



CIRCULAR TO DEPARTMENTS AND AUTHORITIES – 1 OF 2017

TRAVEL ALLOWANCE – CHRISTMAS AND COCOS (KEELING) ISLANDS

This Circular replaces Circular to Departments and Authorities – 3 of 2016.

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

The following rates are effective 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.

Christmas Island

Item	Daily Rate
Commercial Accommodation	\$180
Meals	\$106.90
Incidentals	\$19.05

Cocos (Keeling) Islands

Item	Daily Rate
Commercial Accommodation	\$285
Meals	\$106.90
Incidentals	\$19.05

Where the allowances prescribed in this Circular do not cover an officer's reasonable expenses for a whole trip, the employee shall be reimbursed the excess expenditure if it can be shown to the satisfaction of the Employer by the production of receipts – consistent with subclause 54(6) of the *Public Service Award 1992*.

Please contact your Labour Relations Adviser if you require further information.

KRISTIN BERGER
EXECUTIVE DIRECTOR
LABOUR RELATIONS AND INDUSTRY DEVELOPMENT

9 February 2017