

## Chapter 13: Short-term duty overseas

### 13.0.1 Overview

This Chapter contains information for members who undertake short-term duty overseas. It covers the range of travel entitlements and allowances available.

### 13.0.2 Contents

This Chapter includes the following Parts:

<a href="#">Part 1</a>	Overview
<a href="#">Part 2</a>	Overseas travel entitlements
<a href="#">Part 3</a>	Travel costs for short-term duty overseas
<a href="#">Part 4</a>	Special conditions and allowances

## Part 1: Overview

### 13.1.1 Purpose

1. This Chapter describes the entitlements and allowances that apply when members travel overseas on short-term duty.
2. The Chapter covers standard entitlements, such as class of air travel and rest periods. It also covers payment of travel costs for short-term duty overseas. It sets out the various ways a member may become entitled to more or less than the standard limits on payment of travel costs.

### 13.1.2 Member this Chapter applies to

This Chapter applies to a member who performs short-term duty overseas. This includes both the following.

- a. A member who performs short-term duty overseas while on a long-term posting.

**See:** Chapter 15 Part 3 [Division 1](#), Travel for short-term duty while on long-term posting

- b. A member on Reserve service.

### 13.1.3 Member this Chapter does not apply to

1. This Chapter does not apply to any of these members.
  - a. The CDF.
  - b. The Vice Chief of the Defence Force.
  - c. Service Chiefs.

**See also:** Chapter 12 [Part 1](#) clause 12.1.2, Member Chapters 12 to 16 do not apply to

2. Parts 1, 2 and 3 do not apply to a member on an officially approved activity overseas, as described in Part 4 [Division 2](#).

**Note:** Members on short-term duty are entitled to some hardship post conditions if they meet the eligibility conditions.

**See:** [Chapter 16](#), Overseas hardship locations.

## Part 2: Overseas travel entitlements

### 13.2.0 Overview

When a member travels overseas on short-term duty, they are entitled to travel in particular classes. They may also be entitled to rest periods for the journey.

This Part covers these and other travel-related entitlements for members.

#### 13.2.0A Definitions

Term	Definition in this Chapter
Business class	The standard of air travel ticketed with a class of J, C or equivalent.
Time zone hour	A change of one time zone during air travel, measured using Coordinated Universal Time (old Greenwich Mean Time).
Travel time	A period that: <ul style="list-style-type: none"><li>▪ <b>begins</b> with the latest allowed check-in time for the scheduled departure</li><li>▪ <b>ends</b> with the actual arrival time at the destination airport</li><li>▪ <b>excludes</b> all:<ul style="list-style-type: none"><li>- rest periods</li><li>- leave</li><li>- stopovers where members are not on duty.</li></ul></li></ul>

#### 13.2.0B Contents

This Part includes these Divisions and Annex.

<a href="#">Division 1</a>	Class of air travel
<a href="#">Division 2</a>	Rest periods
<a href="#">Division 3</a>	Accompanied travel
<a href="#">Division 4</a>	Miscellaneous costs of short-term duty overseas

## Division 1: Class of air travel

### 13.2.1 Member this Division does not apply to

This Division does not apply to these members.

- a. Members who hold the rank of Colonel or lower, travelling to, on or from a deployment.

**See:** Chapter 17 [Part 3](#) clause 17.3.2, Class of air travel – warlike and non-warlike deployments

- b. Members who travel in an aircraft owned or chartered by the Commonwealth. The travel arrangements are as provided on board the aircraft.
- c. Groups of members who hold the rank of Colonel or lower, travelling together by commercial air service on operations, exercises, training or to perform ceremonial duties. These groups are entitled to travel economy class.

**Example:** A class of members on an overseas study tour, or members of a ceremonial party or military band.

**Exception 1:** A member with the rank of Brigadier may choose to travel in business class.

**Exception 2:** The CDF may approve a higher class of travel for a class of members on an overseas study tour. The CDF must consider the costs and benefits of travel at the higher class, the members' rank, and the nature of the study tour.

**See also:**

Chapter 12 [Part 1](#) clause 12.1.2, Member Chapters 12 to 16 do not apply to [Part 1](#) Clause 13.1.3, Member this Chapter does not apply to

### 13.2.2 Special travel requirements

A member has special travel requirements if both these conditions are met.

- a. A doctor certifies them as pregnant at the time of travel.
- b. Their actual travel time in an aircraft is longer than five hours.

### 13.2.3 Class of air travel for short-term duty

1. If a member is required to travel by air on short-term duty overseas, then they are entitled to travel in these classes.
  - a. Business class, if available.
  - b. First class, if business class is not available and they hold the rank of Brigadier or higher.
  - c. Economy class, if business class is not available and they hold the rank of Colonel or lower.
  - d. First class, if business class is not available on a USA domestic carrier for travel between Hawaii and the USA mainland.

2. This clause applies to all these kinds of travel.
  - a. Overseas from Australia.
  - b. Domestically within a foreign country.
  - c. Between foreign countries.
  - d. Within Australia on flights that are directly associated with the member's overseas travel.

**Example 1:** A member is entitled to fly business class from Sydney to South Africa. The flight goes from Sydney to Perth to Johannesburg. An international aircraft operates the entire route. The member is entitled to fly business class the entire trip.

**Example 2:** A member posted in Melbourne is authorised to attend a conference in London. As part of the preparation, the member must attend a meeting in Perth immediately before travelling from Perth to London direct. The travel from Melbourne to Perth is treated as part of the overseas travel under this Division.

#### 13.2.4 Downgrading the class of air travel

A member must not downgrade their class of air travel or depart from their approved itinerary for personal or financial gain.

#### 13.2.5 CDF discretion for first class air travel

1. The CDF may upgrade a member to first class for special reasons. This can happen where a member is **not** entitled to first class air travel under subparagraph 13.2.3.1.b.
2. When making this decision, the CDF must consider all these criteria.
  - a. The standards of hygiene and amenities that the class of air travel would otherwise provide. This includes both at the airport in and the air.
  - b. The member's health.
  - c. The time of year the travel is happening.
  - d. The length of the journey.
  - e. If any duties are being performed during travel.
  - f. If part of a delegation, its size and structure, and any need to conduct business during travel.
  - g. If the member is travelling with someone for duty, that person's status and class of air travel. This includes travel with senior government officials.

**Examples:**

Parliamentary delegations.

Ministers.

The CDF.

The Vice Chief of the Defence Force.

Service Chiefs.

Secretaries of Departments.

- h. If the member might be subjected to discrimination during travel, as defined by the [\*Human Rights and Equal Opportunity Commission Act 1986\*](#).
- i. Any other factor relevant to the travel.

## Division 2: Rest periods

### 13.2.6 Purpose

Rest periods provide a chance to recover from jet lag, during or after air travel undertaken for duty.

### 13.2.7 Definition – time zone hour

A time zone hour is a change of one time zone during air travel. It is measured using Coordinated Universal Time (old Greenwich Mean Time). Summer time and daylight saving time are disregarded for the purposes of this definition.

**See:**

Chapter 12 [Part 3](#) clause 12.3.19, Time zone hour  
Chapter 14 Part 4 Division 3 clause [14.4.13](#), Time zone hour  
[Annex 12.3.A](#), International time zones

### 13.2.8 Rest period entitlements

1. A rest period is between 12 and 24 hours. The member is considered on duty for conditions of service purposes.
2. This table describes the entitlement to rest periods.

Item	If travel by the direct route is...	then the member is entitled to...
1.	for at least four time zone hours, or with a travelling time of at least 12 hours	one rest period.
2.	for at least six time zone hours	two rest periods.

3. The same entitlement applies to the journey, whether it is by a direct or indirect route.
4. The member may choose whether to take a rest period during the journey or at the final destination, or both.

**Example 1:** A member travels from Sydney to Los Angeles direct. The journey is six time zone hours. The member is entitled to two rest periods and takes them on arrival in Los Angeles.

**Example 2:** A member is approved to travel from Sydney to New York via London (indirect). The time zone difference between Sydney and New York by the direct route is nine time zone hours, so the member is entitled to two rest periods. The member chooses to take one rest period in London and one on arrival in New York.

5. If a rest period taken at the journey's destination falls outside normal working hours, it will not entitle the member to time off duty instead.
6. A member may have an unavoidable stopover on the journey. If the stopover is at least 12 hours, it will be regarded as a rest period. This will satisfy the rest period entitlement under this clause.
7. No journey can have more than two rest periods.

8. For an overnight rest period, the member is entitled to be paid both these costs.
  - a. Accommodation costs as if the member were on duty.
  - b. The meal and incidental components of travel costs.

**See:** [Part 3](#), Travel costs for short-term duty overseas

### **13.2.9 Recreation leave with rest periods**

1. This clause applies to a member who has been approved to take recreation leave during or after a journey.
2. A member may take a rest period at the same location as recreation leave. The duration of the rest period is the same as if the member was to continue the journey without taking leave.
3. Time spent on a rest period is not to be deducted from recreation leave credits.

## Division 3: Accompanied travel

### 13.2.10 Spouse accompanying member on short-term duty overseas

1. A member is not entitled to have their spouse or interdependent partner accompany them at Commonwealth expense on short-term duty overseas.

**Exception:** The CDF may approve travel for a spouse or interdependent partner to accompany the member at Commonwealth expense for representational purposes. Approval may only be given if the CDF is satisfied that it is demonstrably in the interests of the Commonwealth, given the purpose of the travel, for the member to be accompanied by their spouse or interdependent partner.

2. If the CDF approves accompanied travel on short-term duty overseas, the member is entitled to all the following, as applicable.
  - a. The reasonable additional cost of accommodation (including for rest periods).
  - b. The spouse's or interdependent partner's transportation cost by the same mode and class of travel as the member. This is the only transportation cost payable for the member's spouse or interdependent partner.
  - c. Costs incurred for meals, up to the same daily limit as the member's meal costs entitlement under Annex 13.3.A for short-term duty overseas.

## Division 4: Miscellaneous costs of short-term duty overseas

### 13.2.11 Insuring personal effects

1. The Commonwealth may provide or arrange insurance against loss or damage to members' personal effects carried on overseas visits.
2. If the Commonwealth does not do this, members are entitled to be reimbursed for one of the following, whichever is less.
  - a. The premium paid to insure personal effects.
  - b. The cost of a premium that would insure personal effects for AUD 3,000.

### 13.2.12 Entitlement – funeral costs

1. If a member or dependant dies overseas, their legal personal representative is entitled to one of these amounts.
  - a. The cost of returning the body to Australia, if the next of kin request it.
  - b. Any excess costs for the funeral at the overseas location.
2. For paragraph 1.b, these conditions apply.
  - a. The amount paid is the difference between the additional costs of a funeral at the overseas location and a comparable Australian funeral.

**Example:** If a member would have paid AUD 5,000 for an Australian funeral and the overseas funeral cost AUD 8,000, the Commonwealth will reimburse AUD 3,000.
  - b. The amount cannot be more than the cost payable under paragraph 1.a.
  - c. The amount reimbursed must be reduced by any amount that the Commonwealth pays directly for the funeral.

**Example:** The Commonwealth pays for the funeral at the overseas location. There is no entitlement under this clause.
  - d. The amount in paragraph 1.a covers the cost of returning the member's or dependant's remains to Australia. No additional amount is paid.

## Part 3: Travel costs for short-term duty overseas

### 13.3.1 Purpose

This Part sets out how a member who travels on short-term duty overseas may use an official charge card (the Defence travel card) to pay their reasonable travel costs.

### 13.3.2 Basis

Use of the travel card is based on the principle that a member will neither gain nor lose financially when they travel on Defence business.

### 13.3.3 Contents

This Part includes these Divisions and Annex.

[Division 1](#) Rates, limitations and specific situations

[Division 2](#) Equipment costs

[Annex 13.3.A](#) Travel costs:  
Part 1: Brigadier or higher  
Part 2: Colonel or lower

### 13.3.4 Member entitled to use the travel card

Subject to this Part, a member on short-term duty overseas is entitled to use the travel card to pay the cost of meals, accommodation, incidentals and equipment.

### 13.3.5 Member not entitled to use the travel card

A member on short-term duty overseas is not entitled to use the travel card while they are on:

- a. recreation leave, or
- b. long service leave.

## Division 1: Rates, limitations and specific situations

### 13.3.6 Travel costs while living out

1. A member who lives out during short-term duty overseas may use the travel card to pay the travel costs set out in this table.

Item	If the member's rank is...	then they are entitled to use the travel card to pay for...	up to a daily maximum amount of...
1.	Brigadier or higher	accommodation on each night in the period	the cost of accommodation of a reasonable standard for: a. their classification, and b. the nature of the duties performed.
		meals for each day of the period	the rate in Part 1 of <a href="#">Annex 13.3.A</a> for the location.
		incidentals for each day of the period	the rate in Part 1 of Annex 13.3.A for the location.
2.	Colonel or lower	accommodation on each night in the period	the cost of accommodation of a reasonable standard for: a. their classification, and b. the nature of the duties performed.
		meals for each day of the period	the rate in Part 2 of Annex 13.3.A for the location.
		incidentals for each day of the period	the rate in Part 2 of Annex 13.3.A for the location.

**Note:** See clause 13.3.9 for maximum costs for incomplete days at the start and end of the period of duty at a location overseas.

2. The member may not be able to use the card to pay for a meal directly. In this case, they are entitled to use the card to withdraw cash from an automatic teller machine (ATM) to pay for the meal. They must not withdraw more than their maximum entitlement.
3. A member might get an allowance for accommodation, meals or incidentals from a non-Commonwealth organisation for a period and location. The member has no entitlement under this Part for the costs for the same period and location.

**See also:** [Clause 13.3.12](#), Top-up of costs paid by another organisation

4. For this Part, a member attending the Royal College of Defence Studies in the UK is taken to hold the rank of Brigadier.

### 13.3.7 Member entitled to allowance instead of using travel card

1. A member may be entitled to an allowance to pay their travel costs if they meet both these conditions.
  - a. They are on short-term duty overseas.
  - b. They have not got a travel card to pay overseas travel costs.

The amount of the allowance is up to what they would normally pay for accommodation, meals and incidentals with the travel card.

**Example:** A member on long-term posting in an overseas location may not have access to a travel card when they go on short-term duty to another location.

2. The member must keep receipts to show their accommodation costs.
3. Receipts are not required for meal and incidental costs.

### 13.3.8 Limits on entitlements

1. A member is not entitled to use the travel card for accommodation or meals if any of these conditions are met.
  - a. The Commonwealth, a carrier or anyone else provides meals at no cost to the member.

**Example:** The member is not entitled for breakfast if it was provided as part of an accommodation tariff.

- b. They are included in a fare paid for travel during the period of duty.

**Example:** An in-flight meal on a business-class overseas flight is a meal provided in the fare payable for the travel.

- c. The member's travel continues overnight without a break for accommodation.

2. A member is not entitled to an amount for accommodation provided on a non-commercial basis.

**Example:** The member stays privately at their aunt's home while on short-term duty overseas. They are not entitled to use cash withdrawn from the travel card to pay their aunt for the accommodation.

3. A member may need to travel within Australia as part of their journey to get to an overseas location for short-term duty. In this case, they are not entitled to use the travel card at the rates under this Part to pay the domestic travel costs.

**Example:** A member must fly from Perth to Sydney to get to New York for short-term duty. They must use their entitlements under Chapter 9 Part 5 to pay costs for the Perth–Sydney flight. They must then use this Part for their journey from Sydney to New York. Their entitlement to business class travel is not affected by this Part.

4. This subclause applies to a member who meets both these conditions.

- a. The member is living out at a location for five days or longer. The member's days of arrival and departure do not count towards the five days.

**See:** Clause 13.3.9, Reduced rates for meals on day of arrival or departure.

- b. The member's accommodation provides cooking facilities and utensils. The facilities are of a standard that would allow the member to prepare their own meals.

The maximum meal amount for the member is limited. It is two-thirds of the amount to which the member would normally be entitled under the table in clause 13.3.6.

### 13.3.9 Reduced rates for meals on day of arrival or departure

1. The rate for meals on the day a member arrives or departs depends on what time they arrive or depart.
2. The rate for meals based on **arrival time** is worked out by multiplying the standard daily rate for meals by the appropriate percentage from this table.

Item	If the member arrives at the location...	then the rate they are entitled to for the day is...
1.	before 0700	100%
2.	between 0700 and 1300	75%
3.	between 1301 and 1900	50%
4.	after 1900	Nil

3. The rate for meals based on **departure time** is worked out by multiplying the standard daily rate for meals by the appropriate percentage from this table.

Item	If the member departs from the location...	then the rate they are entitled to for the day is...
1.	before 0700	Nil
2.	between 0700 and 1300	25%
3.	between 1301 and 1900	50%
4.	after 1900	100%

### 13.3.10 Reduced entitlement for incidentals

1. The rate for incidental costs on the day a member arrives or departs depends on what time they arrive or depart. They are only entitled to half the daily rate in either of these situations.
  - a. They arrive after noon.
  - b. They depart before noon.
2. A member is entitled to half the normal rate for incidental costs if they meet any of these conditions.
  - a. They stay on duty at a location after being on short-term duty there for a continuous period of 28 days. They get half the listed rate for the period beyond the 28 days.
  - b. They are on a long-term posting overseas, and they go on short-term duty within the country of posting. The lower entitlement applies to the short-term duty only.

**Example:** A member is on posting in Washington DC. They travel on business to Seattle. They get half the listed rate for incidental costs for the trip.

**See:** Chapter 15 Part 3 [Division 1](#), Travel for short-term duty while on long-term posting

- c. They are in an overseas country on leave and the CDF recalls them to undertake short-term duty in that country. They get half the listed rate for the short-term duty only.

- d. They are accommodated on board a seagoing ship while it is visiting an overseas port. They get half the listed rate during the visit.
3. A break of less than seven days from their short-term duty location may not break a member's continuity for the purposes of paragraph 2.a above. The break does not count if the member was advised that the period of absence was to be for less than seven days.

**Example:** A member has been on short-term duty in Washington DC for 21 days. They travel on duty to Chicago for two-day conference, which they attend as planned. When they return, they still have five days on the full incidental rate before the rate drops to half.

**Non-example:** A member has been on short-term duty in New Delhi for 15 days. They are advised to undertake short-term duty in Colombo for three days. For reasons beyond their control, the duty in Colombo takes eight days. This breaks continuity for paragraph 2.a. When they return to New Delhi, they have a further 28 days on the full incidental rate before the rate drops to half.

### 13.3.11 Additional travel costs

1. A member's maximum entitlement may be less than they actually spend on accommodation, meals or incidentals on their short-term duty. In this case, the CDF may approve their use of an additional amount on the travel card.
2. The CDF must consider all these criteria.
  - a. The length of the member's short-term duty period.
  - b. The nature of the duties the member undertakes.
  - c. The nature and cost of meals, accommodation and relevant services at the location of the duty.
  - d. Any other factor relevant to the costs.

**Example 1:** A member is required to accompany the Minister, Secretary, CDF, VCDF or a Service Chief. They may be allowed to use the travel card to buy accommodation at the same hotel as the person they are working with.

**Example 2:** A member is required to lead a delegation overseas. They may be allowed to use the travel card to pay for a hotel suite for extra office space.

### 13.3.12 Top-up of costs paid by another organisation

1. A non-Commonwealth organisation might pay some of a member's travel costs, but less than the member would be entitled to under this Part. The member may apply for additional travel costs under clause 13.3.11.

**See also:** [Subclause 13.3.6.3](#), Travel costs while living out

2. This clause does not apply if the member is on exchange duty overseas.

### 13.3.13 Travel costs when in hospital

A member of any rank who is in hospital for a period during short-term duty overseas has these entitlements.

- a. They may use the travel card to pay for these costs.
  - i. Incidentals up to the maximum for a Colonel or lower in the table in [clause 13.3.6](#).

- ii. Continuing costs they cannot avoid for accommodation and other charges outside the hospital. The Commonwealth will not pay more than the limit of their entitlement under this Part.

**Example:** Ongoing hotel costs for retaining accommodation or storing baggage.

- b. If they could not use the travel card to pay for costs in subparagraph a.ii, they may be reimbursed by other means.

#### **13.3.14 Confirming actual travel costs**

1. A member must confirm their costs on the travel card using the Department of Defence's card management system. They must do this within 28 days after they end their short-term duty overseas.

**Example:** The member might present receipts for the payments.

2. If the member has spent more on the travel card than they were entitled to (including any extra amount approved by CDF), they must repay the difference to the Commonwealth.
3. If the member has not used their maximum entitlement for meals and incidentals when they confirm their costs, they are not entitled to the unused costs.

#### **13.3.15 Part-day travel**

1. A member who meets all these conditions is entitled to part-day travel costs.
  - a. The member holds the rank of Colonel or lower.
  - b. The member is required to perform duty away from the location where the member normally performs duty.
  - c. The member is absent from their normal duty location for more than 10 hours.
  - d. The member is not absent from their normal duty location overnight.
2. Part-day travel costs are limited to 60% of the meal amount listed for the location in Part 2 of [Annex 13.3.A](#) Travel costs.

**Note:** Part-day travelling allowance is taxable.

3. Use of the travel card is not permitted for business travel for which part-day travelling allowance is payable.

**Example:** A Lieutenant Colonel leaves home at 0600 to travel by air to a meeting in another city. The member returns home at 2100. The member is away from home for 15 hours. The member is entitled to part-day travelling allowance.

### 13.3.16 Travelling allowance while living in

1. A member who lives in during short-term duty overseas is entitled to travelling allowance for each day in the period of duty. This table sets out how this allowance is worked out for members of any rank.

<b>Item</b>	<b>The member is entitled to an amount for...</b>	<b>up to a daily maximum of...</b>
1.	compulsory mess charges and accommodation	the amount of the charges.
2.	meals	an amount that the CDF considers reasonable, but not more than the applicable limit in <a href="#">Annex 13.3.A</a> for the location.
3.	incidentals	the applicable amount in Annex 13.3.A for the location.

2. For item 2 of the table, the CDF must consider all these criteria.
  - a. The location where the member is accommodated.
  - b. The cost of meals at the location.
  - c. The nature of the member's accommodation and living arrangements.
  - d. Any other factor relevant to the member's meals.

## Division 2: Equipment costs

### 13.3.17 Purpose

The payment of basic equipment costs helps a member in two ways when they travel from Australia to short-term duty overseas.

- a. It helps them pay for travel equipment and other necessary items.

**Examples:** A suitcase, a foreign electricity adaptor, a world clock.

- b. It has an element to pay them for the extra wear and tear on their possessions.

### 13.3.18 Entitlement

1. A member is entitled to use the travel card to buy equipment up to a maximum of:

- a. AUD 115 for travel to New Zealand.
- b. AUD 225 for any other travel.

2. A member can use the travel card to buy equipment to the total of AUD 225 in any three-year period.

**Example:** A member travels to New Zealand and spends AUD 115 to buy a suitcase. Two years later, the member travels to the United States. The member may only use the travel card to buy equipment up to AUD 110.

3. A member is not entitled to use the travel card to pay for equipment for use in these situations.

- a. Participating in an approved ADF activity such as overseas adventure training, sports events or work experience.
- b. Serving in a seagoing ship or submarine and required to live ashore while the vessel is in an overseas port.
- c. Travelling on short-term duty to Australia from an overseas location where they are on a long-term posting.
- d. For use at a long-term posting.

4. If a member uses the travel card to buy equipment and then does not go overseas, they must repay the total amount to the Commonwealth.

5. The CDF may waive the repayment, if satisfied that they are unable to recover the cost of any items they bought.

### 13.3.19 Additional equipment costs

1. A member may use the travel card to buy special clothing for overseas climates that are different from the usual climate at their normal place of duty.
2. The CDF may authorise the member to use the travel card to buy additional equipment. Approval can only be given if the CDF is satisfied that the maximum entitlement under clause 13.3.18 is not enough to meet the member's needs.
3. The CDF must consider all these criteria.
  - a. The climate at the member's destination compared to the climate at their normal place of duty.

- b. The length of the proposed travel.
  - c. The means of travel.
  - d. The climate likely to be met at locations during the travel.
  - e. The duties the member will perform during the travel.
  - f. How much clothing the Commonwealth supplies the member for the travel.
  - g. How much more wear and tear the member's clothing will face due to the travel, compared to ordinary wear and tear.
  - h. Any Commonwealth money the member was entitled to for buying clothes for previous duty travel within Australia or overseas.
4. An authorised member may use the travel card to spend up to AUD 205 on additional equipment. The member may spend up to this amount once in any three-year period for use in each of these three regions as they are identified in the CDF approval.
- a. A tropical region.
  - b. A cold region.
  - c. Another climatic region.
5. The member may be entitled to spend a further AUD 205 for additional equipment in any three-year period. Approval may only be given if the CDF is satisfied that they meet all these conditions.
- a. They are to travel on short-term duty to a location.
  - b. They are likely to be exposed to an extremely cold winter climate at that location.
  - c. The additional equipment they are entitled to buy under clause 13.3.18 and subclause 4 above will not meet their clothing needs for travel to the location.
6. This table gives examples of how this clause is applied.

Item	Climate	Examples: additional equipment allowance applies	Non-examples: additional equipment allowance does not apply
1.	Tropical	<b>Destination:</b> Singapore <b>Normal place of duty:</b> Melbourne <b>Reason:</b> The two places have different climates (tropical and temperate).	<b>Destination:</b> Papua New Guinea <b>Normal place of duty:</b> Cairns <b>Reason:</b> Both are tropical climates.
2.	Cold	<b>Destination:</b> UK in January <b>Normal place of duty:</b> Brisbane in January <b>Reason:</b> The two places have different climates at that time of year.	<b>Destination:</b> UK in April <b>Normal place of duty:</b> Melbourne in April <b>Reason:</b> The two places have similar climates at that time of year.
3.	Extreme cold (subclause 5)	<b>Destination:</b> Moscow or northern Canada in winter <b>Normal place of duty:</b> Sydney <b>Reason:</b> Moscow and northern Canada have extremely cold winter climates.	<b>Destination:</b> Moscow in summer <b>Normal place of duty:</b> Sydney <b>Reason:</b> The two places have similar climates at that time of year.

7. Additional equipment allowance may be paid to members on long-term overseas postings who must travel to other overseas locations for short-term duty.



### **13.3.20 Member not provided with travel card**

A member who is entitled under this Division may get an allowance for their equipment costs. This is only if they meet these two conditions.

- a. They are travelling on short-term duty overseas.
- b. They have not got a travel card.

The limit of the allowance is the amount they would be entitled to if they used the travel card under this Division.

## Annex 13.3.A Travel costs

This Annex sets out maximum travel costs payable using the travel card on short-term duty overseas. Part 1 sets out rates for Brigadier or higher and Part 2 sets out rates for Colonel or lower. All amounts are expressed in local currencies.

### Part 1: Brigadier or higher

Item	Place	Currency	Limit for each day: meals	Limit for each day: incidentals
1.	Argentina	ARS	474	151
2.	Austria	EUR	171	37
3.	Bahrain	BHD	53	16
4.	Bangladesh	BDT	8542	2718
5.	Barbados	BBD	483	105
6.	Belgium	EUR	171	37
7.	Brazil	USD	242	53
8.	Brunei	BND	143	46
9.	Cambodia	USD	116	37
10.	Canada	CAD	176	47
11.	Chile	USD	116	37
12.	China – Hong Kong	HKD	1391	368
13.	China – Macau	MOP	1433	379
14.	China – elsewhere	CNY	1156	306
15.	Cook Islands	NZD	220	58
16.	Croatia	HRK	930	246
17.	Cyprus	EUR	126	33
18.	Czech Republic	CZK	3072	813
19.	Denmark	DKK	1494	277
19A.	East Timor	USD	116	37
20.	Egypt	EGP	689	219
20A.	Ethiopia	ETB	1337	446
21.	Fiji	FJD	204	65
22.	Finland	EUR	171	37
23.	France	EUR	171	37
24.	Germany	EUR	171	37
25.	Greece	EUR	126	33
26.	Hungary	HUF	27000	8000
27.	Iceland	ISK	28166	6123
28.	India	INR	6383	1891
29.	Indonesia	IDR	1219948	361466
30.	Iran	IRR	1266520	402984
31.	Irish Republic	EUR	171	37
32.	Israel	USD	242	53
33.	Italy	EUR	171	37
34.	Japan	JPY	19438	4226
35.	Jordan	JOD	127	34
36.	Kazakhstan	USD	142	42
37.	Kenya	KES	12831	3802
38.	Korea Republic	KRW	260733	56681

<b>Item</b>	<b>Place</b>	<b>Currency</b>	<b>Limit for each day: meals</b>	<b>Limit for each day: incidentals</b>
39.	Kuwait	KWD	49	13
40.	Laos	USD	116	37
41.	Lebanon	USD	142	42
42.	Luxembourg	EUR	171	37
43.	Malaysia	MYR	431	128
44.	Malta	EUR	126	33
45.	Mauritius	MUR	4029	1194
46.	Mexico	USD	116	37
47.	Monaco	EUR	200	37
48.	Myanmar	USD	179	47
49.	Nepal	NPR	8321	2648
50.	Netherlands	EUR	171	37
51.	New Caledonia	XPF	20360	4426
52.	New Zealand	NZD	220	58
53.	Nigeria	NGN	27883	7381
54.	Norway	NOK	1559	289
55.	Oman	OMR	93	20
56.	Pakistan	PKR	6770	2257
57.	Papua New Guinea	PGK	410	109
58.	Philippines	PHP	6160	1825
59.	Poland	USD	179	47
60.	Portugal	EUR	126	33
61.	Qatar	USD	179	47
62.	Russia	USD	242	53
63.	Samoa	WST	324	96
64.	Saudi Arabia	SAR	433	138
64A.	Senegal	EUR	100	30
65.	Singapore	SGD	299	65
66.	Solomon Islands	SBD	835	266
67.	South Africa	ZAR	797	254
68.	Spain	EUR	126	33
69.	Sri Lanka	LKR	12667	4030
70.	Sudan	USD	116	37
71.	Sweden	SEK	1571	342
72.	Switzerland	CHF	238	44
73.	Syria	SYP	6731	1994
74.	Thailand	THB	4351	1289
75.	...			
76.	Tonga	TOP	242	72
77.	Turkey	USD	179	47
77A.	Uganda	USD	116	37
78.	Ukraine	USD	142	42
79.	United Arab Emirates	AED	656	174
80.	United Kingdom	GBP	151	33

<b>Item</b>	<b>Place</b>	<b>Currency</b>	<b>Limit for each day: meals</b>	<b>Limit for each day: incidentals</b>
81.	USA	USD	179	47
82.	Vanuatu	VUV	16466	4359
83.	Venezuela	USD	242	53
84.	Vietnam	USD	116	37
85.	Other countries	AUD	75	25

## Part 2: Colonel or lower

Item	Place	Currency	Limit for each day: meals	Limit for each day: incidentals
1.	Argentina	ARS	345	129
2.	Austria	EUR	130	30
3.	Bahrain	BHD	44	14
4.	Bangladesh	BDT	6212	2330
5.	Barbados	BBD	368	84
6.	Belgium	EUR	130	30
7.	Brazil	USD	184	42
8.	Brunei	BND	104	39
9.	Cambodia	USD	84	32
10.	Canada	CAD	134	36
11.	Chile	USD	84	32
12.	China – Hong Kong	HKD	1064	286
13.	China – Macau	MOP	1096	295
14.	China – elsewhere	CNY	884	238
15.	Cook Islands	NZD	169	45
16.	Croatia	HRK	711	191
17.	Cyprus	EUR	96	26
18.	Czech Republic	CZK	2349	632
19.	Denmark	DKK	1190	249
19A.	East Timor	USD	84	32
20.	Egypt	EGP	501	188
20A.	Ethiopia	ETB	981	446
21.	Fiji	FJD	148	56
22.	Finland	EUR	130	30
23.	France	EUR	130	30
24.	Germany	EUR	130	30
25.	Greece	EUR	96	26
26.	Hungary	HUF	22000	7000
27.	Iceland	ISK	21431	4898
28.	India	INR	5201	1655
29.	Indonesia	IDR	994032	316283
30.	Iran	IRR	921106	345415
31.	Irish Republic	EUR	130	30
32.	Israel	USD	184	42
33.	Italy	EUR	130	30
34.	Japan	JPY	14790	3381
35.	Jordan	JOD	97	26
36.	Kazakhstan	USD	116	37
37.	Kenya	KES	10455	3326
38.	Korea Republic	KRW	198384	45345
39.	Kuwait	KWD	38	10
40.	Laos	USD	84	32
41.	Lebanon	USD	116	37
42.	Luxembourg	EUR	130	30
43.	Malaysia	MYR	351	112

Item	Place	Currency	Limit for each day: meals	Limit for each day: incidentals
44.	Malta	EUR	96	26
45.	Mauritius	MUR	3283	1044
46.	Mexico	USD	84	32
47.	Monaco	EUR	159	33
48.	Myanmar	USD	137	37
49.	Nepal	NPR	6052	2269
50.	Netherlands	EUR	130	30
51.	New Caledonia	XPF	15491	3541
52.	New Zealand	NZD	169	45
53.	Nigeria	NGN	21322	5741
54.	Norway	NOK	1242	260
55.	Oman	OMR	71	16
56.	Pakistan	PKR	4964	2257
57.	Papua New Guinea	PGK	314	84
58.	Philippines	PHP	5019	1597
59.	Poland	USD	137	37
60.	Portugal	EUR	96	26
61.	Qatar	USD	137	37
62.	Russia	USD	184	42
63.	Samoa	WST	264	84
64.	Saudi Arabia	SAR	315	118
64A.	Senegal	EUR	82	26
65.	Singapore	SGD	228	52
66.	Solomon Islands	SBD	607	228
67.	South Africa	ZAR	580	217
68.	Spain	EUR	96	26
69.	Sri Lanka	LKR	9212	3455
70.	Sudan	USD	84	32
71.	Sweden	SEK	1195	273
72.	Switzerland	CHF	189	40
73.	Syria	SYP	5484	1745
74.	Thailand	THB	3546	1128
75.	...			
76.	Tonga	TOP	197	63
77.	Turkey	USD	137	37
77A.	Uganda	USD	84	32
78.	Ukraine	USD	116	37
79.	United Arab Emirates	AED	502	135
80.	United Kingdom	GBP	115	26
81.	USA	USD	137	37
82.	Vanuatu	VUV	12592	3390
83.	Venezuela	USD	184	42
84.	Vietnam	USD	84	32
85.	Other countries	AUD	55	25

## Part 4: Special conditions and allowances – ADF only

### 13.4.0 Overview

This Part outlines travel costs that apply to members for specific conditions overseas.

#### 13.4.0A Contents

This Part includes the following Divisions:

<a href="#">Division 1</a>	Member on Defence co-operation program or project
<a href="#">Division 2</a>	Officially approved activities

## Division 1: Member on Defence co-operation program or project

### 13.4.1 Member this Division applies to

1. This Division applies to a member serving for a period overseas on one of these projects.
  - a. A Defence co-operation program or project.
  - b. A similar program or project approved by the CDF.
2. The CDF must consider all these criteria.
  - a. The duties performed by the member.
  - b. The circumstances in which the program or project is conducted.
  - c. The duration of the program or project.
  - d. Any other relevant factor.

### 13.4.2 Member this Division does not apply to

A member is not entitled under this Division if they are entitled to seagoing allowance.

### 13.4.3 Allowance if meals not provided

1. This clause applies to the member during part or all of their stay at a location overseas. Both these conditions must be met.
  - a. The member does not stay in a hotel or other commercial lodging, or living-in accommodation.
  - b. The member is not provided with food.
2. The member is entitled to these benefits for the period.
  - a. An allowance for the costs that the CDF considers reasonable for food and drinks, excluding alcohol.
  - b. Half the normal rate for incidentals under [Part 3](#) Travel costs for short-term duty overseas.
3. For paragraph 2.a, the CDF must consider all these criteria.
  - a. The cost the member incurred for food and drinks.
  - b. The member's welfare and dietary needs.
  - c. The cost and availability of supplies at the place where the member is on duty, and alternative sources of supply.
  - d. The cost of transporting goods to the member.
  - e. Any other factor relevant to the member's situation.

#### **13.4.4 Allowance for supplementary dietary needs**

1. The CDF may decide that the food provided to a member does not satisfy ordinary dietary needs. If so, the member is entitled to be reimbursed food costs incurred in meeting those needs.
2. When making a decision, the CDF must consider all these criteria.
  - a. The quantity and quality of the food provided.
  - b. The ordinary dietary requirements of someone serving in the member's circumstances.
  - c. Any other factor relevant to the food provided.

## Division 2: Officially approved activities

### 13.4.5 Member this Division applies to

This Division applies to a member participating in officially approved activities overseas.

**Examples:** Adventure training, sports, work experience.

### 13.4.6 Help with travel costs

1. The CDF can decide an amount to help with travel costs associated with participation in officially approved activities. The CDF must consider all these criteria.
  - a. The activity's nature, duration and location.
  - b. The approved itinerary and transport arrangements.
  - c. The nature and extent of travel costs incurred by the member.
  - d. The benefit to the ADF of the member's participation.
  - e. The nature and level of interest in the activity among ADF members.
  - f. The value of any other subsidy of the member's participation.
  - g. Any other factor relevant to the activity.
2. The amount must not be more than the lesser of these costs.
  - a. The total travel costs the member would be entitled to if the travel were for short-term duty.
  - b. The costs the member incurs for participating in the activity.
3. The member is not entitled to either of these amounts.
  - a. Other travel costs.
  - b. The cost of transportation.