



Whole-of-Australian-Government Travel Arrangements Advice

2014/27 – Update to the Official International Travel Policy Frequently Asked Questions

9 October 2014

Dear Travel Managers

Finance has updated the Frequently Asked Questions (FAQs) for the Official International Travel Policy.

The updated FAQs clarify the treatment of travel by non – Australian Government officials, contractors and consultants, and incoming delegations.

The specific questions are:

Q2. Do the requirements of the Official International Travel Policy apply to travel by non-Australian Government officials?

No. The requirements of the Official International Travel Policy apply to travel undertaken by Australian Government officials including contractors and consultants. A non-Australian Government official is an individual that is not directly paid by an Australian Government entity to perform services. For example, diplomats/staff from overseas government jurisdictions are considered non-Australian Government officials under the Official International Travel Policy.

Q3. What is a contractor or consultant under the Official International Travel Policy?

For the purposes of the Official International Travel Policy, a contractor or consultant is an individual engaged by an Australian Government entity on a temporary basis to provide specialist services or expertise. This covers labour hire agreements or similar instruments that specify the terms and conditions for individuals to perform services for the entity in return for payment.

Q4. Do I need to obtain approval where an organisation that is contracted to provide services, travels internationally in the delivery of the services?

No. Where an organisation is contracted to provide services to an entity, individuals of that organisation are working on behalf of the organisation. The approval requirements of the Official International Travel Policy do not apply to those individuals.



Q34. My entity is funding the travel costs of an incoming delegation (to Australia) of Australian Government officials and non-Australian Government officials. Do the approval requirements apply to the Australian Government officials?

Yes. The approval requirements apply to Australian Government officials that are part of an incoming delegation or group activity where the Commonwealth is funding the travel.

Please see the link to the updated FAQs [here](#).

Should you require further information, please contact TCMS on tcms@finance.gov.au