



WoAG Travel Advice 2019/01

6 February 2019

Machinery of Government Changes

Dear Entity Travel Managers,

As a result of recent Machinery of Government (MoG) changes, the Department of Finance released an updated *Flipchart of PGPA Act Commonwealth entities and companies* on 1 February 2019. We are now seeking your assistance in updating WoAG Travel's entity reporting structures to reflect the MoG changes where relevant.

Maintaining current entity reporting structures means WoAG Travel can correctly report entity travel volume and expenditure figures when required, for example, for parliamentary questions on notice. We recommend that entities routinely undertake the following to ensure current entity information is available particularly following MoG changes:

- review and update entity-level details such as ABN, entity name and portfolio as well as reporting structures with each of the applicable WoAG travel suppliers: QBT, Diners Club, AOT and Hertz
- advise WoAG Travel of any changes to entity details (such as ABN or name), reporting structures, shared services arrangements, travel manager and travel team contacts.

Action for Entities

- If your entity has been affected by the recent MoG changes, please:
 - contact the applicable WoAG travel suppliers to provide an update on the changes to your entity
 - advise WoAG Travel of the changes to your entity reporting structure.
- If you require the contact details of any travel suppliers, please contact WoAG Travel.

Please contact WoAG Travel if you have any questions about the information in this Advice.

