



# Whole of Australian Government Travel Arrangements Advice

## 2014/15 – Official International Travel – New requirements for supporting information

13 May 2014

### Agency Travel Managers

This is to advise you of new requirements for information provided in support of a proposal for international travel in accordance with the Official International Travel Policy.

From 19 May 2014, all proposals for international travel whether submitted to a Secretary/Agency Head, Cabinet Minister or the Prime Minister for approval, must include the following information:

- a detailed itinerary;
- a comprehensive breakdown of costs, including flight, accommodation and other travel (such as motor vehicle or rail travel) costs; and
- the purpose of the visit and programme of events, including details of meetings and activities being undertaken.

Attached are the preferred templates for providing this information. These templates will be incorporated in the Official International Travel Policy from 1 July 2014.

Also attached are examples of how the templates should be completed.

Please note:

- the number of officials attending overseas events should be kept to an efficient minimum;
- the attendance of each member of a delegation should clearly support Australian Government priorities at the event; and
- all requests for overseas travel should be prepared well in advance of the trip to ensure the most cost-effective arrangements can be made. Where the estimated cost of the travel is \$50,000 or more, the Prime Minister should be consulted at least three weeks prior to the proposed departure date.

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