



Whole-of-Australian-Government Travel Arrangements Advice

2014/20 – Official International Travel Policy - New Purpose of Travel Codes

26 June 2014

Agency Travel Managers

This is to advise you that the Official International Travel Policy (OITP) is being updated to incorporate:

- feedback from agencies, which formed part of the review in March 2014;
- requirements for information provided in support of a proposal for international travel (as notified in WoAG Agency Advice 2014/15);
- terminology that will come into effect with the Public Governance, Performance and Accountability Act (PGPA Act); and
- Purpose of Travel Codes.

The revised OITP will commence on 1 July 2014 in line with implementation of the PGPA Act. Updated Resource Management Guides for the domestic and international travel policies and revised Frequently Asked Questions will be released to all agencies on Friday 27 June.

Purpose of Travel Codes

From 1 July 2014, TMCs will commence implementing Purpose of Travel (PoT) codes for each international travel booking including for travel to New Zealand. Until 1 October 2014, the selection of a PoT code will be optional when booking trans-Tasman and international travel. From 1 October 2014, the selection of a PoT code will become mandatory.

The list of PoT Codes is at [Attachment A](#). The list is not exhaustive and agencies are asked to select the code that most closely reflects the purpose of international travel.

(Note - some TMCs' systems require the collection of a code for domestic travel. This has been assigned as Code 'A').

When booking international travel, TMC international travel consultants will ask each travel booker to provide two codes – an International Best Fare (IBF) code (1 through 7) and a PoT code (B through K). Agencies must supply a code from each of the respective code lists.

For those agencies who book trans-Tasman and/or international travel via an online booking tool (OBT), the OBT will be progressively enhanced over the next three months to require the selection of a PoT code.



Reporting on the PoT codes will be available to agencies through their TMC to assist with monitoring the categories of travel used.

Attachment B to this Advice provides examples of the application of PoT codes for a number of travel scenarios.

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

International Best Fare Codes

Code	Booking Reason	Map to IBF Guidance
1	Lowest fare	This is the cheapest available fare taking into account the 24 Hour booking window.
2	Fare selected due to time, routing, connection or baggage charges	Where the fare selected is not the lowest fare because: it is the most direct route; ensures connections for further flights are met; or takes into account excess baggage fees.
3	Approval / Entitlement to travel at higher fare class	All air travel should be at the international best fare in the appropriate class (having regard to internal travel policy) unless there is a business case or entitlement to travel outside these guidelines. In these circumstances, officials are still required to obtain the international best fare within the entitlement.
4	Health issues	Health issues for officers requiring certain facilities. A medical certificate should support use of this code.
5	Personal responsibilities	Impact on personal responsibilities such as family.
6	Require flexibility to change booking	Where flexibility is required for air travel, travel bookers should consider selecting a semi-flexible fare type instead of a fully flexible fare.
7	Outside of IBF Policy	Preference for particular aircraft or airlines, availability of access to airline lounges, accumulation of airline benefits such as reward or loyalty points (including status credits).

Purpose of Travel Codes

Code	Type
A	Domestic
B	National security operations and investigations
C	Immigration and border protection activities
D	Emergency and humanitarian responses
E	Defence, peace keeping and law enforcement deployments and operations
F	Posting, missions and deployments
G	Trade negotiations
H	Accompanying ministerial or parliamentary travel
I	Conference, convention, summit or meeting
J	Training or educational activity
K	Industrial, scientific or regulatory inspection, examination or assessment activity

Scenario 1

An agency receives approval for and books international travel to attend a symposium in Sweden. The cheapest available seats on the required flights are selected.

The agency travel booker books the required flights with the TMC and nominates the following two codes:

International Best Fare (IBF) booking code: **Code 1 - Lowest Fare**

Purpose of Travel: **Code I – Conference, convention, summit or meeting**

Scenario 2

An agency is required to undertake urgent travel for border protection activities. The agency's travel booker books the required flights with the TMC and nominates the following two codes:

International Best Fare (IBF) booking code: **Code 2 – Unsuitable due to time, routing, connection or baggage charges.**

Purpose of Travel: **Code C – National security and border protection activities**

Scenario 3

Officials from an agency are travelling with officials from a number of other agencies to participate in a series of scientific inspections. The lead agency has obtained the required approvals from their Cabinet Minister. The agency's travel booker books the required flights and nominates the following two codes:

International Best Fare (IBF) booking code: **Code 1 – Lowest fare.**

Purpose of Travel: **Code K – Industrial, scientific or regulatory inspection, examination or assessment activity.**