



Whole-of- Australian-Government Travel Arrangements Advice

2014/06 – AusTender Reporting Reminder – Whole of Australian Government Travel Arrangements

30/01/2014

Chief Financial Officers and Travel Managers,

The Department of Finance recently exercised the second one-year extension option for the Whole of Australian Government Deeds of Standing Offer for Travel Management Services, Domestic Air Services and International Air Services.

The Deeds will now expire on 28 April 2015.

As a result, departments and agencies will need to report estimated travel expenditure for domestic and international air services and Travel Management Company (TMC) fees for the period of the one-year extension.

Domestic and International Air Travel Expenditure

Action Required

- Agencies are asked to submit to Finance their estimated expenditure for domestic and international air travel for the period 29 April 2014 to 28 April 2015 (inclusive).
- One aggregated estimate is to be provided for domestic air travel and a separate aggregated estimate is to be provided for international air travel (i.e. two estimates are to be provided).
- The estimates are to be submitted to TCMS using the attached template by no later than COB Thursday, 24 April 2014.

The estimates are to include all domestic and international air travel costs:

- WoAG fares;
- non-WoAG Fares; and
- supplementary costs including, for example, additional or excess baggage.

A template is attached for this purpose.

Please note that Air Charter is not required to be included in these travel costs.

If your return includes an estimate of domestic and international air travel for a CAC Act body or government authority, please include a note advising the agency or agencies for which you are providing information.

Please note that individual agencies are not required to report air travel expenditure against the Airline Panel on [AusTender](#).



TMC Fees

Action Required

- Agencies are asked to report their estimated expenditure for TMC Transaction Fees for the period 29 April 2014 to 28 April 2015 (inclusive) on AusTender by 6 June 2014.
- Departments and agencies must include Standing Offer Number SON289574 when reporting contracts entered into under the Whole of Australian Government Travel Arrangements on AusTender. This process will link relevant agency TMC contracts with the overarching Deed.

Departments and agencies must not report a separate Standing Offer Arrangement on AusTender for TMC contracts.

This Advice has been sent to officials recorded by TCMS as “Agency Travel Managers”. If AusTender reporting is not within your area of responsibility, please pass this Advice to the relevant officials in your organisation that have a role in the reporting of travel arrangements on AusTender.

TCMS will issue a reminder on this matter in March 2014.

If you have any questions about reporting on AusTender please contact the AusTender Helpdesk on 1300 651 698 or the [AusTender mailbox](#).

For any other travel-related issues, please contact the TCMS on (02) 6215 2447 or email the [TCMS](#) mailbox.

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ESTIMATED AIR TRAVEL SPEND	
AGENCY NAME:	
2014-15 ¹	
Domestic Air	International Air
<Insert Projected Total Travel Spend > \$	<Insert Projected Total Travel Spend > \$

¹: Report projected domestic and international travel spend for the period 29 April 2014 to 28 April 2015.

Definitions:

- **Total Travel Spend** – The total invoice value of all fares. Report domestic and international separately. Include all expenditure for official air travel including; air travel using WoAG fares, Non-WoAG fares and charter services.
 - **Domestic** – Fares inclusive of all taxes, levies and charges and inclusive of GST (where applicable) excluding TMC Transaction Fees and WoAG Admin Fees.
 - **International** – Fares inclusive of all taxes, levies and charges inclusive of GST (where applicable) excluding TMC Transaction Fees and WoAG Admin Fees. To include trans-Tasman travel.
- **Projected Total Travel Spend** – The estimated total value of all fares for the one-year contract extension period – 29 April 2014 to 28 April 2015 (inclusive). Report domestic and international separately. Include all projected expenditure for official air travel including; air travel using WoAG fares, Non-WoAG fares and charter services.

Reporting Deadline:

Please complete the above table and submit to Finance via email to tcms@finance.gov.au by the close of business **24 April 2014**.

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