



Whole-of-Australian-Government Travel Arrangements Advice 2015/05 – Travel Management Services AusTender Reporting Requirements 2015/16

27 March 2015

Chief Financial Officers and Travel Managers

Non-corporate Commonwealth entities and participating Corporate Commonwealth Entities are reminded of the requirement to report estimated expenditure for travel and travel-related services under the Whole of Australian Government (WoAG) Travel Arrangements (the Arrangements).

Travel Management Services

On 12 December 2014, the Department of Finance (Finance) released WoAG Travel Advice 2014/39 announcing QBT as the sole provider of travel management services (TMS) to the Australian Government. QBT will supply TMS for an initial period of four years.

As a result, entities will need to report estimated expenditure on TMS on AusTender for the period 1 July 2015 to 30 June 2019 (i.e. the initial four-year period of the Deed).

Action Required

- Entities are asked to report their estimated expenditure for TMS for the period 1 July 2015 to 30 June 2019 (inclusive) on [AusTender](#) by 31 July 2015.
- Entities must include Standing Offer Number SON2768152 when reporting contracts entered into under the Arrangements on AusTender. This process will link relevant entity expenditure/reporting with the overarching Deed.

Entities participating in the Arrangements must not report or establish a separate Standing Offer Arrangement for TMS on AusTender.



Domestic and International Air Travel Expenditure

Travel expenditure for domestic and international air services for the period 29 April 2015 to 28 April 2016 (inclusive) will also need to be updated.

Action Required

- Entities are asked to submit their estimated expenditure for domestic and international air travel for the period 29 April 2015 to 28 April 2016 (inclusive).
- One aggregated estimate is to be provided for domestic air travel and a separate aggregated estimate is to be provided for international air travel (i.e. two estimates are to be provided).
- The estimates are to be submitted to TCMS using the attached template by no later than COB Friday, 24 April 2015.

The estimates are to include all domestic and international air travel costs:

- WoAG fares;
- non-WoAG Fares; and
- supplementary costs including, for example, additional or excess baggage.

A template is attached for this purpose.

If your return includes an estimate of domestic and international air travel for a Commonwealth Corporate Entity or government authority, please include a note advising the entity or entities for which you are providing information.

Please note that entities are not required to report air travel expenditure against the Airline Panel on AusTender. TCMS will publish this expenditure on AusTender.

This Advice has been sent to officials recorded by TCMS as “Entity Travel Managers and CFO’s”. If AusTender reporting is not within your area of responsibility, please pass this Advice to the relevant officials that have a role in the reporting of travel arrangements on AusTender.

If you have any questions about reporting on AusTender please contact the AusTender Helpdesk on 1300 651 698 or the [AusTender mailbox](#).

For any other travel-related issues, please contact the TCMS on (02) 6215 2447 or email the [TCMS mailbox](#).



ESTIMATED AIR TRAVEL SPEND	
ENTITY NAME:	
2015-16 ¹	
Domestic Air	International Air
\$ <Insert Projected Total Travel Spend >	\$ <Insert Projected Total Travel Spend >

¹. Report projected domestic and international travel spend for the period 29 April 2015 to 28 April 2016 (inclusive).

Definitions:

- **Total Travel Spend** – The total value of all fares and associated cost for the one year contract extension period – 29 April 2015 to 28 April 2016. Report domestic and international separately. Include all expenditure for official air travel including; air travel using WoAG fares, Non-WoAG fares and charter services.
 - **Domestic** – Fares inclusive of all taxes, levies and charges and inclusive of GST (where applicable) excluding TMC Transaction Fees and WoAG Admin Fees.
 - **International** – Fares inclusive of all taxes, levies and charges inclusive of GST (where applicable) excluding TMC Transaction Fees and WoAG Admin Fees. To include trans-Tasman travel.

Reporting Deadline:

Please complete the above table and submit to TCMS via email to tcms@finance.gov.au by the COB 24 April 2015.

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