



WoAG Travel Advice 2019/15

25 June 2019

Extension of WoAG Travel Management Services Arrangement

Dear Entity Travel Managers,

This advice is to inform entities that the Deed in relation to Travel Management Services for the Australian Government (the Deed) has been extended for a period of two years. **The Deed now expires on 30 June 2021.**

AusTender Reporting Requirements – Travel Management Services Expenditure

In accordance with clause 7.18 of the Commonwealth Procurement Rules, relevant entities must report contracts and amendments on AusTender within 42 days of entering into (or amending) a contract if they are valued at or above the reporting threshold.

The reporting thresholds (including GST) are:

- \$10,000 for non-corporate Commonwealth entities; and
- \$400,000 for prescribed corporate Commonwealth entities.

Entities may be required to amend their existing Travel Management Services (TMS) Contract Notices (CNs) on AusTender where the value of the estimated TMS spend (GST inclusive) for the two year extension period meets the relevant reporting threshold. Where the value of the variation does not meet the reporting threshold, entities are not required to amend their CNs. However, entities may choose this opportunity to amend their CNs to reflect the actual expenditure for the Initial Deed Period (1 July 2015 to 30 June 2019).

To prevent duplication of reporting, purchase orders and payments for TMS must be blocked from reporting to AusTender from entity input systems (e.g. for SAP systems, the blocking code is 'Previously Gazetted').

ACTION REQUIRED

Before 4 August 2019, relevant entities must:

- Estimate their TMS expenditure (including GST) for the extended contract period (1 July 2019 to 30 June 2021);
- If the estimated expenditure meets the relevant reporting threshold, update their CN in AusTender to reflect the additional expenditure; and
- Include **Standing Offer Number SON2768152** in their CN to ensure their entity-level expenditure is linked to WoAG-level expenditure for the contract.

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

