



# Whole-of-Australian-Government Travel Arrangements Advice 2014/35 – Request for Entity Travel Program Information

04 December 2014

## Travel Managers

As per advice 2014/33, TCMS requires some key information about entities and their travel programs leading up to the transition to the new Travel Management Services (TMS) arrangements. This information will be collected from all entities currently participating in the Whole of Australian Government (WoAG) travel arrangements to identify early transition requirements.

Attachment A details the information TCMS requires from each participating entity. Please complete the questions and return the form to TCMS via email ([tcms@finance.gov.au](mailto:tcms@finance.gov.au)) by COB Friday 12 December 2014. The attachment includes a series of drop-down responses so it is recommended that entities complete the form electronically.

We understand that some entities may have answered some similar questions earlier in the year to assist the tender team. We would appreciate it if such entities could re-answer these questions to confirm arrangements, particularly if these have changed.

The outcome of the TMS tender is expected to be announced this month. In the meantime, please remember the following:

- The existing TMS arrangements cease on 30 June 2015 and cannot be extended beyond this date;
- All Non-Corporate Commonwealth Entities (NCEs) must transition to the new TMS arrangements by COB 30 June 2015; and
- All Corporate Commonwealth Entities (CCEs) and Commonwealth Companies (CCs) currently participating in the TMS arrangement must also transition to the new arrangements by 30 June 2015 if they wish to continue their participation. CCEs and CCs considering their participation in the future arrangements should contact TCMS.

It is important that entities begin their transition preparation now. TCMS will be working collaboratively with entities, current TMCs, the new TMS provider/s and Phase 2 suppliers to achieve successful transitions by the deadline.

TCMS would like to also remind entities about GovDex, which will be a useful resource during the upcoming transition. Entities are encouraged to contact TCMS if they would like to join the GovDex community.

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.