

Domestic Travel Policy Directive

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**Government
of South Australia**

SA Health

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Domestic Travel Policy Directive

1. Policy Statement

SA Health is committed to providing accountable, efficient and cost effective domestic travel processes to facilitate employee participation in professional development opportunities, attending and presenting at conferences, seminars and workshops and attending meetings and networking events. The purpose of this directive is to establish procedures for official domestic travel undertaken by all SA Health employees. In meeting the requirements outlined in this policy directive SA Health will be able to demonstrate that it is:

- Providing clear guidance on travel processes and approvals to employees intending to travel.
- Ensuring the most cost effective methods of travel purchasing are being selected
- Ensuring use of the across government contracted travel supplier for Travel Management Services, as applicable.
- Ensuring all travel policies, standards, determinations, guidelines and relevant legislation are adhered to by employees, as applicable.
- Ensuring a SA Health Travel Diary (Travel Diary) is completed for all domestic travel exceeding five nights away
- Ensuring other than meals and incidental allowances, all other travel expenditure is supported by relevant documentary evidence. [Refer to the Tax Fact Sheet 19 Documentary Evidence.](#)
- Ensuring documentation requirements associated with travel expenditure are compliant with the [Fringe Benefits Tax Assessment Act 1986 \(FBT Act\).](#)

This policy directive is to be read in conjunction with the [Domestic Travel Fact Sheets](#), [SA Health \(Health Care Act\) Human Resources Manual](#), [Commissioners Determination 3.2](#), [DPC Circular 040 – Air Travel](#), [Motor Vehicle Log Book Policy Directive](#), [Travel and FBT Policy Directive](#) and the [Code of Ethics for the South Australian Public Sector](#).

2. Roles and Responsibilities

The Domestic Travel Policy applies to SA Health employees intending to travel within Australia on duty. It also extends to others including contractors, consultants, volunteers and students who are required to travel for official government business regardless of:

- When travel is taken
- Whether such travel is; fully or partially funded by government
- Where an employee travels on annual leave or leave without pay (not on duty) to study or attend a professional development activity and is funded by the Government
- Where travel is undertaken as part of approved conference leave or study leave arrangement under an award or enterprise agreement.

This policy directive covers:

- The Department of Health and Wellbeing (DHW), Local Health Networks (LHN's) and SA Ambulance Service (SAAS)
- The limited circumstances of travel arrangements for contractors and consultants
- Employees assisting with booking commercial flights for patients through the governments Travel Management Services Provider. This policy directive does not cover employee escorts or patient transport.

This policy does not cover:

- Travel undertaken by Medical Officers as part of approved professional development arising from the applicable enterprise agreement.
- Travel relating to any professional development activity undertaken voluntarily during periods of leave without the authority / delegation of SA Health, where such activity is fully funded by the individual and not funded through or by the Government.

- Information relating to overseas travel. Employees should refer to the [Overseas Travel Policy Directive](#) for travel outside of Australia.
- Employee escorts and patient transport. For information relating to patient transport refer to the [Patient Transport Policy Guideline](#).

For a summary of roles, responsibilities and requirements for the approval and purchase of domestic travel refer to the [Domestic Travel Employee Roles and Responsibilities Fact Sheet](#).

An exemption to any aspect of the Domestic Travel Policy Directive can only be sought by written request to the Chief Executive DHW, Chief Executive Officers LHN's and Chief Executive Officer SAAS or authorised delegate. Any employee who wishes to seek an exemption from the across government contract for Travel Management Services must discuss their request with Procurement and Supply Chain Management (PSCM), Fleet and Travel Services prior to any purchasing being made. PSCM will determine if appropriate justification exists for an exemption, and if so, will facilitate the exemption request process with the Department of the Premier and Cabinet (DPC). Sufficient time should be allowed in the application process to seek an exemption.

Further information relating to the travel contract can be obtained from the [Department of the Premier and Cabinet](#).

3. Policy Requirements

3.1 Across Government Contract for Travel Management Services

The DPC across government contract for Travel Management Services covers the provision of domestic and international travel services for the South Australian Public Sector for flights, accommodation, vehicle hire, bus, ferry and rail, travel services such as visa's and traveller's cheques, group bookings, and travel management and reporting.

State Government Departments based within the metropolitan area are mandated to use the contract for air travel requirements, however regionally located State Government Departments are not mandated to use the contract for air travel requirements. Further information on the scope and use of the contract is detailed in DPC's [Travel Management Services Contract](#). Refer to the [Across Government Travel Management Services Provider](#) Quick Reference Guide for details of the contracted travel services provider.

3.1.1 Eligibility

Government travel arrangements are only to be used where a South Australian government employee, as defined in the [Commissioner's Determination 3.2](#), the [Public Sector Act 2009](#), Section 3 of Part 1 and the [Health Care Act 2008](#), Sections 34, 52 and 89, is required to travel on government business.

Government travel arrangements may also be used for both emergency and routine, non-emergency patient travel.

If a third party outside of SA Health is funding the travel and is making the travel arrangements on behalf of the employee, the Travel Management Services contract cannot be accessed.

3.1.2 Private Travel

Family members or non-government employees domestically travelling with government employees cannot access the services of the government travel contract, unless they are travelling in an official capacity on behalf of the Government of South Australia or the South Australian Public Sector. Private travel arrangements for employees should not be booked through the government travel contract. Any employee who is undertaking work in a private

capacity is not entitled to use government travel arrangements for booking or funding related travel. Private travel, that is not incidental to the business travel, must be identified for Fringe Benefits Tax (FBT) assessment. Travel with dual business and private purposes must be apportioned so that FBT is payable on the non-business component.

For more information on Fringe Benefits Tax relating to private travel, refer to the [Travel and Fringe Benefits Tax Policy Directive](#).

3.1.3 Contractors and Consultants

Travel expenses incurred by a contractor or consultant are only permitted where the domestic travel is for approved government related business and is included in their contract. If the contract allows for SA Health to make domestic travel bookings, only travel arrangers authorised by SA Health are permitted to arrange the travel (i.e. contractors and consultants cannot). Appropriate approval by an authorised delegate must be sought in writing prior to the booking of any travel for a contractor or consultant. If a contract allows the contractor or consultant to arrange their own domestic travel and invoice SA Health, then access to the across government travel contract for Travel Management Services is not permitted.

3.1.4 State Government Numbers (SG Number)

State Government Numbers (SG Number) must be provided to the Travel Management Services Provider (TMSP) by the travel arranger at time of booking, regardless if travel is booked online using the Online Booking Tool (OBT) or through the consultant phone/email service. The SG number provides the TMSP with the correct health service or business unit for reporting purposes, and to process invoice charges. For information relating to SG Numbers refer to the [State Government Numbers Quick Reference Guide](#), and the [Commercial Flights and Patient Travel Fact Sheet](#).

3.1.5 Professional Development (Medical Officers)

The SA Health [Salaried Medical Officers Enterprise Agreement 2013](#) allows Salaried Medical Officers (MOs) to be reimbursed for certain Professional Development (PD) amounts, depending on their classification.

MO's undertaking travel for approved PD activities may book through the across government contracted travel supplier but are not eligible to receive any applicable discount pursuant to the across government contract. MOs can however book and negotiate airfare rates on their own behalf.

3.2 Travel Purchasing

Domestic air travel purchasing must be made online using the across government contracted travel supplier's OBT as defined in [DPC Circular 040 – Air Travel](#). Other types of travel are to be purchased using a purchase card through the travel suppliers OBT wherever possible, as this provides the lowest transaction costs for SA Health. Exemptions include patient travel and prisoner transfers. For information and a summary of domestic air travel requirements refer to the [Domestic Air Travel Requirements Fact Sheet](#).

3.3 Air Travel

Domestic air travel purchasing must be made in accordance with the Domestic Air Travel Requirements Fact Sheet, SA Health (Health Care Act) Human Resources Manual, Commissioners Determination 3.2, DPC Circular 040 – Air Travel, Travel and FBT Policy Directive and the Code of Ethics for the South Australian Public Sector, as applicable.

3.3.1 Standard of Travel

Except in the circumstances outlined below employees are to travel economy class for general domestic air travel, including employees travelling with any of the Ministers or the Chief Executive (CE). The CE may travel business class.

All requests to travel business or premium economy class must be approved by the CE or relevant delegate (irrespective of destination or funding source). Approval may be given where there are substantial reasons to do so that relate to the business objectives of the travel. Approval must be defensible and take into account probity, cost and the ethical obligations of employees, and the reason(s) for the approval recorded in the internal travel application documentation.

A request for business or premium economy class travel should be made by providing a detailed explanation for the request in a brief accompanying the domestic travel application.

Employees travelling for business purposes, but who are self-funding the travel costs, may apply to the CE or relevant delegate to travel business or premium economy class. Approval is at the CE's, or relevant delegate's discretion.

An employee whose travel expenses are being fully funded by a third party and have been offered business or premium economy travel should disclose these details to the CE or relevant delegate in the domestic travel application. Approval is at the CE or relevant delegate's discretion.

3.3.1.1 Lowest Logical Fare

When purchasing flights employees are required to select the lowest logical airfare for all domestic flights wherever possible. This is the lowest cost airfare available, up to one hour either side of a nominated departure time. Employees cannot specify the desired airline to travel with. The booking of airfares will not be influenced by a traveller's airline preference or membership to loyalty or benefit programs.

3.3.1.2 Fare Types

The most cost effective airfare should be sought where possible. Selection of higher cost alternatives should be limited to those occasions when, because of timing, booking, or other restrictions, travellers are unable to comply with the fare conditions attached to the lower cost airfares.

When booking flights an airfare class that allows for a credit and a name change should be selected. In the event that the ticket is not used, the airfare can be transferred or put into credit to be used towards a booking of a different traveller at a later date.

3.3.1.3 Patient Travel

When booking routine non-emergency commercial flights for patient travel, an airfare class that allows for a credit, name change or refund should be selected. Flexible airfares (fully refundable), should be sought for emergency patient travel. For information and a summary of patient domestic air travel requirements refer to the [Commercial Flights and Patient Travel Fact Sheet](#).

3.3.2 Available Flight Credits

Cancelled and unused flight tickets are known as available flight credits. If an airfare is non-refundable, and the rules allow for a credit, then the value of the ticket purchased can be put into credit to be used for a new booking later.

Flight credits must be managed by the health service or business unit that is entitled to the credit. Any credit that has three months left to expiry will automatically be moved to the Domestic Travel Flight Credit Pool. Flight credits in the Domestic Travel Flight Credit Pool are available for use on or before their expiry date by any employee authorised to travel.

For information on flight credits refer to the [Domestic Airline Flight Credits Fact Sheet](#), and for information on how to use flight credits or access the Domestic Travel Flight Credit Pool refer to the Quick Reference Guide [Managing Available Airline Flight Credits](#).

3.3.3 Acceptance of gifts and benefits

Employees travelling domestically must adhere to the SA Health Gifts and Benefits Policy Directive which specifies the disclosure obligations when accepting a gift or benefit.

Where third party funded travel occurs for domestic travel it must be declared on the employee's respective gifts and benefits register. For more information refer to the [Gifts and Benefits Procedure](#).

Employees can also refer to the [Code of Ethics for the South Australian Public Sector](#) and the [Commissioner for Public Sector Employment Guideline: Gifts and Benefits](#).

3.3.4 Frequent flyer and other benefit schemes

Airlines have high profile bonus schemes for frequent flyers. These schemes offer benefits such as free travel, consumer goods and holidays to individuals who accumulate bonus points by flying with the airline concerned, as well as through the use of nominated hotels, rental cars and credit cards.

An employee who is a private member of a frequent flyer or other benefit scheme is not entitled to accrue personal benefits through this membership as a consequence of undertaking domestic travel for government related business. Entitlements accrued as a result of government funded travel become the entitlement of the government.

Where the cost of membership for a frequent flyer or other benefit scheme is met by the government, any points or benefits accrued or acquired through the course of government work, must be used by the employee for the purposes of future work related travel or other work related purchases. The Employee Frequent Flyer Points Record Form can be found on [Oracle Assist](#) in Templates and Forms: Finance section.

Further information and the procedures for declaring the receipt of frequent flyer and other benefit schemes can be found in the SA Health [Benefits Schemes Policy Directive](#) and the [Commissioner for Public Sector Employment Guideline: Gifts and Benefits](#)

3.3.5 Airport Lounge Membership Schemes

SA Health has established corporate schemes for Qantas Club and Virgin Australia Lounge, which each attract a reduced membership fee rate.

Employees who are required to undertake significant travel for SA Health business purposes may apply to join a corporate membership scheme and have the cost paid for by SA Health.

Employees of SA Health who wish to apply individually and privately pay for their membership are also able to apply with either provider at the reduced rate made available under the relevant corporate membership scheme.

Airport lounge memberships are approved upon the condition that any work related bookings of airfares will not be influenced by employee memberships to loyalty or benefit programs.

Airport lounge membership schemes, whether paid for by SA Health or funded privately by employees do not attract [FBT](#).

For further information refer to the Airport Lounge Membership Scheme on the [Travel Management](#) intranet page.

Airport lounge membership scheme approvals that are paid for by SA Health are at the discretion of the CE, SA Health or CEOs of the LHNs and SAAS or authorised delegate. Written approval is required and a copy of the letter of approval is to be emailed to Health.PSCMFleetandTravelservices@sa.gov.au in order to proceed.

Requests by individuals to access the reduced membership rate available under the relevant corporate scheme will need to be directed to Fleet and Travel Services, PSCM by Tel: 8425 9201 or email Health.PSCMFleetandTravelservices@sa.gov.au.

3.4 Travel insurance

Insurance cover is provided by SAICORP for intrastate, interstate and overseas travel undertaken by South Australian government agencies and statutory authorities for a maximum of six months. All government employees travelling on duty on approved government business are automatically covered by the across government travel insurance arrangements when the government is fully or partially funding the travel expenses.

In circumstances where the approved business travel is not government funded and is either self-funded or funded by a third party, then travel insurance is not automatic. In these instances, approved travel application forms are to be forwarded to SAICORP via Insurance Services for consideration and approval. All forms are to be submitted to Insurance Services by email: HealthISUHealth@sa.gov.au or facsimile: 8226 6955.

Employees intending to take personal leave in conjunction with domestic travel for business purposes should first seek advice from Insurance Services on 8463 6096 or SAICORP on 8207 2279. Employees intending to take personal leave that exceeds one private day for every three business days of travel, or employees taking paid personal leave for the entire period of travel must organise and pay for their own travel insurance for the entire period of travel inclusive of the business portion.

If employees require assistance worldwide, they should contact the local telephone operator and ask for a reverse charge call to AHI Assist on +61 2 9978 6666 website AHlassist@dynamiq.com.au. For further information refer to the [South Australian Government Financing Authority's](#) website for SAICORP Corporate Travel Wording.

3.5 Accommodation and Car Travel

3.5.1 Standard of Accommodation

The standard of accommodation should be selected in accordance with the requirement to make efficient use of public resources as per the [Commissioner's Determination 3.2](#), [SA Health \(Health Care Act\) Human Resources Manual](#) and the [Code of Ethics for the South Australian Public Sector](#), as applicable.

Accommodation purchasing is up to the discretion of the business unit; however, it must be appropriate for the business need and must ensure the best value for money outcome for SA Health. Accommodation must be booked in line with the rates prescribed in the Commissioner's Determination 3.2 and the SA Health (Health Care Act) Human Resources (HR) Manual, as applicable wherever possible.

For information on accommodation requirements refer to the [Domestic Accommodation and Other Travel Types Fact Sheet](#). For further information on allowances and reimbursements refer to [3.8 Travel Expenses](#).

3.5.2 Travel by Vehicle

When travelling by motor vehicle the following options are available:

- Fleet SA Short Term Vehicle Hire
- Car Rental
- SA Health Fleet Pool Vehicles

It is imperative that consideration is given to the most cost effective option when choosing a means of car hire depending on the distance and location of the travel being undertaken. SA Health Fleet Pool Vehicles should be utilised wherever possible.

Drivers must complete the log book within the Fleet SA motor vehicle to accurately record the business and/or private usage of the motor vehicle for Fringe Benefit Tax purposes. Failure to complete the log book will result in the entire trip being deemed private. Refer to the [Motor Vehicle Log Book Policy Directive](#).

For detailed information on car hire and log book requirements, refer to the [Domestic Accommodation and Other Travel Types Fact Sheet](#).

3.6 SA Health Emergency Response

Where employees travel domestically to work as part of an emergency response team, the [Emergency Management Unit](#) should be referred to for guidance with the booking of travel. It will not always be possible to follow normal procedures when dealing with emergency management situations.

3.7 Approval of Domestic Travel

Approval is required for interstate / intrastate (domestic) travel outside of the area of an employee's permanent headquarters to undertake government related business.

Approval must be obtained in writing by:

- CE / CEO
- Delegates exercising the human resource delegation 'Approve Interstate / Intrastate travel for work or training and development purposes'.

Travel by the CE is to be approved by the Minister for Health and Wellbeing.

Where domestic travel involves additional expenditure such as accommodation, car hire etc, separate financial and procurement approvals must be obtained where relevant and appropriate.

Note: Approval to undertake travel is not required for local or regional travel in the ordinary course of business when travelling within the area of an employee's permanent headquarters, for example:

- In the Metropolitan area, domestic travel approval is not required for travel via taxi or via the use of a SA Health Fleet Pool Vehicle to another metropolitan location
- In Regional areas, domestic travel approval is not required for travel via taxi or via the use of a SA Health Fleet Pool Vehicle to attend sites as part of normal duties and where accommodation overnight is not required.

Manager endorsement may be appropriate based on business unit operational requirements.

For further information on travel authorities, refer to the [Human Resource Instrument of Delegations and Schedule of Authorisations](#) for DHW, and in the local registers of authorisations for each LHN and SAAS. All approvals must be sought and obtained from an appropriate delegate prior to the booking of any travel by any employee. All employees intending to travel must submit their applications for travel through their respective line managers.

Before approving any domestic travel, the relevant delegate must be satisfied that:

- the benefits cannot be obtained in a more cost effective manner (i.e. videoconferencing / teleconferencing)
- sufficient funds are available and the travel is for official business
- the cost to SA Health is minimised and the travel is booked through the across government contracted travel supplier, where applicable
- there is a submission of a travel diary for all domestic travel exceeding five nights duration.

3.8 Travel Expenses

3.8.1 Meals and Incidentals

Meals and incidentals cannot be charged back to the accommodation booking and are required to be paid separately by the traveller. Other than meals and incidental allowances, all other travel expenditure must be supported by relevant documentary evidence. [Refer to the Tax Fact Sheet 19 Documentary Evidence.](#)

Travel Allowances

The traveller can claim meal and incidental allowances either up front or after returning from their travels. Claims must be made within three months of returning. Receipts are not required when claiming a travel allowance. The Travel Allowance form must be used for all travel allowances claimed. Refer to [Oracle Assist](#) for the appropriate form. Rates for travel allowances are in accordance with the [Commissioner's Determination 3.2](#) or the [SA Health \(Health Care Act\) Human Resources Manual](#), as applicable. Where a travel allowance is paid, a reimbursement must not be claimed for the same expense incurred. For further information on claiming travel allowances refer to the [Travel Allowance Policy Directive](#).

Reimbursements

Where meals or accommodation, or both, are included in the cost of the travel fare, accommodation, conference, and/or other work related function attended,

paid for on behalf of an employee, no reimbursement will be provided for these items. Refer to the [Commissioner's Determination 3.2](#), section 9. For reimbursements, refer to [DPC Circular 16 – Remuneration for Government Appointed Part-Time Boards and Committees](#), and the [Employee Reimbursements and Payments Policy Directive](#) and use the pertinent Reimbursement form.

3.9 Compliant Travel Documentation

4.10.1 SA Health Travel Diary

It is SA Health policy that a travel diary must be submitted for all domestic travel that exceeds five nights away in accordance with the [SA Health Travel and Fringe Benefits Tax Policy Directive](#). Where a Travel Diary is required, the employee must substantiate the business purpose of the travel. If a Travel Diary is not completed when required, all travel costs may be deemed private and subject to Fringe Benefits Tax. For further information refer to the [SA Health Travel Diary for Domestic Travel Fact Sheet](#) and the [Travel and Fringe Benefits Tax Policy Directive](#).

4.9.2. Receipts and invoices

Travel expenditure will only be incurred by SA Health, or reimbursed to employees, where the appropriate documentary evidence is provided, (with the exception of meals and incidentals allowances that do not require substantiation). Proof of payment is required before reimbursements can be made.

4. Implementation & Monitoring

Through the application of the Domestic Travel Policy Directive and associated Fact Sheets the following should be realised:

- Opportunities for inappropriate domestic travel are minimised through appropriate levels of scrutiny of travel applications by Executives, Managers and delegates approving travel
- Travel arrangements made meet the ethical standards prescribed by Commissioner's Determination 3.2, and the SA Health (Health Care Act) Human Resources Manual, as applicable, and represent an appropriate expenditure of SA Health funds.
- Terms and conditions of the South Australian across government contract for Travel Management Services are met
- Travel arrangements made comply with the documentation requirements of the [Fringe Benefits Tax Assessment Act 1986](#).

The TMSP is obliged to provide reports to assist in analysing travel costs and utilisation. Monthly expenditure reports are supplied to PSCM for monitoring domestic travel purchasing behaviours. Reporting on flights, accommodation, car hire, missed savings, airline flight credit usage and OBT activity can be provided to the LHN and SAAS CEOs and department Executive Directors upon request, to facilitate better travel purchasing practices across SA Health. PSCM distribute monthly airline flight credit reporting to travel arrangers to enable monitoring and management of flight credits.

5. National Safety and Quality Health Service Standards

N/A

6. Definitions

In the context of this document:

Airline Flight Credit is a credit, to the value of the non-refundable ticket purchased, that may be used for a new booking at a later date. Credits are only provided where the ticket rules allow for a credit.

Chief Executive means the Chief Executive, SA Health and includes a person holding or acting in that position.

Chief Executive Officer means the Chief Executive Officer of a Local Health Network (LHN) or SA Ambulance Service (SAAS) and includes a person holding or acting in that position.

Commissioner means the Commissioner for Public Sector Employment.

Commissioner's Determination 3.2 means the Commissioner's Determination 3.2: Employment Conditions – Remuneration – Allowances and Reimbursements.

Delegate means a person in SA Health other than the CE, that the Commissioner for Public Sector Employment has granted the authority to approve overseas travel for business purposes by SA Health employees.

Department for Health and Wellbeing (DHW) means the Public Sector Agency (administrative unit) established under the Public Sector Act 2009 with responsibility for the policy, administration and operation of South Australia's public health system.

Domestic Travel includes:

- Intrastate and Interstate travel outside of the area of an employee's permanent headquarters to undertake government related business.

Employee for the purpose of this Policy Directive means:

- Full time employee of the SA Public Sector
- Part time, casual or itinerant employee of the SA Public Sector
- Persons (including Consultants and Contractors) who are required to travel for official government business where the travel is being arranged and funded by SA Health, including:
 - Person employed on a contract or through an Agency
 - Volunteers
 - Students.

Frequent Flyer or other Benefit Schemes are benefits in the form of free travel to individuals who accumulate bonus points principally by flying with particular airlines.

Governance and Delegation System identifies positions with approved authority for types of business activity for the Department for Health and Wellbeing positions.

Local Health Network means a single or group of public hospitals that have a geographical or functional connection. There are five Local Health Networks in South Australia established as incorporated hospitals under the Health Care Act 2008. These are the:

- Central Adelaide Local Health Network (CALHN)
- Northern Adelaide Local Health Network (NALHN)
- Southern Adelaide Local Health Network (SALHN)
- Women's and Children's Health Network (WCHN)
- Country Health SA Local Health Network (CHSALHN)

Medical Officer means a person employed by SA Health within the South Australian Medical Officers Award, including the SA Health Salaried Medical Officers Enterprise Agreement (SMOEA) 2013, the SA Health Clinical Academics Enterprise Agreement (CAEA) 2014 and the SA Health Visiting Medical Specialist Enterprise Agreement (VMSEA) 2012.

Minister means the Minister for Health and Wellbeing.

Online Booking Tool (OBT) is an internet based portal that is used for travel purchasing.

On duty means engaged in work related activities. In certain circumstances, whether an employee is on duty may also be determined by reference to the *Return to Work Act 2014*.

Overseas travel means any travel outside of Australia including New Zealand, Papua New Guinea and any other Australian Territories outside of the Australian mainland.

Purchase Card is a credit card currently made available to the SA Government through a Whole of Government contract with the ANZ Bank.

Reimbursement means exact compensation for actual expenses incurred by an employee. Evidence of the expense via tax invoices/receipts must be provided by the employee.

Regional Locations outside of the metropolitan boundary are considered regional; refer to [South Australian Boundaries](#) Map for details.

SA Ambulance Service (SAAS) means the sole provider of emergency ambulance services in South Australia.

State Government Number (SG Number) refers to a number required to be provided to the travel management company to complete travel bookings.

Third party means a business or organisation external to SA Health that is fully or partially providing funds and/or activity in relation to an employee's domestic travel. For example, funding and organising the airfares for a SA Health employee to attend a conference domestically.

Travel Arranger refers to nominated SA Health employees authorised to purchase travel.

Travel Management Services Provider (TMSP) means the company contracted by the South Australian Government for the supply of travel management services.

7. Associated Policy Directives / Policy Guidelines and Resources

[Benefit Schemes Policy Directive](#)

[DPC Circular 16 – Remuneration for Government Appointed Part-Time Boards and Committees](#)

[DPC Circular 040 – Air Travel](#)

[Domestic Travel Fact Sheets](#)

[Employee Reimbursements and Payments Policy Directive](#)

[Fringe Benefits Tax Assessment Act 1986 \(FBT Act\)](#)

[Gifts and Benefits Policy Directive](#)

[Motor Vehicle Log Book Policy Directive](#)

[Overseas Travel Policy Directive](#)

[Patient Transport Policy Guideline](#)

[Purchase Card Policy Directive](#)

[SA Government Safe Driving Policy](#)

[Travel Allowance Policy Directive](#)

[Travel and FBT Policy Directive](#)

The following links are either referenced or related to this document:

[Australian Taxation Office, Fringe Benefits Tax](#)

[Code of Ethics for the South Australian Public Sector](#)

[Commissioner for Public Sector Employment Guideline: Gifts and Benefits](#)

[Commissioner's Determination 3.2](#)

[Commissioner's Standard – A Planned Workforce](#)

[Department of Health Clinical Academics Enterprise Agreement 2009](#)

[Department of Health, Human Resource Instrument of Delegations and Schedule of Authorisations](#)

[DPC, Travel Management Services Contract Guide](#)

[Emergency Management Unit](#)

[Fleet SA Short Term Hire Authority Card](#)
[Fringe Benefits Tax Assessment Act 1986 \(FBT Act\)](#)
[Health Care Act 2008](#)
[Oracle Assist](#)
[Procurement and Supply Chain Management, Travel Management](#)
[Public Sector Act 2009](#)
[Salaried Medical Officers Enterprise Agreement 2013](#)
[SA Government Financing Authority](#)
[SA Health Visiting Medical Specialists Enterprise Agreement 2012](#)
[SA Health \(Health Care Act\) Human Resources Manual](#)
[State Procurement Act 2004](#)
[Supplier Interaction and Engagement Fact Sheet](#)
[Tax Fact Sheet 19 Documentary Evidence](#)

8. Document Ownership & History

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