the employer, where appropriate accommodation is not available in the locality within the accommodation component of the travelling allowance.
16. Clause 3.8 introduces a provision that enables additional meal costs to be met where the absence covers more meal periods than that covered by the travelling allowance. Actual meal costs must exceed the allowance otherwise payable, for payment under this provision to be made.
17. Clauses 3.9 and 3.10 restates the pre-existing arrangements for overseas travel costs.

PART 4 – OFFICIAL TRAVEL BY MOTOR VEHICLE

18. Clauses 4.1 to 4.3 reflect the pre-existing arrangements, with the kilometre rate updated to reflect current rates.

Authority: Subsections 5(2A), 7(3) and 7(4) of the *Remuneration Tribunal Act 1973*