



CIRCULAR TO DEPARTMENTS AND AUTHORITIES NO. 7 OF 2013

POLICIES ON PAYMENT OF OVERSEAS TRAVEL EXPENSES

Responsibility for the development of policies on the payment of employee expenses incurred while travelling overseas on government business rests with individual departments and authorities. Where an award or agreement provides for the payment of overseas travel expenses, the award or agreement should be applied.

Where a policy is deemed necessary, consideration should be given to the provision of central booking and payment of travel and accommodation expenses, the use of corporate credit cards, and the payment of an allowance for incidental expenses.

Policies should be consistent with the Premier's Circular 2012/03 – *Guidelines for Official Air Travel by Government Officers*, particularly the requirement to exercise the 'strictest economy and accountability in relation to publicly funded overseas air travel'. A copy of the circular is available at www.dpc.wa.gov.au/GuidelinesAndPolicies/PremiersCirculars.

This circular replaces Circular to Departments and Authorities No.1 of 2005 – Policies on Payment of Overseas Travel Allowance.

Kristin Berger
for **BOB HORSTMAN**
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LABOUR RELATIONS

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