



Whole-of-Australian-Government Travel Arrangements Advice 2014/21 – Electronic Miscellaneous Documents (EMDs)

1 July 2014

Agency Travel Managers

From 4 March 2014, Qantas required TMCs to begin using Electronic Miscellaneous Documents (EMDs) to invoice ancillary charges. From 1 July 2014, TMCs will also begin issuing EMDs for ticket change fees.

EMDs create an industry standard for the booking and processing of ancillary charges such as excess baggage, ticket change and reissue fees, loyalty memberships, meals and seat selection charges.

As a result of EMDs being introduced, your TMC is now required to separate each ancillary cost onto an individual EMD.

For example: An official books a flight and requests additional baggage and assigned seating
The TMC issues a ticket for the cost of the flight.
An EMD coupon is invoiced for the cost of the additional checked baggage.
Another EMD coupon is invoiced for the assigned seating fee.

From 1 July 2014 each ancillary charge will be reported as a separate line item. In the above example, three individual transactions would appear on the official's credit card statement or invoice, allowing for improved visibility and more detailed reporting of the costs of travel.

The result is greater flexibility for the traveller when booking ancillary services, as they can book online or on mobile devices as well as at the kiosk or counter. EMDs are paperless, and allow the traveller to purchase only the services that they need.

Please contact TCMS at tcms@finance.gov.au or (02) 6215 2447 if you require any further information on this Advice.