Remuneration Tribunal (Official Travel) Determination 2025

made under subsections 5(2A) and 7(3) and (4) of the

Remuneration Tribunal Act 1973

Compilation No. 1

Compilation date: 3 October 2025

Includes amendments: F2025L01224

Prepared by the Office of Parliamentary Counsel, Canberra

About this compilation

This compilation

This is a compilation of the *Remuneration Tribunal (Official Travel) Determination 2025* that shows the text of the law as amended and in force on 3 October 2025 (the ***compilation date***).

The notes at the end of this compilation (the ***endnotes***) include information about amending laws and the amendment history of provisions of the compiled law.

Uncommenced amendments

The effect of uncommenced amendments is not shown in the text of the compiled law. The details of amendments made up to, but not commenced at, the compilation date are underlined in the endnotes. Any uncommenced amendments affecting the law are accessible on the Register (www.legislation.gov.au).

Application, saving and transitional provisions

If the operation of a provision or amendment of the compiled law is affected by an application, saving or transitional provision that is not included in this compilation, details are included in the endnotes.

Editorial changes

For more information about any editorial changes made in this compilation, see the endnotes.

Presentational changes

The *Legislation Act 2003* provides for First Parliamentary Counsel to make presentational changes to a compilation. Presentational changes are applied to give a more consistent look and feel to legislation published on the Register, and enable the user to more easily navigate those documents.

Modifications

If the compiled law is modified by another law, the compiled law operates as modified but the modification does not amend the text of the law. Accordingly, this compilation does not show the text of the compiled law as modified. Any modifications affecting the law are accessible on the Register.

Self-repealing provisions

If a provision of the compiled law has been repealed in accordance with a provision of the law, details are included in the endnotes.

Contents

Part 1—Preliminary

1 Name

This instrument is the *Remuneration Tribunal (Official Travel) Determination 2025*.

3 When this instrument takes effect

This instrument takes effect at the start of 7 September 2025.

4 Authority

This instrument is made under subsections 5(2A) and 7(3) and (4) of the *Remuneration Tribunal Act 1973*.

5 Determination supersedes previous determination

This instrument supersedes the *Remuneration Tribunal (Official Travel) Determination 2024*.

7 Definitions

In this instrument:

Act means the *Remuneration Tribunal Act 1973*.

agency, of an office holder, means:

(a) the agency to which the office holder is attached; or

(b) if the office holder is not attached to an agency—the portfolio Department.

commercial accommodation means accommodation in a commercial establishment such as a hotel, motel or serviced apartment.

de facto partner of a person has the meaning given by the *Acts Interpretation Act 1901*.

employing authority, in relation to an office holder, means:

(a) if the office holder holds a principal executive office for which there is an employing body—the employing body; or

(b) otherwise—an entity exercising a power or performing a function in relation to the office holder's employment or remuneration.

Note: For the Minister's power to declare the employing body for a principal executive office, see section 3B of the Act.

home base, in relation to an office holder, means the town or city in which the office holder's principal place of residence is located.

office means an office held by an office holder.

office holder: see subsection 9(1).

office locality, in relation to an office holder, means the geographic location of the office holder's usual place of work on official business.

official business, in relation to an office holder, means business pertaining to or required by the duties of the office holder's office.

Table 3A means the table of class of travel in section 11.

Table 6A means the table of rates of travel allowance for travel to capital cities in section 27.

Table 6B means the table of rates of travel allowance for travel to country centres in section 28.

Table 6C means the table of meal and incidental components of travel allowance for high cost centres in section 29.

Table 6D means the table of meal and incidental components of travel allowance for other country centres in section 30.

taxation determination means the *Taxation Determination TD 2025/4*, published by the Commissioner of Taxation, as in force or existing at the time when this instrument commences.

Note: The taxation determination could in 2025 be viewed on the Australian Taxation Office website (https://www.ato.gov.au).

travel tier of an office holder: see subsection 9(2).

Part 2—General provisions

8 Purpose of this instrument

This instrument sets out the provisions that apply when:

(a) an office holder (other than a holder of a part-time office) is required to travel for official business away from their office locality; or

(b) a holder of a part-time office is required to travel for official business away from their home base.

9 Application of this instrument

(1) This instrument applies to a person (an ***office holder***) who holds one of the following:

(a) an office to which the *Remuneration Tribunal (Judicial and Related Offices—Remuneration and Allowances) Determination 2025* (or any determination that supersedes that determination) applies;

(b) an office to which the *Remuneration Tribunal (Remuneration and Allowances for Holders of Full-time Public Office) Determination 2025* (or any determination that supersedes that determination) applies;

(c) an office to which the *Remuneration Tribunal (Remuneration and Allowances for Holders of Part-time Public Office) Determination 2025* (or any determination that supersedes that determination) applies;

(d) an office to which the *Remuneration Tribunal (Departmental Secretaries—Classification Structure and Terms and Conditions) Determination 2025* (or any determination that supersedes that determination) applies;

(e) an office to which the *Remuneration Tribunal (Specified Statutory Offices—Remuneration and Allowances) Determination 2025* (or any determination that supersedes that determination) applies;

(f) an office to which the *Remuneration Tribunal (Principal Executive Offices—Classification Structure and Terms and Conditions) Determination 2025* (or any determination that supersedes that determination) applies.

(2) An office holder's ***travel tier*** is the travel tier specified in the instrument that applies to the office.

(3) This instrument has effect, in relation to an office holder, subject to the instrument that applies to the office.

Note: Some instruments mentioned in subsection (1) contain provisions that exclude, limit or modify the application of this instrument in relation to particular offices.

10 General principles for administering this instrument

(1) This instrument is intended to be administered in accordance with the principles in this section.

(2) Office holders are not expected to gain or lose financially as a result of travelling on official business.

(3) Office holders must only incur expenses, or commit the Commonwealth to meet expenses, where funds are lawfully available to do so.

(4) Travel may only be undertaken where its purpose is consistent with the duties of the office holder.

(5) When making travel arrangements, office holders are to consider the following:

- (a) the necessity of travel and potential alternatives to travel, such as teleconferencing or videoconferencing;
- (b) the total cost of travel, including value for money;
- (c) any travel-related administrative guidelines put in place by their agency;
- (d) the flexibility to maintain an appropriate balance between work and home responsibilities, as well as safety and security.

Part 3—Travel on official business

11 Class of travel

(1) An office holder who travels on official business is entitled to travel at the class of travel set out in the following table (***Table 3A***) for the office holder's travel tier. However, the office holder may choose to travel at a lower class if that would be more convenient or appropriate.

Table 3A—Class of travel

Column 1 **Travel tier of office**	**Column 2** **Class of travel—within Australia**	**Column 3** **Class of travel—overseas**
Tier 1	Highest available	Business class
Tier 2	(a) for air travel between any of Sydney, Melbourne and Canberra—economy class; and (b) otherwise—business class	Business class
Tier 3	Economy class	Economy class

(2) In working out the class of travel that applies to a trip involving multiple legs of air travel, ignore any stops between the start and the end of the air travel.

Note: For example, an office holder with tier 2 travel who flies from Darwin to Canberra, with a connection in Sydney, is entitled to business class travel for both legs.

12 Upgrade

Accompanying travel

(1) An office holder may upgrade the office holder's class of travel in order to accompany a person travelling at a higher class of travel if it is demonstrably in the interest of the Commonwealth to do so.

Lengthy flight

(2) An office holder who is entitled to travel economy class may upgrade to business class (for domestic and international travel) if the duration of the flight exceeds 5 hours.

Physical or medical requirement

(3) A tier 2 office holder who is entitled to travel economy class for air travel between any of Sydney, Melbourne and Canberra may upgrade to business class if the office holder's employing authority certifies in writing that there is a physical or medical requirement for the office holder to travel by business class.

13 Accompanied travel

(1) An office holder may be entitled to be accompanied by the office holder's spouse or de facto partner for purposes relating to official business at Commonwealth expense when travelling within Australia or overseas in accordance with this instrument.

(2) Accompanied travel may occur only if the office holder's employing authority certifies in writing that it is demonstrably in the interest of the Commonwealth, given the purpose of the travel, for the office holder to be accompanied by the office holder's spouse or de facto partner.

(3) If the office holder's spouse or de facto partner accompanies the office holder, the spouse or de facto partner may travel at the same class of travel as the office holder.

14 Agency travel providers

Office holders are encouraged to use their agency's travel-related preferred provider arrangements where these exist.

15 Frequent flyer points

Frequent flyer points accrued at the Commonwealth's expense are not to be used for private purposes.

Part 4—Travel expenses and travel allowance

Division 1—General provisions for travel expenses and travel allowance

16 Payment of travel expenses and travel allowance

(1) If an office holder travels on official business which requires an overnight absence, travel expenses are to be met, and travel allowance is to be paid, in accordance with this Part.

Day travel

(2) No travel allowance is payable for travel on official business that does not require an overnight absence.

17 Accompanied accommodation costs

If:

(a) the Commonwealth meets the travel costs of the office holder's spouse or de facto partner accompanying the office holder in accordance with section 13 (accompanied travel); and

(b) evidence is provided that there is a difference in cost between a single and double room in the commercial accommodation used;

the amount of the difference is to be added to the amount of travel allowance that would otherwise be paid.

18 No double payment

No payment of travel allowance or expenses is to be made under this instrument to the extent that the office holder claims or receives travel allowance or reimbursement of travel expenses under any other source or entitlement for the same travel.

Division 2—Travel within Australia

19 Travel within Australia

This Division applies to travel on official business within Australia.

20 Travel allowance for travel within Australia

(1) For each overnight absence on travel for official business within Australia for which the office holder stays in commercial accommodation, the office holder is to be paid travel allowance, subject to this Part, at the rates in:
  (a) for travel to a capital city—Table 6A; or
  (b) otherwise—Table 6B.

Note: The rates in Tables 6A and 6B are intended to cover the costs of accommodation and meals, and incidental costs.

(2) Subject to this Part, the rates in Table 6A or 6B are to be paid to the office holder for each overnight absence regardless of the time of departure from, or arrival at, the office locality or home base.

21 Part payment of travel allowance

(1) If the cost of accommodation is met by an entity other than the office holder, the amount of travel allowance payable is the "Total" amount in Table 6C or 6D.

(2) If the cost of a meal or meals is met by an entity other than the office holder, the amount of travel allowance is to be reduced by the meal amount or amounts in Table 6C or 6D.

22 Non-commercial accommodation

If the office holder does not stay in commercial accommodation, but stays in accommodation such as the home of a family member or friend, a rate of one third of the specified travel allowance is payable (rounded upwards to the nearest dollar).

23 Unavoidable higher accommodation cost

If the employing authority certifies that the office holder is required to obtain high cost accommodation, an additional payment may be made to the office holder in accordance with the following:
  (a) the requirement must be due to:
    (i) the unavailability of accommodation of a reasonable standard at a locality, which would have avoided this additional payment; or
    (ii) the office holder having a physical limitation or impairment that requires the provision of accessible accommodation arrangements;

(b) the additional payment is to be based on the excess cost of accommodation over the travel allowance rate (after deducting the relevant "Total" amount in Table 6C or 6D (meals and incidentals) from the travel allowance rate);

(c) the additional payment is to be calculated on accommodation expenses and travel allowance for the entire trip.

24 Additional meals

(1) If an office holder is absent for a greater number of meal periods than that covered by the travel allowance payment (the rate nominally covers 3 meals per day) and provides evidence that actual meal costs exceeded the meal component for the absence, payment at the rates set out in Table 6C or 6D may be made for the additional meal or meals.

(2) Subject to certification by the employing authority, this may include meal periods on the day of return to an office holder's home base or office locality where, ordinarily, no travel allowance would be payable.

Division 3—Overseas travel

25 Travel allowance for overseas travel

Accommodation

(1) When travelling overseas on official business, an office holder is entitled to accommodation at Commonwealth expense. Accommodation is to be at a standard reasonably equivalent to that provided for the office holder in Australia.

Meals and incidentals

(2) An office holder travelling overseas on official business is to be paid, for meals and incidentals, the total meals and incidentals amounts set out in the taxation determination for the destinations in the table of countries in the taxation determination.

(3) For the purposes of subsection (2):

(a) tier 1 office holders are to receive the amounts for the highest salary level specified in the taxation determination; and

(b) tier 2 office holders are to receive the amounts for the middle salary level specified in the taxation determination; and

(c) tier 3 office holders are to receive the amounts for the lowest salary level specified in the taxation determination.

Part 5—Official travel by motor vehicle

26 Vehicle travel

(1) Subsection (3) applies to use of a vehicle for an office holder's travel on official business where the agency does not supply the office holder with a vehicle that can be used for the purposes of the travel.

(2) However, if the office holder is provided with an agency vehicle at the office holder's home base, subsection (3) does not apply to any journey commenced from the home base.

(3) The office holder may choose to hire a vehicle or use the office holder's own vehicle to travel on official business where it is demonstrably in the interest of the Commonwealth to do so. In such circumstances the Commonwealth is to:

- (a) meet the cost of a rental vehicle; or
- (b) pay a motor vehicle allowance at the rate of 88 cents per kilometre where a private vehicle is used for the journey. Any private vehicle used for this purpose must be comprehensively insured.

Part 6—Rates of travel allowance

27 Rates of travel allowance—capital cities

The following table (***Table 6A***) sets out the rates, per overnight absence, of travel allowance for travel to capital cities.

Table 6A—Rates of travel allowance for travel to capital cities

Column 1 Location	Column 2 Tier 1	Column 3 Tier 2	Column 4 Tier 3
Adelaide	$432	$413	$323
Brisbane	$478	$459	$346
Canberra	$467	$448	$343
Darwin	$514	$495	$385
Hobart	$456	$437	$341
Melbourne	$486	$433	$338
Perth	$486	$447	$345
Sydney	$518	$499	$388

28 Rates of travel allowance—country centres

The following table (***Table 6B***) sets out the rates, per overnight absence, of travel allowance for travel to country centres.

Table 6B—Rates of travel allowance for travel to country centres

Column 1 Location	Column 2 Tier 1	Column 3 Tier 2	Column 4 Tier 3
All country centres not specified below	$428	$363	$294
New South Wales			
Albury	$428	$409	$372
Armidale	$428	$368	$331
Bathurst	$428	$409	$372
Bega	$428	$409	$372
Bourke	$428	$386	$349
Broken Hill	$428	$364	$327
Cobar	$428	$409	$372
Coffs Harbour	$428	$409	$372
Cooma	$428	$409	$372
Cowra	$428	$409	$372

Table 6B—Rates of travel allowance for travel to country centres

Column 1 Location	Column 2 Tier 1	Column 3 Tier 2	Column 4 Tier 3
Dubbo	$428	$372	$335
Goulburn	$428	$367	$330
Gosford	$428	$363	$326
Grafton	$428	$374	$337
Griffith	$428	$362	$325
Gunnedah	$428	$382	$345
Inverell	$428	$409	$372
Lismore	$428	$385	$348
Maitland	$428	$389	$352
Mudgee	$428	$408	$371
Muswellbrook	$428	$362	$325
Narrabri	$428	$409	$372
Newcastle	$428	$397	$360
Nowra	$428	$370	$333
Orange	$428	$417	$380
Port Macquarie	$428	$392	$355
Queanbeyan	$428	$409	$372
Tamworth	$428	$409	$372
Taree	$428	$409	$372
Tumut	$428	$409	$372
Wagga Wagga	$428	$379	$342
Wollongong	$428	$384	$347
Northern Territory			
Alice Springs	$428	$408	$371
Jabiru	$437	$418	$381
Katherine	$449	$430	$393
Nhulunbuy	$485	$466	$429
Tennant Creek	$428	$409	$372
Yulara	$791	$772	$735
Queensland			
Ayr	$428	$409	$372
Bundaberg	$428	$386	$349
Cairns	$428	$377	$340
Charters Towers	$428	$370	$333
Chinchilla	$428	$409	$372
Dalby	$428	$403	$366
Emerald	$428	$381	$344

Table 6B—Rates of travel allowance for travel to country centres

Column 1 Location	Column 2 Tier 1	Column 3 Tier 2	Column 4 Tier 3
Gladstone	$428	$373	$336
Gold Coast	$446	$427	$390
Hervey Bay	$428	$377	$340
Horn Island	$566	$547	$510
Innisfail	$428	$409	$372
Kingaroy	$428	$382	$345
Mackay	$428	$368	$331
Maryborough	$428	$409	$372
Mount Isa	$428	$387	$350
Nambour	$428	$365	$328
Rockhampton	$428	$376	$339
Roma	$428	$384	$347
Thursday Island	$544	$525	$488
Toowoomba	$428	$363	$326
Townsville	$428	$376	$339
Weipa	$459	$440	$403
South Australia			
Bordertown	$428	$366	$329
Ceduna	$428	$358	$321
Kadina	$428	$409	$372
Mount Gambier	$428	$366	$329
Naracoorte	$428	$409	$372
Port Augusta	$428	$409	$372
Port Lincoln	$428	$372	$335
Port Pirie	$428	$409	$372
Renmark	$428	$409	$372
Whyalla	$428	$369	$332
Wilpena Pound	$493	$474	$437
Tasmania			
Burnie	$428	$380	$343
Devonport	$428	$364	$327
Launceston	$428	$376	$339
Queenstown	$428	$409	$372
Victoria			
Ararat	$428	$361	$324
Bairnsdale	$428	$378	$341
Ballarat	$428	$389	$352

Table 6B—Rates of travel allowance for travel to country centres

Column 1 Location	Column 2 Tier 1	Column 3 Tier 2	Column 4 Tier 3
Benalla	$428	$370	$333
Bendigo	$428	$372	$335
Bright	$428	$382	$345
Castlemaine	$428	$364	$327
Colac	$428	$409	$372
Echuca	$428	$409	$372
Geelong	$428	$377	$340
Hamilton	$428	$372	$335
Horsham	$428	$368	$331
Mildura	$428	$372	$335
Portland	$428	$365	$328
Sale	$428	$409	$372
Seymour	$428	$366	$329
Shepparton	$428	$369	$332
Swan Hill	$428	$383	$346
Wangaratta	$428	$388	$351
Warrnambool	$428	$377	$340
Wodonga	$428	$409	$372
Wonthaggi	$428	$390	$353
Western Australia			
Albany	$428	$395	$358
Broome	$446	$427	$390
Bunbury	$428	$380	$343
Carnarvon	$428	$376	$339
Dampier	$428	$401	$364
Derby	$428	$394	$357
Esperance	$428	$382	$345
Exmouth	$456	$437	$400
Geraldton	$428	$392	$355
Halls Creek	$428	$406	$369
Kalgoorlie	$428	$395	$358
Karratha	$509	$490	$453
Kununurra	$443	$424	$387
Newman	$492	$473	$436
Northam	$441	$422	$385
Port Hedland	$487	$468	$431

Table 6B—Rates of travel allowance for travel to country centres			
Column 1	**Column 2**	**Column 3**	**Column 4**
Location	**Tier 1**	**Tier 2**	**Tier 3**
External Territories			
Christmas Island	$439	$420	$383
Cocos (Keeling) Islands	$552	$533	$496
Norfolk Island	$477	$458	$421

29 Meal and incidental components—high cost centres

For the purposes of sections 21, 23 and 24, the following table (***Table 6C***) sets out the meal and incidental components of:

(a) the travel allowance rates set out in Table 6A for travel to capital cities; and

(b) the travel allowance rates set out in Table 6B for travel to country centres specified by name in Table 6B.

Table 6C—Meal and incidental components of travel allowance for high cost centres			
Column 1	**Column 2**	**Column 3**	**Column 4**
Component	**Tier 1**	**Tier 2**	**Tier 3**
Breakfast	$43	$38	$35
Lunch	$60	$54	$40
Dinner	$84	$75	$67
Incidental	$36	$36	$25
Total	$223	$203	$167

30 Meal and incidental components—other country centres

For the purposes of sections 21, 23 and 24, the following table (***Table 6D***) sets out the meal and incidental components of the travel allowance rates set out in Table 6B for travel to country centres not specified by name in Table 6B.

Table 6D—Meal and incidental components of travel allowance for other country centres			
Column 1	**Column 2**	**Column 3**	**Column 4**
Component	**Tier 1**	**Tier 2**	**Tier 3**
Breakfast	$43	$35	$32
Lunch	$60	$36	$36
Dinner	$84	$69	$62
Incidental	$36	$36	$25
Total	$223	$176	$155

Endnotes

Endnote 1—About the endnotes

The endnotes provide information about this compilation and the compiled law.

The following endnotes are included in every compilation:

Endnote 1—About the endnotes
Endnote 2—Abbreviation key
Endnote 3—Legislation history
Endnote 4—Amendment history

Abbreviation key—Endnote 2
The abbreviation key sets out abbreviations that may be used in the endnotes.

Legislation history and amendment history—Endnotes 3 and 4
Amending laws are annotated in the legislation history and amendment history.

The legislation history in endnote 3 provides information about each law that has amended (or will amend) the compiled law. The information includes commencement details for amending laws and details of any application, saving or transitional provisions that are not included in this compilation.

The amendment history in endnote 4 provides information about amendments at the provision (generally section or equivalent) level. It also includes information about any provision of the compiled law that has been repealed in accordance with a provision of the law.

Editorial changes
The *Legislation Act 2003* authorises First Parliamentary Counsel to make editorial and presentational changes to a compiled law in preparing a compilation of the law for registration. The changes must not change the effect of the law. Editorial changes take effect from the compilation registration date.

If the compilation includes editorial changes, the endnotes include a brief outline of the changes in general terms. Full details of any changes can be obtained from the Office of Parliamentary Counsel.

Misdescribed amendments
A misdescribed amendment is an amendment that does not accurately describe how an amendment is to be made. If, despite the misdescription, the amendment can be given effect as intended, then the misdescribed amendment can be incorporated through an editorial change made under section 15V of the *Legislation Act 2003*.

If a misdescribed amendment cannot be given effect as intended, the amendment is not incorporated and "(md not incorp)" is added to the amendment history.

Endnote 2—Abbreviation key

ad = added or inserted
am = amended
amdt = amendment
C[x] = Compilation No. x
ch = Chapter(s)
cl = clause(s)
cont. = continued
def = definition(s)
Dict = Dictionary
disallowed = disallowed by Parliament
div = Division(s)
ed = editorial change
exp = expires/expired or ceases/ceased to have effect
gaz = gazette
LA = *Legislation Act 2003*
LIA = *Legislative Instruments Act 2003*
(md) = misdescribed amendment can be given effect
(md not incorp) = misdescribed amendment cannot be given effect
mod = modified/modification
No. = Number(s)
Ord = Ordinance
orig = original
p = page(s)
para = paragraph(s)/subparagraph(s) /sub-subparagraph(s)
pres = present
prev = previous
(prev…) = previously
pt = Part(s)
r = regulation(s)/Court rule(s)
reloc = relocated
renum = renumbered
rep = repealed
rs = repealed and substituted
s = section(s)/subsection(s) /rule(s)/subrule(s)/order(s)/suborder(s)
sch = Schedule(s)
SLI = Select Legislative Instrument
SR = Statutory Rules
sub ch = Sub-Chapter(s)
sub div = Subdivision(s)
sub pt = Subpart(s)
<u>underlining</u> = whole or part not commenced or to be commenced

Endnote 3—Legislation history

Name	Registration	Commencement	Application, saving and transitional provisions
Remuneration Tribunal (Official Travel) Determination 2025	19 Aug 2025 (F2025L00942)	7 Sept 2025 (s 2(1) item 1)	
Remuneration Tribunal Amendment Determination (No. 5) 2025	2 Oct 2025 (F2025L01224)	sch 1 (items 8, 9): 3 Oct 2025 (s 2(1) item 1)	—

Endnote 4—Amendment history

Provision affected	How affected
Part 1	
s 2	rep LA s 48D
s 6	rep LA s 48C
Part 3	
s 11	am F2025L01224
Schedule 1	rep LA s 48C