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 Enquiries: Labour Relations Advisor
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CIRCULAR TO DEPARTMENTS AND AUTHORITIES NO. 3 OF 2016

CHRISTMAS AND COCOS (KEELING) ISLANDS – TRAVELLING ALLOWANCE

This Circular replaces Circular to Departments and Authorities No 6 of 2014.

The purpose of this Circular is to provide travelling allowance rates for Western Australian State Government employees travelling to Christmas or Cocos (Keeling) Islands in the course of their employment.

Travelling Allowance

The travelling allowance rates for Christmas and Cocos (Keeling) Islands have been reviewed and adjusted as follows:

Locality	Accommodation involving an overnight stay:	Rate
Christmas Island	At a commercial establishment – hotel, motel or serviced apartments. <i>(Rate is inclusive of accommodation, meals and incidentals)</i>	\$303.45
	At other than a commercial establishment – hotel, motel or serviced apartments. <i>(Rate is meals and incidentals only)</i>	\$123.45
Cocos (Keeling) Island	At a commercial establishment – hotel, motel or serviced apartments. <i>(Rate is inclusive of accommodation, meals and incidentals)</i>	\$408.45
	At other than a commercial establishment – hotel, motel or serviced apartments. <i>(Rate is meals and incidentals only)</i>	\$123.45

The new rates are consistent with those produced by the Australian Taxation Office in Taxation Determination 2015/14.

These travelling allowance rates apply from the date of this Circular and apply only for reimbursement of expenses incurred by the employee. Where the agency has incurred the expense (e.g. via corporate credit card, no additional allowance will be paid).

If you require further information, please contact your Labour Relations Advisor.

KRISTIN BERGER
A/EXECUTIVE DIRECTOR
LABOUR RELATIONS, INDUSTRY AND INNOVATION

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