



## WoAG Travel Advice 2016/23: Changes to Official Travel and Card Payment Policies

Date of issue: 23 September 2016

---

Dear Entity Travel Manager

This is to advise you that the Official Domestic Air Travel policy, Official International Travel policy and Payment Terms for Australian Government Travel Arrangements policy have been updated with a commencement date of 1 October 2016. The key changes are outlined below.

### All policies

- The language has been adjusted to meet the Belcher Red Tape Review recommendation on the use of language in guidance. In particular, the word 'should' has been replaced with other terms to provide greater clarity on mandatory requirements versus non-mandatory guidance.

### Official Domestic Air Travel policy

- The 'booking window' has been changed from 45 minutes to 60 minutes consistent with QBT's online booking tool AeTM.

### Official International Travel policy

- The requirement to enter a Purpose of Travel code for international air travel bookings has been removed.

The updated policies, contained in Resource Management Guides 404, 405 and 418, are attached and will be published on the WoAG Travel Arrangements [webpages](#) and the Govdex Travel Community shortly. The related Frequently Asked Questions will also be updated to reflect these changes.

For any queries about this Advice, please contact the WoAG Travel Team.