

## Chapter 9: ADF travel in Australia

### 9.0.1 Overview

This Chapter sets out a member's travel, baggage, meal and accommodation entitlements when they travel in Australia at Commonwealth expense.

### 9.0.2 Contents

This Chapter includes the following Parts:

<a href="#">Part 1</a>	Basic travel entitlements
<a href="#">Part 2</a>	Travel in specific circumstances
<a href="#">Part 3</a>	Travel and dependants
<a href="#">Part 4</a>	Leave travel
<a href="#">Part 5</a>	Payment of travel costs
<a href="#">Part 6</a>	Vehicle allowance
<a href="#">Part 7</a>	Aircraft allowance

### 9.0.3 Definitions

This table defines terms used in this Chapter.

Term	Definition in this Chapter
Air travel for travel on duty	Air travel booked under the Department of Defence travel contract.
Lido	The Lido Group Pty Ltd (ABN 42 006 852 991)
Most economical means of travel	The means of travel the Commonwealth considers most efficient, practical or appropriate in terms a range of factors. These factors include – but are not limited to – cost to the Commonwealth, availability of transport and time taken to travel.  <b>See:</b> <a href="#">Part 1</a> clause 9.1.2 for more information.
Normal departmental liability	The amount the Commonwealth would pay for a journey made by a member and any dependants authorised to travel to a place at Commonwealth expense. It includes the following costs. <ol style="list-style-type: none"><li>The cost of travel to the place by the most economical means.</li><li>The cost of travel to and from the relevant airports, railway stations and coach terminals.</li><li>Any taxes or levies on the travel.</li></ol> It does not include goods and services tax (GST) on the fare. <b>See:</b> <a href="#">Part 1</a> clause 9.1.4 for more information.
Travel document	A travel document means a ticket (including a Miscellaneous Charges Order, travel warrant, movement requisition or other document) that gives a person who holds it travel at Commonwealth expense.

#### 9.0.4 See also

Related information in this Manual includes these Parts.

- a. Chapter 6 [Part 4](#), Travel for removal purposes in Australia.
- b. Chapter 6 [Part 5](#), Compensation for loss or damage to items stored or removed.
- c. Chapter 6 [Part 6](#), Removal and storage.
- d. Chapter 6 [Part 7](#), Travelling to an Australian posting.

## Part 1: Basic travel entitlements

### 9.1.1 Purpose

This Part describes a member's basic entitlements for these aspects of their travel at Commonwealth expense.

- a. The means of their travel.
- b. The class of their travel.
- c. What the Commonwealth will pay for.
- d. What baggage they can take with them.

### 9.31.1A Travel overview

The following table gives an overview of how some key travel policies described in this Part relate to one another.

Item	Policy	Overview
1.	Most economical means of travel  <b>See:</b> Clause 9.1.2, Most economical means of travel Clause 9.1.3, Air as most economical means of travel	Most economical means of travel determines the mode of travel the member may use. This takes into account things such as fares and salary costs.  <b>Examples:</b> The member may drive, fly, or use a train or a coach for a journey.
2.	Lowest practical fare  <b>See:</b> Clause 9.1.3AA	Lowest practical fare applies if the member is approved to travel by air.  It is a means of selecting the flight the member must use for the travel.
3.	Normal departmental liability  <b>See:</b> Clause 9.1.4	Normal departmental liability applies if the member is approved to travel by means that are not the most economical means.  It is a figure which is the result of a formula used to work out how much the Commonwealth will pay for the travel.
4.	Class of travel  <b>See:</b> Clause 9.1.6	Class of travel applies if the member is approved to travel by air.  It sets out the class of ticket the member may use.  <b>Example:</b> Economy class

### 9.1.2 Most economical means of travel

1. The member is entitled to travel by the most economical means of public transport available to the Commonwealth.
2. The CDF will determine the most economical means of travel after considering all these criteria.

- a. The availability of various means of travel.  
**Examples:** Coach, rail or air travel or rental vehicles.
  - b. The fares and allowances for the member and any dependants.
  - c. The estimated value of the member's salary and salary-related allowances for the travel time.
3. This value is worked out in this way.

$$\frac{\text{Fortnightly salary + allowances}}{80}$$

80

where 80 is the number of hours worked in a fortnight (8 hours a day x 10 days). This formula applies whether travel occurs in or out of working hours.

**Example:** A member has to travel between Perth and Alice Springs. To fly would cost an airfare and several hours' salary and allowances. Rail would cost two fares and several days' salary and allowances. Once the total costs are compared air is shown to be the most economical means of public transport.

**Non-example:** A member has to travel between Darwin and Alice Springs. Rail, coach and air are all available options. However, no comparison needs to be made as clause 9.1.3 provides that air is to be used.

4. Defence will not provide coach travel for individual members or dependants if air or rail travel is available. However, the CDF could grant a member's request to travel by coach if both these conditions are met.
  - a. The cost is the same or less.
  - b. The time taken would not involve extra travelling leave.
5. If the travel is leave travel, salary and salary-related allowances means all salary and allowances payable for recreation leave. These allowances are not included.
  - a. Rent allowance.
  - b. Hardship allowance.
  - c. Overseas living allowance.

**See:**

Chapter 5 [Part 2](#), Recreation leave.

Chapter 9 [Part 4](#), Leave travel

### 9.1.3 Air as the most economical means of travel

1. Air travel is the most economical means for any of these journeys.
  - a. To or from Darwin (except RAAF Base Tindal to or from Darwin).
  - b. To or from Tasmania.
  - c. Between a remote location and the nearest capital city.  
**Note:** The list of remote locations can be found at Annex 4.4.A.
  - d. To or from Canberra when travelling on temporary duty.

**Exception:** Travel between Canberra and Nowra or Jervis Bay. For these trips, self-drive hire car is the most economical means of travel. This is because there is no economical air or rail service.

- e. Between a place in an external territory and a place in Australia.
  - f. If surface transport would involve an overnight journey and dependants include either of the following.
    - i. A child under three years old.
    - ii. Two children under seven years old.
  - g. If surface transport would involve a journey of at least two nights and dependants include either of the following.
    - i. A child under seven years old.
    - ii. Two children under 10 years old.
2. The CDF may decide that air travel is the most economical means of travel if any of these criteria are met.
- a. The difference in the cost of travel is small and there is a saving in travelling time.
  - b. Air travel is justified given the official duties and expenses of the member travelling.
  - c. Medical or compassionate reasons mean that travel by surface transport would be inefficient.

### 9.1.3A Member choice – what the Commonwealth will pay

If a member is approved to travel by their own means, the Commonwealth will pay the lesser of these amounts.

- a. The normal departmental liability.
- b. The actual cost of the travel.

### 9.1.3AA Lowest practical fare

1. Lowest practical fare is the lowest fare for the day of travel when the travel is booked, having regard to whether all of the following conditions are met.
- a. It meets the business needs of the member.
  - b. It is for a regular scheduled flight.

**Non-example:** A charter flight.

- c. It is for travel that is scheduled to leave within 45 minutes of either of the following times.

**Note:** The times do not include travel time to and from the airports, check-in times or security checks.

- i. The latest possible departure flight time for departure flights.

**Example:** A member in Canberra has a meeting scheduled in Sydney which commences at 0930. To allow the member to arrive in Sydney in time to travel to the meeting the member determines that the latest flight time from Canberra is 0730. The flights that are to be considered for the lowest practical fare leave Canberra between 0645 and 0730.

- ii. The earliest possible return flight time for return flights.

**Example:** A member is returning to Canberra after a meeting in Sydney. The meeting finishes at 1500. Taking into consideration travel time from the meeting venue to the airport and check-in times, the member determines the earliest departure flight is at 1630. The flights that are to be considered for the lowest practical fare leave Sydney between 1630 and 1715.

**Example:** A member is travelling from Sydney to Townsville for a meeting at 1300. The member has found that there are two flights available that meet the criteria of lowest practical fare and will allow the member to arrive in Townsville in time for the meeting.

- a. A connecting flight which travels from Sydney to Brisbane then to Townsville. The total travel time for this trip is 5.5 hours.
- b. A direct flight from Sydney to Townsville which takes 2.5 hours.

The connecting flight has the lowest fare and it will arrive in Townsville in time for the meeting. However, the direct flight is a more effective use of the member's time as the timing and shorter flying times are more practical. Either flight can be chosen taking into consideration the member's circumstances for the travel.

2. A member who travels by air must travel using the lowest practical fare at the class of travel they are entitled to in the table in subclause 9.1.6.1.

**See:** Clause 9.1.6, Class of travel

3. Flexible fares may only be used when either of the following could occur.
  - a. The scheduled meeting or event may not go ahead.
  - b. The meeting or event times are likely to change.
4. The following may not be considered when looking for the lowest practical fare.
  - a. The airline.
  - b. Type of aircraft.
  - c. The provision of in-flight meals.
  - d. Access to airline flight lounges.
  - e. Airline reward, frequent flyer or loyalty points.
5. A member who travels by a fare that is not the lowest practical fare must provide their reasons in writing.

**Related information:** Department of Finance and Deregulation Finance Circular No. 2009/10, Use of the Lowest Practical Fare for Official Domestic Air Travel.

### 9.1.4 Normal departmental liability

1. Normal departmental liability is what the Commonwealth would pay for a journey made by a member and any dependants authorised to travel to a place at Commonwealth expense. It includes these costs.
  - a. The cost of travel to the place by the most economical means.
  - b. The costs of travel to and from the relevant airports, railway stations and coach terminals.
  - c. Any taxes or levies on the travel.

Normal departmental liability does not include goods and services tax (GST) on the fare.

2. This table shows what happens when a member travels by means that are not the most economical means.

Item	If the member travels by means that are...	then the Commonwealth will pay...
1.	cheaper than the most economical means	only the actual cost of their journey.
2.	more expensive than the most economical means	up to the amount of the normal departmental liability.

3. A member may travel as a passenger in a private vehicle or non-commercial aircraft when they are entitled to travel at Commonwealth expense. In this case, they are entitled only to meal and travel allowance up to what the Commonwealth would have paid for a journey by the most economical means.

**Note:** The passenger may be travelling in a private vehicle belonging to another member. In this case, the member may have the rate of vehicle allowance increased for the distance they carry the passenger.

**See:** [Part 6](#), Vehicle allowance

4. A member who travels on personal frequent flyer points will not be reimbursed the cost of their fare.
5. The Commonwealth will not pay any amount based on normal departmental liability for a child under two years old who is transported by private vehicle.
6. A member might choose to travel by a less direct route than the most direct route available. In this case, they must pay any excess costs to the Collector of Public Moneys in the Department of Defence.
7. The following conditions apply to **travel documents**.

**See:** [Clause 9.0.3](#), Definitions.

- a. The Commonwealth may give a travel document to a specific person and permit them to use it for travel.
  - b. If a travel document is used by a person who has not been permitted to use it under paragraph a, the person must repay the Commonwealth for any travel they have taken using the travel document.
  - c. The Commonwealth may seek to recover the cost of any travel taken without its permission under paragraph b.
8. The Commonwealth will not pay for an escort that a carrier requires to accompany a member's child.

### 9.1.5 Cost of air travel for working out normal departmental liability

1. The cost of air travel for working out normal departmental liability is the fare that meets both these conditions.
  - a. It is the fare quoted in the domestic fare matrix ('NDL column') issued to the Department of Defence by Qantas.
  - b. It is at the class of travel that the member and any dependants are entitled to for the journey.

**Note:** NDL means normal departmental liability.

**See:** Clause 9.1.4.

2. For a child under two years old, a normal departmental liability will not apply unless the child is required to occupy an individual airline seat.

### 9.1.6 Class of travel

1. A member and their dependants may be provided with travel at the class listed in the table for the member's rank, duties and flight when travelling by air.

Item	A member who is...	and is travelling...	is entitled to travel by...
1.	Brigadier or higher	a. on a Canberra–Sydney flight when they are accompanying a dignitary	business class.
		b. on a Canberra–Sydney flight when the flight is part of a continuous longer flight	business class.
		c. on another Canberra–Sydney flight	economy class.
		d. on another domestic flight	business class.
2.	any of the following: a. Warrant Officer of the Navy b. Regimental Sergeant Major Army c. Warrant Officer of the Air Force	a. on a Canberra–Sydney flight when travelling on Defence business and accompanying a dignitary	business class.
		b. on a Canberra–Sydney flight when travelling on Defence business and the flight is part of a continuous longer flight	business class.
		c. on another Canberra–Sydney flight when travelling on Defence business	economy class.
		d. on another domestic flight when travelling on Defence business	business class.
		e. on any other domestic flight <b>Example:</b> A member travels from Melbourne to Perth on reunion travel.	economy class.

3.	Colonel or lower	on a domestic flight	economy class.
4.	staff officer required to travel with 3 star or higher on journey	on a domestic flight	business class.
5.	a Victoria Cross for Australia recipient travelling for representational duties	on a domestic flight	business class.
6.	an escort for a Victoria Cross for Australia recipient travelling for representational duties	on a domestic flight	business class.

**See:** Chapter 9 Part 3 Division 9, Travel for representational purposes

- 1A. A member and their dependants may be provided with travel at the class listed in the table for the member's rank, duties and flight when travelling by coach or rail.

Item	A member who is entitled to travel by...	and who holds the rank or duties of...	is entitled to travel by...
1.	coach	any rank	highest class available.
2.	rail	any rank	first class. <b>Note:</b> There is entitlement to a sleeping berth if travel extends over a major portion of the night or beyond midnight.

2. A member who travels at a lower class than one listed in the table above is not entitled to any difference in cost between the fares.
3. A dependant of the member who is entitled to travel at Commonwealth expense is entitled to travel by the same means and at the same class as the member. This is unless another rule provides differently.

### 9.1.7 Baggage entitlement – general

1. A member travelling by the most economical means may take baggage up to a maximum weight. This table shows the baggage limits.

Item	If a member travels on...	and their rank is...	then their maximum baggage entitlement is...
1.	temporary duty of less than 6 weeks	any rank	78 kg.
2.	a. temporary duty of more than 6 weeks, or b. posting, or c. ceasing continuous full-time service	officer or warrant officer	260 kg.
		any other rank	156 kg.

2. The maximum entitlement includes the baggage the carrier lets the member take on board as part of the fare.
3. A carrier may carry only part of a baggage entitlement free of charge. In this case, the CDF may determine how the rest of the baggage is sent. The CDF may approve one these methods.
- a. Sending the remaining baggage by the most economical of these two means.

- i. With the member's furniture and effects.
    - ii. As unaccompanied baggage at Commonwealth expense.
  - b. Allowing the member to carry it as excess accompanied baggage at Commonwealth expense. The CDF must consider whether the member needs access to the baggage during the journey or immediately after it.
4. If the member chooses to travel by means that are not the most economical, the overall baggage limits in the table above will apply. The Commonwealth will pay no more for baggage than it would have paid for the most economical means and class of travel. The cost of any approved excess baggage will be included in working out the cost of travel by the most economical means.

5. The Commonwealth will not pay the cost of insuring the member's baggage.

**Note:** If baggage is included with furniture and effects, the insurance that relates to removals applies.

**See** Chapter 6 [Part 6](#), Removals and storage

6. If a member's adult dependant is also a member, the family unit has only one entitlement each time they are posted.

### 9.1.8 Extra baggage

1. Extra baggage may be taken on removal and posting journeys as set out in this Chapter at:
  - a. Chapter 9 Part 2 [Division 2](#), Travel on temporary duty.
  - b. Chapter 9 Part 2 [Division 4](#), Travel on posting.
2. The Commonwealth will pay for transport of Service property or documents the member is required to carry during travel.
3. Baggage does not include a member's or dependant's pets.

**See:** Chapter 6 Part 1 [Division 4](#) for details of assistance with costs of pet relocation.

### 9.1.9 Door-to-door travel

Travel on leave, temporary duty or posting is door-to-door and includes the reasonable cost of transport to and from airports, railway stations and coach terminals.

### 9.1.10 Travel costs not otherwise payable under this Chapter

1. The CDF may approve payment of the reasonable costs of travel and related expenses, of the kind provided for in Parts 1 to 4 of this Chapter, for a person in any of these classes who would not otherwise be eligible for those benefits.
  - a. A member, including a member of the Reserves and a former member.
  - b. A cadet.
  - c. An applicant for appointment or engagement as a member, in respect of attendance at an enlistment centre or attendance for interview or examination.
  - d. A family member of a member or cadet.
2. For subclause 1, the CDF must consider these matters.
  - a. Any relevant Chief Executive Instructions made under the *Financial Management and Accountability Act 1997*.
  - b. Any other relevant matter.

## Part 2: Travel in specific circumstances

### 9.2.1 Overview

This Part sets out a member's travel entitlements across the spectrum of their Service life, from entry to ceasing continuous full-time service. The entitlements described are in addition to, or modify, the basic entitlements set out in [Part 1](#).

### 9.2.2 Contents

This Part includes the following Divisions:

<a href="#">Division 1</a>	Travel for applicants for entry into the ADF
<a href="#">Division 2</a>	Travel on temporary duty
<a href="#">Division 3</a>	Travel for removal purposes in Australia
<a href="#">Division 4</a>	Travel on posting
<a href="#">Division 5</a>	Travel in particular situations
<a href="#">Division 6</a>	Travel on ceasing continuous full-time service – general
<a href="#">Division 7</a>	Travel on ceasing continuous full-time service – specific circumstances
<a href="#">Division 8</a>	Reserve members – duty travel

## **Division 1: Travel for applicants for entry into the ADF**

### **9.2.3 Purpose**

This Division sets out entitlements to travel expenses, allowances and accommodation expenses for a person who has applied for entry into the ADF.

### **9.2.4 Persons this Division applies to**

This Division applies to a person who meets all these conditions.

- a. They are not a member.
- b. They have signed an application for appointment to or enlistment in the ADF.
- c. They have been asked to have an examination or interview to see if they are suitable to become a member.

### **9.2.5 ...**

### **9.2.6 Loss of wages or salary**

1. This clause applies to an applicant (including an applicant for the Reserves) if they meet all these conditions.
  - a. They are employed.
  - b. They must undergo an examination or interview to see if they are suitable to become a member.
  - c. They attend a recruiting centre to be examined or interviewed.
  - d. They lose wages or salary because of their attendance at the centre.
2. The applicant is entitled to the lesser of these two amounts.
  - a. The wages or salary they would have earned while they are reasonably required to be away from their work to attend the recruitment centre. This amount does not include any payment for overtime.
  - b. The salary that would be payable for that period to a normal entry recruit during basic training.

## Division 2: Travel on temporary duty

### 9.2.7 Purpose

This Division sets out entitlements for a member travelling on temporary duty. Entitlements vary with the member's chosen means of travel.

### 9.2.8 Travel by the most economical means

A member who travels by the most economical means may have these entitlements.

- a. Travel at a class described in [Part 1](#) clause 9.1.6, Class of travel.
- b. Baggage as described in [Part 1](#) clause 9.1.7, Baggage entitlement – general.

#### Exceptions:

- i. The Commonwealth will not pay for costs of excess baggage when the travel is by coach or self-drive car.
- ii. If travel is by air to temporary duty of more than seven days, the CDF may approve excess accompanied baggage costs for one additional piece of baggage.
- c. Travelling allowance and meal allowance.

### 9.2.9 Travel by means that are not the most economical

1. A member may apply to travel by means that are not the most economical.
2. The CDF may allow the member to travel by the less economical means. The CDF should consider the member's wishes and the needs of the ADF.
3. This table sets out entitlements and conditions when the member travels by the alternative means.

Item	If the member chooses to travel by...	then...
1.	air rather than rail	<ul style="list-style-type: none"> <li>a. they must pay any additional cost of travelling by the method they choose before approval is given.</li> <li>b. travel may be approved for all or part of the journey.</li> <li>c. the entitlement is to the lesser of allowances and travelling time when the two means of travel are compared.</li> <li>d. they may be entitled to travelling allowance and meal allowance under Chapter 9 <a href="#">Part 5</a>, Payment of travel costs.</li> </ul>
2.	rail rather than air	<ul style="list-style-type: none"> <li>a. they must pay any additional cost of travelling by the method they choose before approval is given.</li> <li>b. travel may be approved for all or part of the journey.</li> <li>c. travelling time will be as if the journey was by air. If it is on a working day, any excess travelling time should be taken as leave.</li> <li>d. they may be entitled to travelling allowance and meal allowance under Chapter 9 <a href="#">Part 5</a>, Payment of travel costs.</li> </ul>
3.	a private vehicle rather than any other form of transport.	<ul style="list-style-type: none"> <li>a. they may be entitled to vehicle allowance up to the cost of the most economical means of travel.</li> <li>b. Travelling time will be as if the journey was by the most economical means of travel. If it is on a working day, any excess Travelling time must be taken as recreation leave.</li> <li>c. they may be entitled to travelling allowance and meal allowance under Chapter 9 Part 5, Payment of travel costs.</li> </ul>

## Division 3: Travel for removal purposes in Australia

### 9.2.10 Purpose

This Division sets out a member's entitlements to travel at Commonwealth expense for these purposes.

- a. To supervise packing or unpacking of their furniture and effects on removal.
- b. To accompany their dependants to a new location.

**See:** Chapter 6 [Part 6](#), Removals and storage

### 9.2.11 Travel for first removal after entry into Service

A member may be entitled to travel at Commonwealth expense on their first removal after they enter the Service. To qualify, all these conditions must be met.

- a. They have completed initial recruit and employment training after enlistment, appointment or re-entry.
- b. They become eligible for the first removal after entry.
- c. They have been granted short absence for removal purposes.

**See:** Chapter 5 Part 9 Division 2, Short absence for removal purposes.

### 9.2.12 Subsequent entitlements for removal travel

1. Subject to subclause 2, the CDF may approve travel at Commonwealth expense for a member entitled to a removal who meets both these conditions.
  - a. They have moved on posting before their dependants.
  - b. They have been granted a short absence for removal purposes to go back to where their dependants are.

**See:** Chapter 5 Part 9 Division 2, Short absence for removal purposes.
2. The member must make the journey for one of these purposes.
  - a. To supervise the packing of furniture or effects.
  - b. To travel with their dependants to the new location. This must be because it would be unreasonable for the member's adult dependant to move the family by themselves.

### 9.2.13 Dependants move before member's posting date

1. Subject to subclause 2, the CDF may approve travel at Commonwealth expense for a member entitled to a removal who meets both these conditions.
  - a. They have approval to move their dependants before the effective date of their posting.
  - b. They have been granted a short absence for removal purposes.

**See:** Chapter 5 Part 9 Division 2, Short absence for removal purposes.

2. The member must make the journey for one of these purposes.
  - a. To arrange accommodation and unpacking of furniture.
  - b. To accompany their dependants on the journey to the new location. This must be because the health or age of their dependants means that it would be unreasonable to expect the member's adult dependant to move the family by themselves.

#### **9.2.14 Members without dependants – away from their posting location**

1. Subject to subclause 2, the CDF may approve travel at Commonwealth expense for a member without dependants who meets all these conditions.
  - a. They are posted to another location while on attachment or temporary duty away from their posting location.
  - b. They are entitled to a removal.
  - c. They are granted a short absence for removal purposes.

**See:** Chapter 5 Part 9 [Division 3](#), Short absence for removal purposes.
2. The journey must be to the member's old location to supervise the packing of their furniture or effects.
3. The CDF must consider operational commitments before giving approval under subclause 1. If operational reasons delay leave and travel, the member may choose to appoint an agent to act on their behalf.

## Division 4: Travel on posting

### 9.2.15 Purpose

This Division sets out a member's entitlements to travel, baggage and accommodation expenses on their removal on posting.

### 9.2.16 Rail as the most economical means of travel

This table sets out entitlements and conditions when a member travels on posting and rail is the most economical means of travel.

**Note:** These entitlements are in addition to the basic entitlement in [Part 1](#) of this Chapter.

Item	If the member...	then...
1.	travels by rail as the most economical means	<p>a. they are expected to transfer baggage with their furniture and effects. If the baggage is carried by rail, the restrictions in clause 9.1.7 apply.</p> <p>b. they will be reimbursed reasonable costs for their and any dependants' accommodation or meals.</p> <p><b>Note:</b> This is how reimbursement is worked out.</p> <p>i. For meals at the accommodation where they are staying temporarily, reimbursement is limited to the normal charge for standard meals.</p> <p>ii. For meals bought somewhere else, reimbursement will be for the lesser of these two costs: the actual cost or the rate set out for temporary accommodation allowance.</p> <p><b>See:</b> Chapter 7 <a href="#">Part 4</a> for these rates.</p> <p>c. they will not be reimbursed costs of accommodation or meal costs on top of any travelling allowance they may be paid.</p>
2.	chooses to travel by air rather than rail	<p>a. air travel may be approved for all or part of the journey.</p> <p>b. approval will not be given until the member has paid any additional cost of travelling by air rather than by rail.</p> <p>c. they must pay any excess baggage costs.</p>
3.	chooses to travel by private vehicle rather than rail	<p>a. they and their dependants may be authorised to travel.</p> <p>b. they may be entitled to vehicle allowance up to the cost of first class rail travel. Their rank does not matter.</p> <p>c. in working out the cost of rail travel, any cost of sleeping berth accommodation is added to the cost. This is if it is available and not included in the fare.</p> <p>d. travelling time will be as if the journey was by rail. If it is on a working day, any excess travelling time should be taken as leave.</p>

### 9.2.17 Air as the most economical means of travel

This table sets out entitlements and conditions when a member travels on posting and air is the most economical means of travel.

**Note:** These entitlements are in addition to the basic entitlement in [Part 1](#) of this Chapter.

Item	If the member...	then...
1.	travels by air as the most economical means	<p>a. when they travel with their dependants, their baggage entitlement is increased by:</p> <ul style="list-style-type: none"> <li>i. one piece for each adult dependant, and</li> <li>ii. up to two pieces for children.</li> </ul> <p><b>Note:</b> This additional entitlement should be used to transport cutlery, linen, curtains and similar items. The aim is to help the family take up Service accommodation as soon as possible.</p> <p>b. when they travel without dependants, they may take this additional excess baggage.</p> <ul style="list-style-type: none"> <li>i. Up to three pieces for these journeys: to or from Darwin; between a remote location and the nearest capital city; and between a place in an external territory and a place in Australia.</li> <li>ii. One piece of baggage to other places.</li> </ul> <p>c. they will be reimbursed reasonable costs for their own and any dependants' accommodation or meals.</p>
2.	chooses to travel by private vehicle rather than air	<p>a. they and their dependants may be authorised to travel.</p> <p>b. they may be entitled to vehicle allowance up to the cost of air travel.</p> <p>c. travelling time will be worked out using the definition of <b>allowable travelling time</b> in clause 9.6.7. If it is on a working day, any excess travelling time should be taken as leave.</p>

### 9.2.18 Coach as the most economical means of travel

This table sets out entitlements and conditions when a member travels on posting and coach is the most economical means of travel.

**Note 1:** Coach travel will not usually be the most economical means.

**See:** [Part 1](#) subclause 9.1.2.4, Most economical means of travel.

**Note 2:** These entitlements are in addition to the basic entitlement in Part 1 of this Chapter.

Item	If the member...	then...
1.	travels by coach as the most economical means	<p>a. they may be entitled to travelling allowance and meal allowance.</p> <p>b. they will be reimbursed reasonable costs for their and any dependants' accommodation or meals.</p> <p>c. they must pay any excess baggage costs.</p>
2.	chooses to travel by private vehicle rather than coach	<p>a. they and their dependants may be authorised to travel.</p> <p>b. they may be entitled to vehicle allowance up to the cost of coach travel.</p> <p>c. travelling time will be as if the journey was by coach. If it is on a working day, any excess travelling time should be taken as leave.</p>

### 9.2.19 Reimbursement of personal expenditure on travel

A member eligible for travel at Commonwealth expense may travel at their own expense. If they do, they will be reimbursed their actual travel costs, but only up to the limit of the amount that the Commonwealth would have paid for the journey.

### 9.2.20 Members travelling without dependants

A member who has dependants but travels on posting without them has the same entitlements as a member on temporary duty.

**See:** [Division 2](#), Travel on temporary duty.

### 9.2.21 Delayed or interrupted posting travel

Travel on posting may be delayed because the road is cut. In this case, the CDF may authorise payment of additional allowances and reimbursements for meals and accommodation.

**Example:** A flood or landslide.

### 9.2.22 If a member's adult dependant is also a member

If a member's spouse or interdependent partner is also a member, the family unit has only one entitlement on each occasion of a posting.

### 9.2.23 Cost limits on travel on posting and removal to certain destinations

1. Commonwealth assistance may be limited when a member travels on removal to either of the following destinations.
  - a. A seagoing ship or a Navy aircraft squadron.
  - b. A personal location for which removal benefits were provided.

- 1A. If removal costs are limited, then related travel costs are limited in the same way.

**See:**

Chapter 6 Part 6 Division 4, Postings or deployments, for removal to a seagoing ship or a Navy aircraft squadron

Chapter 6 Part 6 Division 3, Removal to a personal location where benefits are provided

2. The removal and travel costs will be combined in assessing any excess costs.
3. The member must pay for any excess costs.

## Division 5: Travel in particular situations

### 9.2.24 Purpose

This Division sets out conditions and entitlements for travel in these situations.

- a. Rejoining a ship that has sailed.
- b. On recall for emergency duty.
- c. On convalescence.
- d. Getting specialist medical or dental treatment.

### 9.2.25 Rejoining a ship that has sailed

1. A member is entitled to travel to rejoin a seagoing ship they have missed on sailing. There must be a need for the member to travel to rejoin the ship at another port.
2. The member may apply to the Commanding Officer of the nearest ADF establishment for a duty travel warrant to enable them to rejoin the ship.
3. If the member cannot get a duty travel warrant, they are entitled to be reimbursed the actual amount they had to spend on fares to rejoin the ship.
4. The Commonwealth will pay only for the cost of the member's transport from the port the ship sailed from to the port where they are to rejoin their ship.

**Note:** Depending on the reason the member missed the ship, they may face disciplinary action on rejoining the ship.

### 9.2.26 Recall for emergency duty

1. A member who has left their normal place of duty after working a normal day may be reimbursed the cost of their travel if they are later recalled to duty.
2. The CDF may approve reimbursement of costs if satisfied on both these criteria.
  - a. The member has paid for travel fares or use of a private vehicle that they would not normally have to pay for.
  - b. The member could not reasonably have used an alternative means to go back to the place of duty.
3. The amount of reimbursement is limited to whichever of these costs is relevant.
  - a. For travel by public transport, including taxi: the cost of the fares beyond what the member would usually pay to attend work.
  - b. For travel by private vehicle: vehicle allowance worked out for the journey under [Part 6](#) of this Chapter.

### 9.2.27 On convalescence

1. The CDF may approve travel at Commonwealth expense to assist a member to go home from hospital to recover or wait to go back to hospital. Approval may only be given if the CDF is satisfied on both these criteria.
  - a. The senior medical officer for the location recommends both the following.

- i. That the member should undertake the travel.
    - ii. The safest means for the member to travel.
  - b. More cost-effective alternative care is not available to the member.
2. The CDF may approve the travel at a higher class or by means that are not the most economical if satisfied it is necessary for the member's safety.
  3. If travel is approved, the member is entitled to be reimbursed the cost of meals and accommodation on the journey. They can be reimbursed up to the maximum amount payable if they were entitled to travelling allowance for the same period.
  4. The member may have paid for the approved travel themselves. In this case, the CDF may reimburse them up to a maximum of what the Commonwealth would have paid under subclause 1 or 2. This is only if no other allowance is payable for the journey.

### 9.2.28 Specialist medical or dental treatment for dependants in remote locations

1. The CDF may approve travel at Commonwealth expense for a member's dependants from a posting location to the location of a registered specialist medical or dental practitioner. Approval may only be given if **all** these criteria are met.
  - a. The member is performing duty in a remote location listed in [Annex 4.4.A](#).
  - b. The dependants live with the member.
  - c. A doctor or dentist has certified on both these matters.
    - i. Specialist treatment is necessary.
    - ii. The necessary treatment cannot be provided in the posting location.
2. The travel entitlement is limited to travel by the most economical means as defined in Part 1 of this Chapter.
3. The dependant may be approved to travel by private vehicle. This is unless a doctor has provided a certificate to state that they are not fit for travel by this means. Vehicle allowance may be payable up to the cost of travel by the most economical means.
 

**See:** [Part 6](#), Vehicle allowance
4. The baggage entitlement is limited to what is included for free as part of the travel fare.
5. The CDF may approve travel at Commonwealth expense for the member or another person if satisfied that the dependant needs to be accompanied.
6. If the dependant needs to stay overnight at the treatment location, they are entitled to be reimbursed the cost of the accommodation and meals. The maximum amount is the cost that would be payable for that location if they were entitled to travelling allowance under [Part 5](#) for the journey.

## Division 6: Travel on ceasing continuous full-time service – general

### 9.2.29 Purpose

This Division sets out a member's travel, baggage and accommodation entitlements when they travel in Australia on ceasing continuous full-time service.

**Note 1:** These entitlements are in addition to the basic entitlement in [Part 1](#) of this Chapter.

**Note 2:** This table sets out where other entitlements related to travel on ceasing continuous full-time service can be found in this Manual.

Item	Entitlement	See
1.	Removal entitlements	Chapter 6 <a href="#">Part 6</a> , Removals and storage.
2.	Travelling allowance	Chapter 9 <a href="#">Part 5</a> .
3.	Disturbance allowance	Chapter 6 Part 1 <a href="#">Division 2</a> .
4.	Rent allowance	Chapter 7 <a href="#">Part 6</a> .
5.	Temporary accommodation allowance	Chapter 7 <a href="#">Part 4</a> .

### 9.2.30 Members this Division applies to

A member and their dependants may be entitled to travel at Commonwealth expense to a location they are removed to in any of these circumstances.

- a. On ceasing continuous full-time service for any reason.

**Note:** Entitlement is limited for a member whose service is terminated through their own fault and who is not entitled to a removal.

**See:** [Division 7](#) clause 9.2.38, Service terminated through member's fault.

- b. In advance of ceasing continuous full-time service.
- c. In anticipation of ceasing continuous full-time service for compassionate reasons.

**See also:** Chapter 6 Part 6 [Division 6](#) clause 6.6.39, Removal on ceasing continuous full-time service.

### 9.2.31 Members this Division does not apply to

This Division does not apply to members or their dependants when they have either of the following entitlements.

- a. Travel for candidates for election.
- b. Travel for dependants on death of a member.

**See:** Chapter 9 Part 3 [Division 8](#), Travel of dependants on death of a member.

### 9.2.32 Additional baggage entitlement for travel on ceasing continuous full-time service

1. If a member's dependants travel by rail, they must take no more baggage than the railway authority carries for free.
2. If the member and dependants travel by air as the most economical means, they may take additional baggage up to these limits.

- a. For these journeys, up to three more pieces of baggage for the member and two more for each adult dependant.
  - i. To or from Darwin.
  - ii. To or from Tasmania.
  - iii. To or from a remote location and the nearest capital city.
  - iv. Between a place in an external territory and a place in Australia.
- b. For journeys to other places, one more piece of luggage for the member and one more piece for each adult dependant.

**Note:** The Commonwealth will not pay any insurance costs relating to the baggage. This applies to all baggage, whether free, excess, accompanied or unaccompanied. If the baggage is part of a removal, insurance provisions may apply under Chapter 6 [Part 5](#), Compensation for loss or damage to items stored or removed.

### 9.2.33 Meals and accommodation

1. A member and their dependants will be reimbursed what they spend on meals and accommodation on their journey. The maximum amount is what they would have got if they were entitled to travel costs under Annex 9.5.A.
 

**See:** Annex 9.5.A, Amounts for accommodation, meals and incidentals for travelling allowance and travel card
2. The member and dependants may choose not to travel by the most economical means. If they do, they are entitled to be reimbursed only up to the amount payable under subclause 1 for travel by the most economical means.
3. If the member or dependants are entitled to travelling allowance for the journey, they are not entitled to reimbursement of their costs.

### 9.2.34 Travel by private vehicle

1. This clause applies to a member who chooses to travel by private vehicle from a. to b. below.
  - a. From the last location of posting (or transition centre).
  - b. To the location they are removed to on ceasing continuous full-time service.
2. The member is entitled to the sum of the following amounts (up to the limit in subclause 3). It is worked out as if they were travelling on posting from one location to the other.
  - a. Vehicle allowance.
  - b. If the vehicle is transported for part of the travel, the cost of transport for all the following.
    - i. The vehicle.
    - ii. Any trailer towed by the vehicle.
    - iii. The member and any dependants.
  - c. Travelling allowance for the member as if the travel were a relevant journey for [Part 5](#) of this Chapter.
  - d. Accommodation and meal costs of any dependants to the amount worked out under Chapter 9 Part 5 [Division 3](#).

3. The amount of entitlement is limited. It must not be more than what the Commonwealth would have paid for items a. to d. if the member and any dependants travelled by the most economical means.
4. The CDF may grant the member an additional amount. Approval may only be given if the CDF is satisfied that the member reasonably spent more than they were entitled to under this Part. The CDF must consider all these criteria.
  - a. The distance the member or dependant had to travel.
  - b. The actual cost of accommodation and meals.
  - c. The available standard of accommodation in relation to the member's status.
  - d. The amount of unavoidable incidental costs the travel made necessary.
  - e. Any other factor relevant to what was spent.
5. If the member has died, their entitlement under this clause is payable to the dependant who pays the travel costs. They will be paid as if the member had completed the journey.

#### **9.2.35 Member's adult dependant is also a member**

If a member's adult dependant is also a member, the family unit has only one entitlement.

**Division 7: Travel on ceasing continuous full-time service – specific circumstances**

**9.2.36 Travel in advance of ceasing continuous full-time service**

- 1. A member may take up their travel entitlement up to 12 months before they cease continuous full-time service.

**Example:** A member may go on long service or other leave before ceasing continuous full-time service without returning to service before ceasing continuous full-time service. They may choose to travel to their new home during that time when they have a removal. In this case, they may choose to take their travel entitlement in advance of ceasing continuous full-time service.

- 2. The member must sign an undertaking to refund the cost of the travel if they do not complete their service within the 12 months. This is unless the travel corresponds with a posting during the final 12 months of service.

**9.2.37 Limits to travel on leaving a personal location**

- 1. This clause applies to a member who meets both the following conditions.
  - a. The member was granted a removal of their dependants to a personal location under Chapter 6 Part 6 Division 3.

**See:** Chapter 6 Part 6 Division 3, Removal to a personal location where benefits are provided

- b. The member is ceasing continuous full-time service.
- 2. If the Commonwealth put cost limits on the removal to the personal location, the travel benefit for travel from the personal location is also limited.
- 3. The Commonwealth will pay only up to what it would cost for travel between the locations described in paragraphs a. and b.
  - a. From the current posting location or home port (whichever is applicable).
  - b. To the location of the removal the member is entitled to on ceasing continuous full-time service.

**Example:** A member is posted to Sydney. The member chooses to remove their dependants to Brisbane. Their removal on ceasing continuous full-time service is to Melbourne. The Commonwealth will only pay travel costs associated with the removal from Sydney to Melbourne.

**9.2.38 Service terminated through member's fault**

- 1. A member may be entitled to travel if they ceased continuous full-time service for either of these two reasons. To qualify, they must not be entitled to a removal.
  - a. Medical unfitness through their own fault.
  - b. Disciplinary reasons.

This table sets out their entitlement.

Item	If the member is a...	then they are entitled to travel to the...
1.	member with dependants	place where their dependants live in Australia.

2.	member without dependants	location where they last provided a permanent home.
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2. The member is not entitled to Commonwealth assistance for travel by private vehicle.

### 9.2.39 Recruit who chooses free discharge

A recruit who takes up their option to a free discharge is entitled to travel at Commonwealth expense under the basic entitlement in Part 1 of this Chapter. To qualify, they must take up the option within the relevant period below.

- a. Within six months of the date they entered as an apprentice.
- b. Within 12 weeks of the date they entered as an adult recruit.

### 9.2.40 Deferral of travel entitlement

A member's entitlement to a removal on ceasing continuous full-time service may be deferred. In this case, their and any dependants' entitlement to travel on ceasing continuous full-time service is deferred for the same period as the removal.

**See:** Chapter 6 Part 6 [Division 6](#), Removal on ceasing continuous full-time service.

### 9.2.41 Failure to complete service

1. It may be that a member who travels at Commonwealth expense for ceasing continuous full-time service under this Division does not complete their service. In this case, they must repay what the Commonwealth spent on the travel.
2. The member does not have to repay the costs to the Commonwealth if they meet all these conditions.
  - a. They took the travel in advance of ceasing continuous full-time service.
  - b. They were then posted to another location:
    - i. after they travelled, but
    - ii. before the date that their discharge order took effect.
  - c. They completed service in accordance with the discharge order.
3. The member and any dependants have a limited travel entitlement to their next posting. The limit is the cost of travel to the new posting from where they were before they took the travel on ceasing continuous full-time service. That may be any one of these places.
  - a. The place they were posted to.
  - b. Their home port if they were posted to a seagoing ship.
  - c. Their naval air squadron base.
4. This limit does not apply to a member who had been granted a removal to a personal location where benefits are provided under Chapter 6 Part 6 Division 3.

**See:** Chapter 6 Part 6 Division 3, Removal to a personal location where benefits are provided

## Division 8: Members of the Reserves – duty travel

### 9.2.42 Purpose

This Division sets out the entitlements of a member of the Reserves travelling on duty at Commonwealth expense.

### 9.2.43 Entitlements under this Division

1. A member on Reserve service who must travel for duty purposes has the basic entitlements set out in [Part 1](#) of this Chapter.
2. The CDF may approve a member's travel by means that are not the most economical. The CDF must consider the interests of the ADF and the member.

### 9.2.44 Member not entitled

A member on Reserve service is not entitled to travel at Commonwealth expense if they are entitled to attendance allowance for the journey.

**See:** Chapter 4 Part 8 [Division 5](#), Attendance allowance

### 9.2.45 Limit on Commonwealth expense

1. A member of the Reserves who is eligible for travel at Commonwealth expense may choose to pay for the travel themselves. In this case, they may be reimbursed the cost of any part of the journey they take by public transport. They can be reimbursed an amount up to what the Commonwealth would have paid for the journey.
2. The member is not entitled to be reimbursed their costs if they are entitled to vehicle allowance or any other form of allowance or reimbursement.

## Part 3: Travel and dependants

### 9.3.1 Overview

This Part sets out a member's entitlements when travel is necessary to gain, lose, reunite with or look after their dependants. It also outlines dependants' entitlements when a member dies.

### 9.3.2 Contents

This Part includes the following Divisions:

<a href="#">Division 1</a>	Travel on marriage or ADF recognition of interdependent partnership
<a href="#">Division 2</a>	Travel on breakdown of marriage or interdependent partnership
<a href="#">Division 3</a>	Reunion travel for members
<a href="#">Division 4</a>	Reunion travel for school students
<a href="#">Division 5</a>	Student reunion travel to members in a remote location
<a href="#">Division 6</a>	Reunion travel for tertiary students
<a href="#">Division 7</a>	Compassionate travel
<a href="#">Division 8</a>	Travel of dependants on death of a member
<a href="#">Division 9</a>	Travel for representational purposes
<a href="#">Annex 9.3.A</a>	Approval for: Overseas travel and travel for representational purposes within Australia and overseas at Commonwealth expense

## Division 1: Travel on marriage or ADF recognition of interdependent partnership

### 9.3.3 Purpose

This Division sets out a member's travel entitlements at Commonwealth expense when they marry or have an interdependent partnership recognised under Defence Instruction (General) Personnel 53-1, *Recognition of Interdependent Partnerships*, while serving on a long-term posting in Australia.

### 9.3.4 Overview

1. A member's marriage or interdependent partnership does not create a travel entitlement for the member personally.

**Examples:**

1. Remote location leave travel.
  2. A member may travel at their own expense to the place of marriage or establishment of a common household.
  3. The member may also be able to use another form of travel entitlement, if the rules allow.
2. The member may be entitled to assistance for the member's spouse or interdependent partner and any other dependants to travel within Australia, subject to these limits.

The entitlement arises on marriage or ADF recognition of an interdependent partnership.

The travel is for the journey from where they normally lived at the time of the marriage or ADF recognition of an interdependent partnership, to the member's posting location.

3. This table shows the travel entitlements. Any allowances described for the spouse or interdependent partner's and dependants' travel are paid to the member.

Item	If the spouse or interdependent partner and any other dependants travel...	then the entitlement is for...
1.	by the normal means	a one-way ticket.
2.	by private vehicle	vehicle allowance for the trip. This is payable up to the amount of the normal departmental liability. The increased rate for passengers is not payable (see Part 6 <a href="#">Division 5</a> clause 9.6.25).  <b>See:</b> Chapter 9 <a href="#">Part 6</a> , Vehicle allowance <a href="#">Part 1</a> clause 9.1.4, Normal departmental liability – what the Commonwealth will pay.

### 9.3.5 Basic entitlements

1. Members and their dependants authorised to travel under this Division have the basic entitlements set out in Part 1 of this Chapter.

**See:** [Part 1](#) Basic travel entitlements

2. A member may choose a means of travel for their dependants that is not the most economical. In this case, the Commonwealth will pay only up to the cost of travel by the most economical means.
3. The CDF may authorise travel at Commonwealth expense by other than the most economical means. However, the member must pay the difference before the travel.

### 9.3.6 When a member travels at their own expense

1. A member eligible to travel at Commonwealth expense on marriage or on ADF recognition of an interdependent partnership may choose to pay for the travel themselves.
2. The member will be reimbursed in line with the basic entitlements in [Part 1](#) of this Chapter if they meet both of the following conditions.
  - a. The means of travel under subclause 1 is authorised.
  - b. They have no entitlement to vehicle allowance or other forms of reimbursement for the travel.
3. A member and dependants who are authorised to travel in a private vehicle may be entitled to vehicle allowance up to the cost of travel by the most economical means.

### 9.3.7 Member's spouse or interdependent partner also a member

When a member's spouse or interdependent partner is also a member, the family unit has one entitlement only.

### 9.3.8 Marriage planned or common household started before posting

1. A member is entitled to travel at Commonwealth expense for their spouse or interdependent partner if they provide documentation under subclause 2 and either of these circumstances applies to them.
  - a. They have planned to be married but are posted before their planned marriage happens.
  - b. They have planned to apply for ADF recognition of an interdependent partnership but are posted before the application is granted.
2. To qualify, the member must provide documentary evidence that they had completed arrangements for the marriage or had started maintaining a common household before they received the posting authority.
3. The travel is for the journey from the place of the marriage or common household to the new posting location.

### **9.3.9 Travel from other location in Australia**

1. This clause applies to a member who gets married in Australia in either of these two circumstances.
  - a. They are away from their posting location.
  - b. They are serving in a seagoing ship.
2. This clause does not apply to a member whose marriage or common household was arranged before posting.
3. The member may be entitled to travel under subclause 2 for their spouse (and any other dependants) from the location where they were married. They must meet one of these two conditions.
  - a. They have at least one year of service left when the travel is approved.
  - b. They are on a posting that would have entitled them to travel if they had been married at the time they were posted.
4. The member may be entitled to travel under subclause 2 for their interdependent partner (and any other dependants) from the location where they were recognised by the ADF as having an interdependent partner. They must meet one of these two conditions.
  - a. They have at least one year of service left when the travel is approved.
  - b. They are on a posting that would have entitled them to travel if their interdependent partnership had been recognised at the time they were posted.
5. Travel under subclause 2. is limited to the cost of a fare for the spouse or interdependent partner (and any other dependants) from the place of marriage or the place where they were recognised by the ADF as having an interdependent partner (whichever is applicable) to one of the following places.
  - a. A residence in the member's posting location.
  - b. If the member is serving in a seagoing ship: whichever of these places they choose.
    - i. The location of the ship's home port.
    - ii. Their home port.
  - c. If the member is serving with a Navy aircraft squadron: whichever of these places they choose.
    - i. The location of the home port for the ship on which the squadron is embarked.
    - ii. The location of the air station on which the squadron is based.
    - iii. Their home port.

### **9.3.10 Travel from outside Australia**

1. If a member serving in Australia marries or has an ADF recognised interdependent partnership in a location outside Australia, clause 9.3.9 applies. This includes a member serving in a seagoing ship or Navy aircraft squadron deployed outside Australia.

2. The point of entry into Australia will be taken as whichever of these places is applicable.
  - a. The place of the member's marriage
  - b. The place where the member were recognised by the ADF as having an interdependent partner

### **9.3.11 Change of family status in special circumstances**

A member may change their family status in circumstances other than those in the clauses above. In this case, the CDF may approve travel entitlements and reimbursements for them or their dependants. The CDF must consider these factors.

- a. Any compassionate grounds.
- b. The nature of the dependant's relationship to the member.
- c. Whether it is practical for the member to make private arrangements for the travel.

### **9.3.12 Travel for a child**

If the member's spouse or interdependent partner has a child (or children) at the time of the marriage or ADF recognition of the interdependent partnership, the member is entitled to the cost of a fare for them. Both these conditions must be met.

- a. The child is eligible to be included as a dependant for travel purposes.
- b. The child normally lives with the spouse or interdependent partner and will live with the member.

### **9.3.13 Special baggage arrangements for travel**

When a spouse or interdependent partner (and any of their dependants) travels from where they were married or where their interdependent partnership was recognised by the ADF to the member's posting location, baggage limits apply. Any baggage over the transport operator's free limit must be included in personal effects to be removed at Commonwealth expense.

**Note:** Chapter 6 Part 6 [Division 8](#), When a member becomes a member with dependants, has more information about removal of personal effects. If baggage is included with furniture and effects, the insurance provisions relating to removals will apply.

### **9.3.14 Travel on next posting**

This table sets out travel entitlements of a member on their next posting after they marry, or have an interdependent partnership recognised by the ADF, and become a member with dependants.

Item	If the event in subclause 1 took place in...	then they are entitled to travel from...	on the condition that...
1.	Australia	the place of marriage	—
		the location of their current posting	—
		their home port or the ship's home port	a. they had been serving in a seagoing ship or Navy aircraft squadron, and b. their spouse or interdependent partner (and any dependants) lived at the location from which the travel is granted.
		any other location in Australia	the Commonwealth would not have to pay any more than it would pay for travel from the three locations in this item above.
2.	outside Australia	the point of entry into Australia of the spouse or interdependent partner (and any other dependants)	—

## Division 2: Travel on breakdown of marriage or interdependent partnership

### 9.3.15 Purpose

This Division describes the following benefits.

- a. Travel entitlements for a non-Service spouse when their marriage with a member posted in Australia breaks down.
- b. Travel entitlements for a non-Service interdependent partner when their interdependent partnership with a member posted in Australia breaks down.

### 9.3.16 Definitions

This table defines terms used in this Division.

Term	Definition in this Division
Breakdown of relationship	When the CDF considers that separation has occurred. Separation is when a couple stop living as a couple, even if they still live in the same home.
Non-Service spouse or interdependent partner	A spouse or interdependent partner, who is not a member.

### 9.3.17 Members this Division does not apply to

1. A member is not entitled to travel at Commonwealth expense under this Division when they cease to be a member with dependants.

**Note:** The member may have a leave travel entitlement under Part 4 of this Chapter.

**See:**

Chapter 9 [Part 4](#), Leave travel

Chapter 8 [Part 1](#), Categories of member – dependants

2. This Division does not apply to travel entitlements for a dependant on death of a member.

**See:** Chapter 9 Part 3 [Division 8](#), Travel of dependants on death of a member.

### 9.3.18 Travel at Commonwealth expense

1. On breakdown of relationship, a non-Service spouse or non-Service interdependent partner and their dependants are entitled to travel to the same location for which they are entitled to a removal at Commonwealth expense.

**See:** Chapter 6 Part 6 [Division 10](#), Assistance on breakdown of relationship with non-Service person

2. The cost of travel is limited to the cost of travel by the most economical means determined by the CDF under the basic entitlement in Part 1 of this Chapter.
3. The non-Service spouse or non-Service interdependent partner is entitled only once to travel assistance on marriage breakdown.

4. If the non-Service spouse or non-Service interdependent partner decides to travel by air for reasons other than those in [Part 1](#) clause 9.1.3, the CDF may approve air travel at Commonwealth expense. Both these conditions must be met.
  - a. The non-Service spouse or non-Service interdependent partner must have paid any additional cost of travelling by air rather than rail.
  - b. The non-Service spouse or non-Service interdependent partner must have paid for any excess baggage costs.
5. The non-Service spouse or non-Service interdependent partner may require a child to travel by themselves. If the carrier requires the child to be escorted, the non-Service spouse or non-Service interdependent partner must pay for an adult to accompany them.

### 9.3.19 Accommodation during travel

This table sets out how much a non-Service spouse or non-Service interdependent partner may be reimbursed for reasonable overnight accommodation costs.

Item	If the person is...	then the most they will be reimbursed is...
1.	the non-Service spouse or non-Service interdependent partner	the amount payable for accommodation at the location to a Colonel or lower under Annex 9.5.A.  <b>See:</b> Annex 9.5.A, Amounts for accommodation, meals and incidentals for travelling allowance and travel card
2.	a dependant of the non-Service spouse or non-Service interdependent partner who is: <ol style="list-style-type: none"> <li>a. more than 5 years old, and</li> <li>b. occupies a separate room</li> </ol>	the amount payable for accommodation at the location to a Colonel or lower under Annex 9.5.A.  <b>See:</b> Annex 9.5.A, Amounts for accommodation, meals and incidentals for travelling allowance and travel card
3.	a dependant of the non-Service spouse or non-Service interdependent partner who is less than 5 years old	10% of the amount worked out under item 1.
4.	other dependants of the non-Service spouse or non-Service interdependent partner who share a separate room with a dependant described in item 2.	20% of the amount worked out under item 1.

### 9.3.20 Meals during travel

1. A non-Service spouse or non-Service interdependent partner is entitled to be reimbursed the cost of meals for themselves and their dependants during their journey. This table sets out how much they may be reimbursed for meals at different locations on their journey.

2. In all cases, the person will be paid at the rate payable for the relevant location below.
  - a. Where they began the journey, if it takes less than a day.
  - b. Where they stay overnight, if the journey takes more than a day.

Item	If the person is...	then the most they will be reimbursed is...
1.	the non-Service spouse or non-Service interdependent partner	the amount payable for meals to a Colonel or lower under Chapter 9 <a href="#">Part 5</a> , Payment of travel costs.
2.	dependants of the non-Service spouse or non-Service interdependent partner aged 10 or more	the amount payable for meals to a Colonel or lower.
3.	dependants of the non-Service spouse or non-Service interdependent partner aged under 10	50% of the amount payable for meals to a Colonel or lower under Chapter 9 <a href="#">Part 5</a> , Payment of travel costs.

**Example 1:** If the non-Service spouse or non-Service interdependent partner travels from Sydney to Townsville in one day, the reimbursement rate is the meal allowance rate for Sydney.

**Example 2:** If the non-Service spouse or non-Service interdependent partner stays overnight at Brisbane during the journey, the reimbursement rate for meals on the first day is the rate payable for Brisbane.

3. The non-Service spouse or non-Service interdependent partner is entitled to be reimbursed for each meal period that begins at these times during the journey.
  - a. Breakfast: 0700 hours
  - b. Lunch: 1300 hours
  - c. Dinner: 1900 hours.
4. If the journey begins after the start of a meal period, the non-Service spouse or non-Service interdependent partner is not entitled to be reimbursed for that meal period.

### 9.3.21 Travel by private vehicle

1. A non-Service spouse or non-Service interdependent partner and dependants who are authorised to travel by private vehicle may be reimbursed the cost of travel. This also applies if they tow a towable item.
2. The amount they may be reimbursed is the lesser of the two amounts at a. and b.
  - a. The sum of these three amounts (if they apply).
    - i. Vehicle allowance worked out under [Part 6](#) of this Chapter as if the non-Service spouse or non-Service interdependent partner were an eligible member for the purposes of that Part.
    - ii. Accommodation and meal costs worked out under clauses 9.3.19 and 9.3.20.

- iii. If it has been approved that the vehicle can be transported for a part of the journey:
  - A. the cost of transporting the vehicle and towable item (if that applies), plus
  - B. the fares for the non-Service spouse or interdependent partner and dependants for that part of the journey.
- b. The sum of these three amounts (if they apply).
  - i. The fares of the non-Service spouse or non-Service interdependent partner and dependants for travel by the most economical means.
  - ii. The cost of removing the vehicle (and towable item, if that applies) if a removal has been approved for it under Chapter 6.
 

**See:** Chapter 6 Part 6 [Division 5](#), Vehicle removal.
  - iii. Accommodation and meal costs for travel by the most economical means, worked out under clauses 9.3.19 and 9.3.20.
- 3. It is expected that a person will complete the journey at a daily driving rate of:
  - a. 480 km, or
  - b. 360 km if towing a towable item under a removal entitlement.

### 9.3.22 Baggage

1. If a non-Service spouse or non-Service interdependent partner's baggage cannot be removed with furniture and effects, the Commonwealth will pay for them to carry baggage up to 156 kilograms. The same conditions apply as under [Part 1](#) clauses 9.1.7 and 9.1.8.
2. The baggage must be transported by the most economical means. However, the non-Service spouse or non-Service interdependent partner is entitled to carry some baggage with them as accompanied baggage. In this case, it does not matter if it is excess accompanied baggage or included in the fare. This table sets out the amount of baggage they can carry in this way.

Item	If the person travels by...	then the amount of baggage they can carry is...
1.	rail	<ul style="list-style-type: none"> <li>a. one piece of baggage per family unit, and</li> <li>b. one additional piece of baggage each for the non-Service spouse or non-Service interdependent partner and their adult dependants.</li> </ul>
2.	air	<ul style="list-style-type: none"> <li>a. up to two pieces of baggage per family unit, and</li> <li>b. one additional piece of baggage each for the non-Service spouse or non-Service interdependent partner and their adult dependants.</li> </ul>

### 9.3.23 Pet relocation costs

A non-Service spouse or non-Service interdependent partner given a removal is entitled to be reimbursed pet relocation costs. They are entitled as if they were an eligible member under Chapter 6 Part 1 [Division 4](#).

## Division 3: Reunion travel for members

### 9.3.24 Purpose

This Division relates to members separated from their dependants for Service reasons. It allows them to make or receive reunion visits.

### 9.3.25 Members eligible for reunion travel

1. The CDF may approve a written application for reunion travel at Commonwealth expense from a member who meets all these conditions.
  - a. They are a member with dependants (unaccompanied) or they are a member with dependants posted to a seagoing ship.
  - b. They are living away from home for more than two months for Service reasons. This must be a continuous period.
  - c. Their absence on reunion will not significantly reduce the operational effectiveness of their unit.
  - d. They have enough leave credit or approved short absence for the reunion.
2. The CDF must consider both these criteria in deciding whether to grant an application.
  - a. The purpose of the reunion travel.
  - b. The operational requirements of the member's unit.
- 2A. To avoid doubt, a member with dependants (unaccompanied) categorised under subclause 8.3A.6.7 is eligible for reunion travel to visit dependants living in a personal location provided they meet any conditions required under this Division.

**Exception:** Subclause 2A applies in a modified way to a member whose dependants live in a personal location outside Australia. The member's reunion benefits are subject to the following limits.

- a. In this Division, reunion travel to a personal location is taken to be travel to the nearest Australian international airport with flights to the country of the personal location.
- b. In this Division, reunion travel from a personal location is taken to be the following travel.
  - i. The travel is from the nearest appropriate international terminal in Australia with flights from the country of the personal location.
  - ii. The travel is to the member's location.

**See:**

Chapter 8 Part 3A Division 1 clause 8.3A.6, Member who may be classified as a member with dependants (unaccompanied)  
Chapter 8 Part 3A Division 2, Member with dependants (unaccompanied) summary, for a summary of conditions of service that apply to a member with dependants (unaccompanied)

3. A member with dependants (unaccompanied) may also have an entitlement to remote location leave travel.

**See:** Chapter 9 Part 4 Division 4, Remote location leave travel

#### General examples of reunion travel

**Example 1:** A member is posted to a three-month course. They know they will be away from home for three months. They ask the course coordinator to approve a reunion trip in

the course break that takes place six weeks into the course. Although the two months have not yet passed when the travel occurs, the member can show that they will be living away from home for the whole three months of the course and they are not required for duty during the course break.

**Example 2:** A member is posted to a seagoing ship for 12 months. The member knows that after three months of the posting, the ship will deploy for six months. The member takes three reunion visits in the first three months of the posting. They take the remainder after the deployment.

**Non-example:** A member is posted away from their family home for 12 months. The member seeks to take all their reunion entitlements as soon as they qualify. The member's Commanding Officer refuses to grant the request. The Commanding Officer talks to the member about the need to meet the demands on the work unit. They also talk about the policy behind reunion visits and whether it would be better to space the trips out to get the most from each trip.

4. A member posted to a ship is eligible for reunion travel from any port in Australia.

**Exception:** This does not apply if the port the member would be travelling from is in the location where the member's dependants live.

### 9.3.26 Frequency and cost of reunion travel

1. An eligible member may apply for a maximum of six reunion visits a year, or pro rata for a part of a year.
2. For each reunion visit, the Commonwealth will pay no more than the cost of a return economy class air fare from the member's place of duty to their dependants' home location in Australia.

**Exception:** This exception applies a limit to the benefit for a member whose dependants are living in a personal location that is outside Australia. For each reunion visit, the Commonwealth will pay no more than the cost of travel to and from the nearest appropriate international terminal in Australia that has flights to the country of the personal location.

3. For reunion purposes, the travel assistance is to be provided on a 'door-to-door' basis.
4. If a member travels (or has their dependants travel) by a means of transport other than air, the normal departmental liability is used to work out the cost that the Commonwealth would otherwise have paid for the airfare.

**See:** Chapter 9 [Part 1](#) clause 9.1.4, Normal departmental liability – what the Commonwealth will pay.

5. Despite subclause 1, the member's entitlement to recreation leave travel, remote location leave travel and reunion travel is limited to a combined total of seven trips a year. The member is taken to have used their annual entitlement to reunion travel once this total is reached.

**See:**

Chapter 9 Part 4 Division 1, Recreation leave travel  
Chapter 9 Part 4 Division 4, Remote location leave travel

### 9.3.27 Transfer of reunion travel ('reverse reunion travel')

1. An eligible member may transfer their entitlement. That is, they may use it to offset the cost for one or more dependants to travel from the dependants' home location to where the member is serving, and back again.
2. The Commonwealth will pay for transferred reunion travel only up to the member's entitlement under subclause 9.3.26.2.
3. A member who transfers reunion travel is judged to have used a reunion visit.
4. If a member might be visited by a dependant who is a member entitled to reunion travel for the visit. In this case, both members are judged to have used a reunion visit.

### 9.3.28 Certain travel judged to be reunion travel

A member is judged to have used a reunion visit if they meet both these conditions.

- a. They serve on temporary duty in the dependants' location.
- b. They are not needed for duty for two or more days in a row.

**Note:** This is because they could use the free time for a reunion visit.

### 9.3.29 Eligibility continues for six months

1. A member's eligibility for a reunion visit continues for six months from the date they became eligible for the visit.

**Example:** A member separated from their family on a posting became eligible for a reunion visit after two months at the posting. (The same would be true if they went on a course or temporary relocation.) They did not take up their entitlement in the following six months. They lose their eligibility for that reunion visit.

2. Eligibility ends when they again live with their dependants.

**Example:** A member is posted away for 12 months and entitled to reunion travel to visit their dependants. The entitlement would end when the member moved to a home with the dependants at the end of the 12 months, even if the member had not used all six trips.

## Division 4: Reunion travel for school students

### 9.3.30 Purpose

This Division assists a school student to be reunited with their parents. This is because the child did not accompany the member to the new posting location, and continues their education at another location.

### 9.3.31 Member this Division applies to

This Division applies to a member who is receiving education assistance for a child. The child must be studying away from the member's posting location.

**See:** Chapter 8 Part 4 [Division 4](#), School students not at a posting location.

### 9.3.32 Entitlement

1. The member is entitled to one return journey for the child each calendar year. The journey is from the child's location to the parent's home in the posting location.
2. The entitlement cannot be carried forward from one calendar year to the next.
3. The CDF may approve three additional return journeys for the child in that calendar year.

**Example:** The child takes up the next year of schooling in the member's location.

4. For subclause 3, the CDF must consider all these factors.
  - a. The age of the child and year of education.
  - b. Any relevant school reports on the child's progress.
  - c. The availability of board and lodging at the child's school.
  - d. The availability and cost of suitable childcare arrangements for the child.
  - e. The period of separation between reunion visits.
  - f. The period of reunion.
  - g. The number of official term breaks operating at the child's school.
  - h. Any other relevant factor, including the continued well-being of the child.
5. If a child's eligibility for education assistance ends, the child's journey home to the parents' location counts as one of three additional journeys.

**Non-example:** The child has already had three additional journeys. The journey to the parents' location would be at their own cost.

### 9.3.33 Mode of travel

Travel must be by the most economical means, using student concession fares whenever possible.

**See:** Chapter 9 [Part 1](#) clause 9.1.2, Most economical means of travel.

## Division 5: Student reunion travel to members in remote locations

### 9.3.34 Purpose

The purpose of this Division is to enable children to be reunited with their parents who are living in a remote posting location.

**See:** Chapter 4 Part 4 [Annex 4.4.A](#), Remote locations for ADF district allowance.

### 9.3.35 Member this Division applies to

This Division applies to a member who meets both these conditions.

- a. They are serving in a remote location.
- b. They have a child receiving primary or secondary education outside the remote location. The child must be living away from their parents.

### 9.3.36 Entitlement

1. The member is entitled to two return journeys for the school student each calendar year. The journey is from the student's school to the remote location.
2. If the child commences school outside the remote location on or after 1 July, only one entitlement may be used before 30 November in that school year.
3. If the member is also entitled to reunion travel for the child as set out in [Division 4](#), the combined number of reunion entitlements is limited to four a year.
4. The entitlement cannot be carried forward from one calendar year to the next.
5. Children may travel to a destination other than the remote location to join a member or the member's spouse or interdependent partner. The cost cannot exceed the cost of travel to the member's remote location.
6. If the child turns 18 during the last year of secondary school, at the end of the school year the member is entitled to a journey for the child to the member's remote location. Travel is to the remote location at the completion of the school year.
7. ADF reunion travel does not apply if travel is already provided by a community-based scheme.

### 9.3.37 Period of entitlement

This table outlines the period of entitlement for this Division.

Item	If the student...	the entitlement commences from...
1.	departs the remote location to attend school	the date of departure from the remote location.
2.	does not accompany the member to the remote location	the later of: a. the day the member departs for the remote location posting, or b. the day the member's dependants depart for the remote location posting.

### **9.3.38 Additional travel beyond entitlement**

1. If the child has already used the entitlement for the calendar year, the CDF may approve one additional journey. This would be for special circumstances only.
2. The child must be attending a school with four term breaks in the school year.
3. Before approving an additional journey, the CDF must consider all these factors.
  - a. The age of the child and year of education.
  - b. Any relevant school reports on the child's progress.
  - c. The availability of board and lodging at the child's school.
  - d. The availability and cost of suitable childcare arrangements for the child.
  - e. The period of separation if this additional reunion visit did not occur.
  - f. The period of reunion.
  - g. Whether severe detriment to the child would result if not allowed this visit.
  - h. Any other relevant factor.

### **9.3.39 Mode of travel**

Travel must be by the most economical means, using student concession fares whenever possible.

## Division 6: Reunion travel for tertiary students

### 9.3.40 Purpose

This Division assists a tertiary student to be reunited with their parents in some cases.

### 9.3.41 Member this Division applies to

This Division applies to a member who meets either of these conditions.

- a. They are eligible for education assistance for a child who is a tertiary student.

**See:** Chapter 8 Part 4 [Division 5](#), Tertiary students not at a member's location of residence.

- b. They would have been eligible for education assistance, but is not incurring costs for the student's accommodation.

**Example:** The tertiary student is studying away from the member's location of residence, but living with relatives who do not charge board. Therefore, no education assistance is paid to support the student's accommodation costs.

### 9.3.42 Entitlement

1. The member is entitled to two return journeys for the tertiary student each calendar year. The journey is from the location of the student's educational institution to the member's posting location.
2. If the member has a removal to the new location on or after 1 July, only one journey may be taken in that calendar year.
3. The entitlement cannot be carried forward from one calendar year to the next.
4. ADF reunion travel does not apply if travel is already provided by a community-based scheme.
5. The entitlement ends when the member ceases to be entitled to education assistance for the student.

### 9.3.43 Mode of travel

Travel must be by the most economical means, using student concession fares whenever possible.

**See:** Chapter 9 [Part 1](#) clause 9.1.2, Most economical means of travel.

## Division 7: Compassionate travel

### 9.3.44 Purpose

This Division provides for the cost of the journey to visit a person with a serious or very serious illness, or who has died.

**See:** Chapter 5 Part 7 Division 2, Compassionate leave

### 9.3.45 Overview

1. Compassionate travel may be made available for the death, serious illness or very serious illness of a person described in clause 9.3.48.
2. Compassionate travel may also be available in other exceptional circumstances.
3. Compassionate leave may not attract a compassionate travel entitlement. Compassionate travel can be taken with other types of leave.

**Examples:** Short absence, recreation leave.

**See:** Clause 9.3.52, Compassionate travel and leave

4. A spouse or interdependent partner may be entitled to compassionate travel in their own right. Special conditions apply.

**See:** Subclause 9.3.48.2, Who may be visited

Clause 9.3.50, Entitlement of member's spouse or interdependent partner – extra conditions

### 9.3.46 Who this Division does not apply to

This Division does not apply to these members.

- a. Members who have claimed an entitlement under the Australians dangerously ill (AUSDIL) scheme for that journey.

**See:** [Defence Instruction \(General\) Personnel 11-1](#), *Defence Force sponsored visits to service members suffering serious illness or injury — the Australians dangerously ill scheme*.

- b. A member on leave without pay.
- c. A member posted overseas.

**See:** Chapter 15, Part 3, Division 6, Travel for compassionate reasons

### 9.3.47 Definitions

The following table defines terms used in this Division.

The term...	means...
very seriously ill	having an illness or injury so severe that life is imminently endangered.
seriously ill	having an illness or injury that could endanger life.

### 9.3.48 Who may be visited

- The CDF may grant a member compassionate travel to visit a person described in the following table, even if they do not normally live with the member

Item	The member may have compassionate travel to visit a person who is any of the following...	if...
1.	<ol style="list-style-type: none"> <li>The member's spouse or interdependent partner</li> <li>The member's child</li> </ol>	that person is seriously ill.
2.	<ol style="list-style-type: none"> <li>The member's brother or sister</li> <li>The member's parent or guardian</li> <li>A dependant of the member recognised under clause 1.3.76 or 1.3.79</li> </ol>	both the following conditions are met. <ol style="list-style-type: none"> <li>That person is seriously ill.</li> <li>The member has to be there because no-one else in the family is available and able to help.</li> </ol>
3.	<ol style="list-style-type: none"> <li>The member's spouse or interdependent partner</li> <li>The member's child</li> <li>The member's brother or sister</li> <li>The member's parent or guardian</li> <li>A dependant of the member recognised under clause 1.3.76 or 1.3.79</li> </ol>	either of the following conditions is met. <ol style="list-style-type: none"> <li>That person is very seriously ill.</li> <li>That person has recently died.</li> </ol>

**See:** Chapter 1 Part 3 clauses 1.3.76, Dependants, and 1.3.79, CDF-recognised dependants

- The CDF may grant a member's spouse or interdependent partner compassionate travel to visit a person described in the following table.

**Related Information:** Clause 9.3.50, Entitlement of member's spouse or interdependent partner – extra conditions

Item	The member's spouse or interdependent partner may have compassionate travel to visit a person who is any of the following...	if...
1.	<ul style="list-style-type: none"> <li>a. The member</li> <li>b. The member's child</li> <li>c. The child of the member's spouse</li> <li>d. The child of the member's interdependent partner</li> </ul>	that person is seriously ill.
2.	<ul style="list-style-type: none"> <li>a. The parent or guardian of the member's spouse or interdependent partner</li> <li>b. The brother or sister of the member's spouse or interdependent partner</li> <li>c. A dependant of the member's spouse or interdependent partner</li> </ul>	both the following conditions are met. <ul style="list-style-type: none"> <li>1. That person is seriously ill.</li> <li>2. The spouse has to be there because no-one else in the family is available and able to help.</li> </ul>
3.	<ul style="list-style-type: none"> <li>a. The member</li> <li>b. The child of the member's spouse or interdependent partner</li> <li>c. The parent or guardian of the member's spouse or interdependent partner</li> <li>d. The brother or sister of the member's spouse or interdependent partner</li> <li>e. A dependant of the member's spouse or interdependent partner</li> </ul>	that person is very seriously ill.
4.	<ul style="list-style-type: none"> <li>a. The member</li> <li>b. The child of the member's spouse or interdependent partner</li> <li>c. The parent or guardian of the member's spouse or interdependent partner</li> <li>d. A dependant of the member's spouse or interdependent partner</li> </ul>	that person has recently died.

**See:** Chapter 1 Part 3 clause 1.3.79, CDF-recognised dependants

3. If the member and their spouse or interdependent partner both qualify for travel for the same event, both may be granted travel.

**Example:** A member's child is very seriously ill in another location. Both the member and the spouse or interdependent partner may be granted travel to be with the child, as they both qualify.

4. There is no travel entitlement if the person applying to travel is already at the location of the person to be visited.

**Non-example:** Compassionate travel to visit a very seriously ill person.

This is an example of when it might not be appropriate to grant compassionate travel under subclauses 1 and 2.

A member is on posting in Sydney. They travel to Perth on Defence business. While in Perth, their parent (who lives in Perth) suddenly becomes very seriously ill. The member asks for compassionate travel for their spouse or interdependent partner and child to travel from Sydney. However, the spouse or interdependent partner has no entitlement for their parent-in-law. Also, because the member is already at the compassionate destination at Commonwealth expense, the member has no compassionate travel entitlement to transfer to the child.

### 9.3.49 Exceptional reasons

The CDF may grant travel for the member or spouse or interdependent partner if he is satisfied that other exceptional reasons make their presence essential.

#### Examples:

1.	Owing to a financial setback, a bank is threatening to repossess the member's home.
2.	The family home has been destroyed in bushfire or cyclone. The family is safe but homeless.
3.	The member's child is a tertiary student suffering mental illness. The member's presence is required to receive advice from counsellors on how the child should be managed.
4.	The boarding arrangements for a school-age child break down and new arrangements need to be made immediately. Either parent, but not both, could be provided compassionate travel (and leave for the member).
5.	The member's spouse or interdependent partner or child has been subjected to an episode of domestic violence, including significant injury, by another family member.

#### Non-examples:

1.	The member is on deployment. Their unoccupied flat is burgled and vandalised. The flat is safe and has been secured by the landlord. There are no compassionate circumstances.
2.	The member is a sole parent and has to go into hospital. There is no travel entitlement available to transfer to another parent to provide childcare, because the member is already at the compassionate location. Childcare is not a compassionate circumstance.
3.	Both parents are members away on duty, and wish to transport the children to and from the grandparents' home (or bring the grandparents to the member's home). There are no compassionate circumstances.

### 9.3.50 Entitlement of member's spouse or interdependent partner – extra conditions

These additional conditions apply to compassionate travel for a spouse or interdependent partner.

- a. The cost of their travel is limited if they are temporarily absent from their normal place of residence. It must be no more than the cost of return travel from their normal place of residence to the compassionate destination.
- b. The CDF must grant the approved travel as if a member was to travel in the same circumstances.

### 9.3.51 Travel overseas

1. A member or their spouse or interdependent partner may apply for assistance with compassionate travel to an overseas location.
2. The CDF may approve return travel at Commonwealth expense to and from the nearest appropriate international terminal in Australia.
3. The Commonwealth does not provide assistance with the cost of the overseas portion of the trip.

### 9.3.52 Compassionate travel and leave

1. Compassionate travel may be approved for absence or leave other than compassionate leave.

**Example:** The member's parents' home has been destroyed in a bushfire. The parents are safe but homeless. The member is granted recreation leave, and compassionate travel to visit their parents.

2. A member may be granted compassionate leave without being entitled to compassionate travel for it. In this case, they may be granted the use of an existing travel entitlement (if they have one) towards the cost of travel to the compassionate leave destination.

**Examples:** Recreation leave travel, remote location leave travel.

3. A member is entitled to compassionate travel each time compassionate leave is granted if they meet all these conditions.
  - a. The member is in their first year of service.
  - b. The member was under 17 years old at the start of training.
  - c. The member needs to travel to visit a person in respect of whom leave has been granted under clause 9.3.48.

### 9.3.53 Means of travel

1. A member, spouse or interdependent partner and any dependants are entitled to use these means of transport for compassionate travel.
  - a. For the forward journey – the fastest available public transport.
  - b. For the return journey – the most economical means of transport.
2. The CDF may authorise the member to use their own means of transport if that is more suitable than the means of transport in subclause 1. The CDF must consider all these criteria.
  - a. The member's ability to travel safely.
  - b. The time involved.
  - c. The urgency of the situation.
3. The member cannot be granted additional travelling leave under clause 5.7.17 if they choose to travel by private vehicle.

**See:** Clause 5.7.17, Entitlement

### 9.3.53A Reimbursement of member's costs

A member may be reimbursed their costs of using private transport for compassionate travel. They will be reimbursed whichever is the lesser of these two amounts.

- a. The cost of the most economical means of travel for the journey.
- b. Vehicle allowance for the journey.

### 9.3.53B Transfer of entitlement

1. A member may transfer an entitlement for compassionate travel to their spouse or interdependent partner if Service reasons prevent the member from travelling.

**Note:** A member cannot transfer their entitlement unless the CDF has approved one for them to transfer.

2. Service reasons may prevent a member from being present when their spouse or interdependent partner is seriously ill, very seriously ill or otherwise needs support. The CDF may transfer the member's compassionate travel entitlement to another family member. The CDF must consider both these factors.
  - a. The needs of the member's spouse or independent partner.
  - b. The ability of the other person to provide care and support.

### 9.3.53C Children accompanying the member or spouse

The CDF may approve travel at Commonwealth expense for a member's children. Approval may only be given if the CDF is satisfied that both these conditions are met.

- a. The child cannot be cared for and supervised while their parent or parents are away.
- b. The child will travel with the member, or with the member's spouse or interdependent partner.

### 9.3.53D Other travel costs

A member granted compassionate travel is not entitled to travel costs beyond those provided for under this Division.

**Example:** A member who works at Townsville is granted compassionate travel to visit their mother in Sydney. The member has no entitlement to travelling allowance, use of the Defence Travel Card, or to be given accommodation while they are away.

## Division 8: Travel of dependants on death of a member

### 9.3.54 Purpose

This Division describes travel, baggage and accommodation entitlements for dependants of a member who dies while serving in Australia. This includes a member who dies while serving in a seagoing ship or Navy aircraft squadron.

### 9.3.55 Basic entitlement

If a member dies while serving in Australia, their dependants may be granted travel from their location to one of the locations in this table.

Location option	The dependants may be granted travel to...	with the condition that...
<b><i>Member of the Permanent Forces at the time of death</i></b>		
1.	the location of the last permanent residence of the member and their dependants at the time of enlistment or appointment	travel is limited if appointment or enlistment was from outside Australia. a. If the member was appointed or enlisted from Norfolk Island, travel is to Sydney. b. If the member was appointed or enlisted from any other external territory of Australia, travel is to the capital city nominated by the dependants. c. If the member was appointed or enlisted from another country, travel is to the port at which the member first entered Australia.
2.	any other location in Australia	the Commonwealth will not pay more than the cost of the travel entitlement in item 1. <b>Exception:</b> If the CDF is satisfied that the dependants have established or intend to establish a permanent home there.
<b><i>Member of the Reserves on continuous full-time service at the time of death</i></b>		
3.	the location where the member lived immediately before starting full-time service	—
4.	any other location in Australia	the cost of the travel is no more than the entitlement in item 1.

### 9.3.56 Member not living with dependants at time of death

If a member with dependants is not living with them at the time of death, the basic travel entitlements in [Part 1](#) of this Chapter will apply to the dependants.

### 9.3.57 Deceased member's spouse also a member

The travel entitlements in this Division apply when the deceased member's spouse or interdependent partner is a member.

### 9.3.58 Means of travel

1. Dependants travelling on the death of a member are entitled to travel by the most economical and practical means.  
**See:** Chapter 9 [Part 1](#), Basic travel entitlements.
2. The dependants may choose to travel by means that are not the most economical. If they do, the Commonwealth will pay no more than the cost of travelling by the most economical means.
3. The member must have paid any additional costs of travelling by the chosen means before their travel is approved.

### 9.3.59 Travel by coach

1. Travel by coach may only be approved as the most economical means for one of these reasons.
  - a. It is the only means available.
  - b. The dependants request it as the most appropriate.
2. In all other instances travel by coach should be limited. It can be used if it is the only way dependants can be taken to or from the transport used for the major part of the journey.

### 9.3.60 Class of travel

Dependants may upgrade their class of travel. If they do, the Commonwealth will pay only for the cost of travel by the most economical means and class set out in Part 1 of this Chapter.

**See:** Chapter 9 [Part 1](#), Basic travel entitlements.

### 9.3.61 Baggage

If baggage is included with furniture and effects, the insurance provisions for removal on death of a member will apply.

**See:** Chapter 6 [Part 8](#), Expenses when a posting is cancelled

### 9.3.62 Deferral of a dependant's travel

Dependants may defer travel for no more than 12 months from the date of the member's death.

## Division 9: Travel for representational purposes

### 9.3.63 Member accompanied on business travel within Australia

1. A member is not entitled to have their spouse or interdependent partner accompany them at Commonwealth expense on Defence business travel within Australia.

**Exception:** The CDF may approve a spouse or interdependent partner to travel for representational purposes and accompany the member at Commonwealth expense. 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 Defence business within Australia, the member is entitled to all the following, as applicable.
  - a. The reasonable additional cost of accommodation.
  - 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 entitlement for meals under Annex 9.5.A for travel on Defence business within Australia.

**See:** Part 5 Annex 9.5.A, Amounts for accommodation, meals and incidentals for travel.

## Part 4: Leave travel

### 9.4.1 Overview

This Part details the travel entitlements that a member can use with their leave.

### 9.4.2 Contents

This Part includes the following Divisions:

<a href="#">Division 1</a>	Recreation leave travel
<a href="#">Division 2</a>	Pre-deployment leave travel
<a href="#">Division 3</a>	Post-deployment travel
<a href="#">Division 4</a>	Remote location leave travel

### 9.4.3 Nominated family

1. The location where a member's nominated family normally lives is important for recreation leave travel. It is used to decide where the member can travel to at Commonwealth expense.
2. This table shows who a member's nominated family is.

Item	If the member...	then their nominated family...
1.	has no spouse or interdependent partner and no children	is their parents, or another person the CDF approves under clause 9.4.4, as their closest relative.
2.	has a spouse or interdependent partner, and is a member without dependants	is their spouse or interdependent partner. <b>Note:</b> A member might be married but still categorised as a member without dependants in some situations (see Chapter 8). Recreation leave travel is provided only for members without dependants (see clause 9.4.6).
3.	has no spouse or interdependent partner, and has dependent children living with them	does not exist. <b>Note:</b> These members are categorised as members with dependants. They have no entitlement to recreation leave travel.
4.	has no spouse or interdependent partner, and has children not living with them	is their children, or another person the CDF approves under clause 9.4.4 as their closest relative.

3. If the member's nominated family normally live at separate locations, the member may alternate between those locations.

**Examples:** Divorced parents, or children who live at different locations.

**Note:** If the member's nominated family normally live overseas, see clause 9.4.15, Member with family overseas.

4. The member must notify any relevant change in family circumstances. A relevant change is one which could affect their entitlement to recreation leave travel.

**See:** Chapter 1 [Part 5](#) clause 1.5.2, Change in member's circumstances

**Example:** The member's nominated family moves to another location. The nominated family is the same, but the destination for leave travel changes.

#### 9.4.4 CDF approval of closest relative

1. This clause applies to a member whose nominated family would be a parent or child (see item 1 or 4 of the table in clause 9.4.3). It applies only if the CDF is satisfied on either of these two grounds.
  - a. It is not practical for the member to visit the relative, or the member is estranged from the relative.

**Example:** There is a long-term family dispute leading to a complete relationship breakdown.

**Non-example:** The member does not want to visit the relative. They prefer to visit a friend somewhere else.
  - b. The member has closer ties to a person other than the relative.
2. The CDF may approve a person as the member's closest relative. The CDF must consider the nature and length of their relationship. Any of these relationships could apply.
  - a. Blood.

**Example:** A grandparent who was the member's primary carer as a child.
  - b. Law.

**Examples:** An adoptive relationship, a guardianship, a foster parenting relationship.
  - c. Traditional kinship.

**Example:** An uncle or guardian recognised by the Aboriginal community to which the member belongs.

**Note:** An approval under this clause is expected to apply long-term. The member should only seek a new approval after a significant change in family circumstances.
3. A member with no nominated family is entitled to travel to the nearest capital city.

# Division 1: Recreation leave travel

## 9.4.5 Purpose

This Division assists members (including trainees) with travel from where they are on duty, to visit their family during recreation leave.

See: Chapter 5 [Part 1](#), Overview.

## 9.4.6 Members entitled

The CDF may approve recreational leave travel by the most economical means of public transport if a member meets all these conditions.

- a. They are a member without dependants.
- b. They are serving in Australia.
- c. Their nominated family is in Australia, but not at their place of duty.
- d. They have been granted recreation leave to visit their nominated family.

## 9.4.7 Members not entitled

A member is not entitled to recreation leave travel if they meet either of these conditions.

- a. They are eligible for reunion travel.  
**See:** Chapter 9 Part 3 [Division 3](#), Reunion travel for members.
- b. The CDF determines that their nominated family is living in their posting location.

## 9.4.8 ...

## 9.4.9 Number of recreation leave travel trips

- 1. A member is entitled to return recreation leave travel to where their nominated family lives. They must travel by the most economical means.

**Related Information:** Clause 9.4.15, Member with family overseas

- 2. The member is entitled to recreation leave travel once or twice in a leave year only. It depends on where they serve. This table sets out their entitlement.

Item	If the member is in the...	then they may take recreation leave travel...
1.	Army or Air Force	once in a leave year.
2.	Navy	twice in a leave year.
3.	...	
4.	Army or Air Force and is posted to a seagoing ship	twice in a leave year.

**Related information:** Clause 9.4.15A, Recreation leave travel – trainees

- 3. A pregnant member who has already used her yearly entitlement is entitled to an additional trip. The additional trip will only be provided in connection with maternity leave.

4. If a member cannot be granted their recreation leave travel entitlement for Service reasons, they may apply to the CDF to take it in the following year. This applies once only. They must still meet all the conditions set out in clause 9.4.6 in that following year.
5. A member may be recalled from leave for Service reasons while using a recreation leave travel entitlement. In this case, they are taken not to have used their travel entitlement.
6. The total of recreation leave travel, remote location leave travel and reunion travel must not be more than seven trips a year.

#### **9.4.10 Travel in advance of entitlement**

The CDF may grant a member recreation leave travel in advance of their next year's entitlement. They will lose that entitlement for that next year.

#### **9.4.11 Excess travel costs**

A member who chooses to travel by means that are not the most economical must do both the following.

- a. Pay any travel costs above the normal departmental liability.

**See:** Chapter 9 [Part 1](#) clause 9.1.4, Normal departmental liability – what the Commonwealth will pay.

- b. Pay those excess costs before the booking is finalised. They pay them to the Collector of Public Moneys.

**Note:** The member's payment is to be credited to the appropriate cost code for their travel.

#### **9.4.12 Offset of entitlement for travel to alternative destination**

1. A member can put the value of their entitlement towards the cost of travel to meet their nominated family in an alternative destination in Australia. One of these conditions must be met.
  - a. The CDF is satisfied that their nominated family is located at the alternative destination.
  - b. The member's entitlement under clause 9.4.3 is to the capital city nearest their place of duty, and they wish to go somewhere else.
2. The Commonwealth will pay up to the lesser of these two amounts.
  - a. The cost of the actual travel.
  - b. The cost of Defence travel to where the nominated family normally live, by the most economical means.

**Example:** A member without dependants is on posting in Sydney. The nominated family (their parents) normally live in Brisbane but are currently on a caravanning holiday in northern Australia. The member flies from Sydney to Cairns to join their parents, travels with them to Darwin while on leave, and returns by air from Darwin to Sydney. The member is entitled to an amount equal to what Defence would have paid for an economy return air ticket from Sydney to Brisbane.

#### 9.4.13 Vehicle allowance for trip to transport terminal

1. A member is entitled to vehicle allowance for the trip their vehicle makes from their residence to a transport terminal and back again. They do not have to be present for the whole of that journey. They could have been dropped off at the terminal to continue their journey on recreation leave travel at Commonwealth expense.

**Example:** For a member in Nowra, Bomaderry railway station for transport to Sydney Airport.

2. Payment of vehicle allowance under subclause 1 must not be more than the normal departmental liability.

**Example:** Cab charge.

**See:** [Part 1](#) clause 9.1.4, Normal departmental liability.

#### 9.4.14 Transfer of entitlement

1. A member may choose to transfer their entitlement to the nominated family. This is to allow one or more of the nominated family to travel from their home to where the member is serving, and back again.
2. If the member chooses to transfer travel, these conditions apply.
  - a. The Commonwealth will pay only up to what the member would have been entitled to under clause 9.4.9, Entitlement.
  - b. The member is taken to have used a recreation leave travel entitlement.

#### 9.4.15 Member with family overseas

1. The CDF may grant recreation leave travel under clause 9.4.9 to a member whose nominated family is living overseas.
2. The member is entitled to return travel to an international terminal in Australia. The terminal must be the one nearest their posting location from which a flight goes to where the nominated family lives. The travel must be by the most economical means.

**Note:** The nearest international terminal may include Darwin.

#### 9.4.15A Recreation leave travel – trainees

The CDF may approve recreation leave travel under this Division for a trainee or member undergoing training, on all the following conditions, in addition to relevant conditions in this Division.

- a. The travel is during a course break of at least seven continuous days, or on graduation.
- b. The travel may be approved on a maximum of three occasions a year.

**Note:** Approval might not be appropriate when the member will need travel on graduation and the member has already had travel approved twice that year.

- c. Travel may include overseas travel to visit the member's nominated family.
- d. Approval will be subject to Service requirements and course structures.
- e. Travel may be refused for disciplinary reasons, or because of unsatisfactory academic progress, or for any other reason related to the member's training.

f. Travelling leave is not to be granted.

**See:** Chapter 5 Part 7 [Division 5](#), Travelling leave.

## Division 2: Pre-deployment leave travel

### 9.4.16 Purpose

This Division allows a member to travel when pre-deployment leave has been granted.

### 9.4.17 Entitlement

A member may be granted leave travel within Australia to their home address when pre-deployment leave is granted.

**See:** Chapter 5 Part 7 [Division 6](#), Pre-deployment leave.

### 9.4.18 Member not entitled

If a member has a recreation leave travel entitlement, it must be used instead of a pre-deployment leave travel entitlement.

### 9.4.19 Offset of entitlement

A member can put the cost of their entitlement towards the cost of travel to somewhere other than their home location. Both these conditions must be met.

- a. The member pays any excess costs involved.
- b. The authorised person is satisfied on both these counts.
  - i. Special circumstances exist.
  - ii. The member's need for travel is generally within the purposes for which pre-deployment leave is granted.

## **Division 3: Post-deployment travel**

### **9.4.20 Purpose**

This Division allows a member to travel within Australia when leave has been granted on return from service in a prescribed area overseas. A member is granted war service leave (if eligible) and recreation leave on their return. No additional leave credits are provided on return to Australia.

### **9.4.21 Entitlement**

A member may be granted leave travel within Australia to their home address on return to Australia from service in an area that attracted pre-deployment leave.

### **9.4.22 Member must use recreation leave travel if available**

For travel to be granted under clause 9.4.21, the member must have no recreation leave travel entitlement left. If a member has a recreation leave travel entitlement, they must use it instead of post-deployment travel.

## Division 4: Remote location leave travel

### 9.4.23 Purpose

The purposes of this Division are as follows.

- a. To give a member and dependants relief from the climate and isolated conditions of remote locations.
- b. To provide a member and dependants with access to facilities not available at the remote location, including medical, dental and shopping facilities.

**Note:** Remote locations and the corresponding ADF district allowance grades are listed at Annex 4.4.A, Remote locations for ADF district allowance.

**Related Information:** See clause 4.6.11, Conditions for Operation Outreach Task Force Commander, for special conditions that apply to that position.

### 9.4.24 Structure of this Division

This Division is structured as follows.

- a. Clause 9.4.25 Definitions that apply in this Division
- b. Clause 9.4.26 Describes the remote location leave travel entitlements for a member without dependants. Members without dependants have remote location leave travel where Scheme A conditions apply.
- c. Clauses 9.4.27 and 9.4.28 Describes the remote location leave travel entitlements for a member with dependants (unaccompanied), and their dependants. Members with dependants (separated) have remote location leave travel that Scheme A conditions apply to.
- d. Clause 9.4.29 Describes the basic remote location leave travel entitlements for a member with dependants. Members with dependants have an entitlement to remote location leave travel that Scheme A conditions apply to. Some members with dependants also have an entitlement to remote location leave travel that Scheme B conditions apply to.
- e. Clause 9.4.30 Describes additional conditions that apply to a member with dependants who has a remote location leave travel entitlement that Scheme A conditions apply to.
- f. Clause 9.4.31 Describes additional conditions that apply to a member with dependants who has a remote location leave travel entitlement that Scheme B conditions apply to.
- g. Clause 9.4.32 Describes how members and dependants can offset their entitlements to other destinations. This applies only if Scheme A conditions apply to the entitlement.
- h. Clauses 9.4.33 to 9.4.41 Describes other conditions that apply to remote location leave travel, whether Scheme A or Scheme B conditions apply.
- i. Clauses 9.4.42 to 9.4.43 Describes transitional arrangements.

## 9.4.25 Definitions

The following terms are defined for the purposes of this Division.

Term	Definition in this Division
capital city	This term has the meaning given by Chapter 1 Part 3 <a href="#">Division 1</a> clause 1.3.9, Definition of <i>capital city</i> .
close family member	Means any of these people: <ol style="list-style-type: none"> <li>a. The member's child, parent, grandparent, brother or sister.</li> <li>b. The member's spouse's child, parent, grandparent, brother or sister.</li> <li>c. The member's interdependent partner's child, parent, grandparent, brother or sister.</li> <li>d. The member's spouse or interdependent partner who lives outside the remote location.</li> </ol>
transfer	In relation to an entitlement, this term includes. <ol style="list-style-type: none"> <li>a. An entitlement to transportation at Commonwealth expense.               <p><b>Example:</b> A member transfers an entitlement to a trip with the result that the member's brother is provided with air travel by a commercial airline.</p> </li> <li>b. An entitlement for the member to be paid vehicle allowance for travel by another specified person in a private vehicle.</li> </ol>

## 9.4.26 Scheme A – member without dependants

1. This clause describes the conditions that apply to a member without dependants.
2. For the purposes of this clause a travel entitlement is return air travel from the remote location the member is posted in, to the nearest capital city, no matter what grade of remote location a member serves in.

**Exception:** For locations in the Northern Territory, the travel entitlement is return air travel from the remote location to Adelaide.

3. Scheme A conditions apply to travel entitlements under this clause.
4. A member without dependants accrues remote location leave travel at the rate that applies to them under this table.

Item	A member who is serving in a location that attracts...	is entitled to...
1.	ADF district allowance at the Grade A rate	one travel entitlement, if the CDF assesses that the member is reasonably likely to serve in that location for two years. The entitlement accrues at the start of every two-year period.
2.	ADF district allowance at the Grade B, C, D or E rate	one travel entitlement, where the CDF assesses that the member is reasonably likely to serve in that location for one year. The entitlement accrues at the start of every one-year period.

5. Remote location leave travel may only be taken in the following period.
  - a. The period begins on the day the member commences the posting at the remote location.
  - b. The period ends on the day immediately before the member ends the posting at the remote location.

**Related Information:** An entitlement may lapse before this date. See clause 9.4.34, Schemes A and B – Lapsing of entitlement.

6. The remote location leave travel entitlement may be transferred under either of the following sets of conditions.
  - a. A member may transfer their entitlement to remote location leave travel to one or more close family members. The member must make this decision in writing.
    - i. The transferred entitlement must be used for the close family member to visit the member at the posting location.
    - ii. The entitlement may be used to buy travel to the value of the remote location leave travel entitlement that would otherwise be provided.

**Example:** A member has a travel entitlement from Darwin to Adelaide. The member wants their parents to visit them in Darwin instead. The member finds a discount fare that is less than half the cost of the member's travel entitlement. The member uses their travel entitlement to bring both parents to Darwin.

- b. The CDF may approve the transfer of the entitlement to another member of the member's family or household, if satisfied that exceptional circumstances apply.

#### 9.4.27 Scheme A – member with dependants (unaccompanied)

1. This clause describes the conditions that apply to a member with dependants (unaccompanied).
2. For the purposes of this clause a travel entitlement is return air travel from the remote location the member is posted in, to the nearest capital city, no matter what grade of remote location a member serves in.

**Exception:** For locations in the Northern Territory, the travel entitlement is return air travel from the remote location to Adelaide.

3. Scheme A conditions apply to entitlements under this clause.
4. A member with dependants (unaccompanied) accrues remote location leave travel at the rate that applies to them under this table.

Item	A member who is serving in a location that attracts...	is entitled to...
1.	ADF district allowance at the Grade A rate	one travel entitlement, where the CDF assesses that the member is reasonably likely to serve in that location for two years. The entitlement accrues at the start of every two-year period.
2.	ADF district allowance at the Grade B, C, D or E rate	one travel entitlement, where the CDF assesses that the member is reasonably likely to serve in that location for one year. The entitlement accrues at the start of every one-year period.

5. Remote location leave travel may only be taken in the following period.
  - a. The period begins on the day the member commences the posting at the remote location.
  - b. The period ends on the day immediately before the member ends the posting at the remote location.

**Related Information:** An entitlement may lapse before this date. See clause 9.4.34, Schemes A and B – Lapsing of entitlement.

6. The remote location leave travel entitlement may be transferred under the following conditions.
  - a. A member may transfer their entitlement to remote location leave travel to one or more close family members. The member must make this decision in writing.
  - b. The transferred entitlement may only be used for the close family member to visit the member at the posting location.
  - c. The entitlement may be used to buy travel to the value of the remote location leave travel entitlement that would otherwise be provided.

**Example:** A member has a travel entitlement from Darwin to Adelaide. The member wants their parents to visit them in Darwin instead. The member finds a discount fare that is less than half the cost of the member's travel entitlement. The member uses their travel entitlement to bring both parents to Darwin.

7. The CDF may approve the transfer of the entitlement to another member of the member's family or household under subclause 6, if satisfied that exceptional circumstances apply.

#### **9.4.28 Scheme A – dependants of a member with dependants (unaccompanied)**

1. This clause applies if the following conditions are met.
  - a. A member was posted to a remote location, but leaves on a posting to a non-remote location.
  - b. The member is a member with dependants (unaccompanied).
  - c. The member's dependants stay in the remote location.
2. For the purposes of this clause a travel entitlement is return air travel from the remote location the dependants live in, to the nearest capital city, no matter what grade of remote location the dependants live in.

**Exception:** For locations in the Northern Territory, the travel entitlement is return air travel from the remote location to Adelaide.

3. A member's dependants accrue remote location leave travel at the rate that applies for their and the member's location in this table.

Item	If the member is in a...	and the dependants are in...	then the dependants...
1.	remote location	another remote location	are entitled to remote location leave travel as if the member was a member with dependants at the dependants' remote location.  <b>See:</b> Clause 9.4.30, Scheme A – member with dependants
		a non-remote location	are not entitled to remote location leave travel.
2.	non-remote location	a remote location	are entitled to remote location leave travel as if the member was a member with dependants at the dependants' remote location.  <b>See:</b> Clause 9.4.30, Scheme A – member with dependants
		a non-remote location	are not entitled to remote location leave travel.

4. Remote location leave travel may only be taken while the dependants live in the remote location.

**Related Information:** An entitlement may lapse before this date. See clause 9.4.34, Schemes A and B – Lapsing of entitlement.

5. The member's dependants' remote location leave travel entitlements do not lapse until the dependants leave the remote location.
6. A remote location leave travel entitlement may be transferred under the following conditions.
- a. The member's dependants may transfer their entitlement to remote location leave travel to a close family member or to the member. The decision must be made in writing.
  - b. The transferred entitlement may be used for either of these purposes.
    - i. For the close family member to visit the member at the posting location.
    - ii. For the member to visit the member's dependants at the remote location.
  - c. The entitlement may be used to buy travel to the value of the remote location leave travel entitlement that would otherwise be provided.
- Example:** A member's spouse has a travel entitlement from Darwin to Adelaide. He wants his parents to visit him in Darwin instead. He find a discount fare that is less than half the cost of the travel entitlement. He uses his travel entitlement to bring both parents to Darwin.
7. The CDF may approve the transfer of the entitlement to another member of the member's family or household under subclause 6, if satisfied that exceptional circumstances apply.

#### 9.4.29 Basic entitlement – member with dependants

1. This clause describes the basic remote location leave travel entitlement for a member with dependants who is serving in a remote location, and their dependants.

**Related Information:**

Clause 9.4.37, Schemes A and B – If a spouse or interdependent partner is a member

Clause 9.4.38, Schemes A and B – If a spouse or interdependent partner is a Defence APS employee

2. A member with dependants who is serving in a location that attracts ADF district allowance at the Grade A rate, and their dependants, are entitled to this benefit.
  - a. The member and dependants are entitled to one travel entitlement each, if the CDF is satisfied that the member is reasonably likely to serve in that location for two years.
    - i. The entitlements in paragraph a. accrue at the start of every two-year period.
    - ii. The conditions for Scheme A apply to the entitlement in paragraph 2.a.

**See:** Clause 9.4.30, Scheme A – member with dependants

3. A member with dependants who is serving in a location that attracts ADF district allowance at the Grade B, C, D or E rate, and their dependants, are entitled to both of these benefits.
  - a. The member and dependants are entitled to one travel entitlement each, where the CDF is satisfied that the member is reasonably likely to serve in that location for one year.
    - i. The entitlements in paragraph a. accrue at the start of every one-year period.
    - ii. The conditions for Scheme A apply to the entitlement in paragraph 3.a.
  - b. The member and dependants are entitled to one travel entitlement each, where the CDF is satisfied that the member is reasonably likely to serve in that location for one year.
    - i. The entitlements in paragraph b. accrue at the start of every one-year period.
    - ii. The conditions for Scheme B apply to the entitlement in paragraph 3.b.

**See:** Clause 9.4.30, Scheme A – member with dependants

**See:** Clause 9.4.31, Scheme B – member with dependants

4. A member or dependants may take the entitlements in paragraphs 3.a and 3.b in any order.
5. A dependant of two members can claim their entitlement in respect of one member only. The members may choose which member the dependant's entitlement is to be calculated in relation to. The choice must be made in writing.

### 9.4.30 Scheme A – member with dependants

1. If a member or dependants have a Scheme A remote location leave travel entitlement, the conditions in this clause apply to the travel entitlement.

**Related Information:** Clause 9.4.29, Basic entitlement - member with dependants.

2. For the purposes of this clause a travel entitlement is return air travel from the remote location the member and dependants live in, to the nearest capital city, no matter what grade of remote location they live in.

**Exception:** For locations in the Northern Territory, the travel entitlement is return air travel from the remote location to Adelaide.

3. The member's dependants may take the travel entitlement separately from the member, at economy class.
4. Remote location leave travel may only be taken in the following period.
  - a. The period begins on the day the member commences the posting at the remote location.
  - b. The period ends on the day immediately before the member ends the posting at the remote location.

**Related Information:** An entitlement may lapse before this date. See clause 9.4.34, Schemes A and B – Lapsing of entitlement.

5. A remote location leave travel entitlement may be transferred under the following conditions.
  - a. A member, spouse or interdependent partner may transfer their entitlement to remote location leave travel to one or more close family members. The decision must be made in writing.

**Exception:** Dependent children's entitlements may not be transferred.
  - b. The transferred entitlement may only be used by the close family member to visit the member at the posting location.
  - c. The entitlement may be used to buy travel to the value of the remote location leave travel entitlement that would otherwise be provided.

**Example:** A member has a travel entitlement from Darwin to Adelaide. The member wants their parents to visit them in Darwin instead. The member finds a discount fare that is less than half the cost of the member's travel entitlement. The member uses their travel entitlement to bring both parents to Darwin.

6. The CDF may approve the transfer of the entitlement to another member of the member's family or household under subclause 5, if satisfied that there are exceptional circumstances.
7. A member and all eligible dependants may travel at different times and to different locations.

**Note:** Unaccompanied travel by a child would need to comply with airline requirements.

### 9.4.31 Scheme B – member with dependants

1. If a member or dependants have a Scheme B remote location leave travel entitlement, the conditions in this clause apply.

**Related Information:** Clause 9.4.29, Basic entitlement - member with dependants.

2. For the purposes of this clause a travel entitlement is return air travel from the remote location the member and dependants live in, to any capital city the member chooses, except Darwin. The choice must be made in writing.

**Non-examples:** Costs put towards an overseas holiday, costs of travel to Australian regional destinations beyond the nearest capital city, fares put towards costs of accommodation or hire cars (except for Tindal travel).

- 2A. The CDF may approve vehicle allowance up to the cost of the travel entitlement in any of the circumstances in the following table.

Item	When a member's dependant...	that prohibits flying and...
1.	has a disability	has been classified under either of the following. a. <a href="#">Social Security Act 1991</a> . b. Clause 1.3.82, Dependant with special needs. <b>See:</b> Chapter 1 Part 3 Division 2 clause 1.3.82, Dependant with special needs
2.	has a medical condition	a medical certificate has been provided.

**Example:** A member has a remote location leave travel entitlement from Townsville to Brisbane. One of the member's dependants has Autism Spectrum Disorder. The dependant may become violent in stressful and unfamiliar situations. This violence prohibits the dependant from flying. The member decides to drive to Bundaberg instead of flying to Brisbane. The member may be paid vehicle allowance to the value of the journey to Brisbane.

3. A member and all eligible dependants may travel at different times and to different locations, according to the member's choice under subclause 2.
4. Remote location leave travel may only be taken in the following period.
  - a. The period begins on the day the member commences the posting at the remote location.
  - b. The period ends on the day immediately before the member ends the posting at the remote location.

**Related Information:** An entitlement may lapse before this date. See clause 9.4.34, Schemes A and B – Lapsing of entitlement.

5. The remote location leave travel entitlement may be transferred under the following conditions.
  - a. A member, spouse or interdependent partner may transfer their entitlement to remote location leave travel to a close family member. The decision must be made in writing.
 

**Exception:** Dependent children's entitlements may not be transferred.
  - b. The transferred entitlement must be used for the close family member to visit the member at the posting location.

- c. The entitlement to a journey at Commonwealth expense is transferred, not the value of a fare.

**Example:** A member has a travel entitlement from Darwin to Sydney. The member wants her parents to visit her in Darwin instead. The member transfers her travel entitlement to her mother. The member's father pays his own fare.

**Non-example:** A member has a travel entitlement from Darwin to Sydney. The member wants his parents to visit them in Darwin instead. The member finds a discount fare that is less than half the cost of the member's travel entitlement. The member may not use his travel entitlement to bring both parents to Darwin.

- d. The travel at Commonwealth expense is limited to travel to and from the family member's nearest capital city.

**Example:** A member transfers their entitlement to their sister. The member lives in Townsville, and their sister lives in Geelong. The member's sister travels from Melbourne to Townsville at Commonwealth expense. Travel from Geelong to Melbourne is a private expense.

6. The CDF may approve the transfer of the entitlement to another member of the member's family or household under subclause 5, if satisfied that exceptional circumstances apply.
7. All of the member's dependants are taken to have used one Scheme B remote location leave travel entitlement when both these conditions apply.
  - a. A member transfers their own remote location leave travel entitlement.
  - b. The member's spouse or interdependent partner transfers their remote location leave travel entitlements.

#### 9.4.32 Scheme A – offset of entitlement to another destination

1. This clause describes the offset conditions that apply to a member who has a remote location leave travel entitlement that Scheme A conditions apply to.
2. A member or dependants can use the amount that would otherwise be paid for an entitlement to remote location leave travel towards the cost of travel to another destination.

**Example:** A member in Townsville is entitled to remote location leave travel to Brisbane. Instead the member wants to explore Cape York by car. The member may be paid vehicle allowance to the value of the journey to Brisbane.

3. The maximum amount that may be paid under subclause 2 is the cost of the return air fare for travel between the posting location and the nearest capital city, unless one of the following limits applies instead.
  - a. For posting locations in the Northern Territory, the cost limit is the cost of the return fare for travel between the member's posting location and Adelaide.
  - b. For travel to or from Tindal, the cost limit includes the cost of hiring a car between Tindal and Darwin.
4. A remote location leave travel entitlement that is used to fund an offset is taken to have been used by the member or dependant who the entitlement originally accrued for.

**Example:** A member in Darwin claims a remote location leave travel entitlement. They elect to drive to Alice Springs with their interdependent partner. They are paid vehicle allowance for the journey, to the limit of one air fare to Adelaide. The member's interdependent partner has not used a remote location leave travel entitlement.

5. The member or dependants can put the amount that would otherwise be paid for a leave travel entitlement towards the cost of a holiday package tour. They will be reimbursed up to the lowest of the following three costs.
  - a. The cost of the return fare for travel to the holiday destination by the most economical means.
  - b. The cost of the return fare for travel between the member's posting location and the nearest capital city.
 

**Exception:** For locations in the Northern Territory, the cost limit will be the cost of the return fare for travel between the member's posting location and Adelaide.
  - c. The actual cost of the package tour.

#### 9.4.33 Schemes A and B – advances of entitlement

1. This clause describes the advance conditions that apply to a member who has a remote location leave travel entitlement that Scheme A or Scheme B conditions apply to.
2. The CDF may grant a member or dependants an advance of one remote location leave travel entitlement, having regard to operational requirements relevant to the member.
 

**Exception:** The CDF may not grant a member or dependants an advance if it is reasonable to believe the entitlement will not accrue.

**Example:** A member and their family apply to advance a remote location leave travel entitlement for a family holiday. Soon afterwards one of their children is to turn 21, and will not be a dependant. That child will not accrue a remote location leave travel entitlement. The CDF may not grant an advance for the member's child.
3. A member or dependants who advance a remote location leave travel entitlement do not have to repay the value of that travel, should the entitlement not accrue.

#### 9.4.34 Schemes A and B – lapsing of entitlement

1. This clause describes the lapsing conditions that apply to a member who has a remote location leave travel entitlement. The remote location leave travel entitlement may have Scheme A or Scheme B conditions.
2. A member's or dependants' remote location leave travel entitlements lapse on either of the following days.
  - a. The day before they accrue a new remote location leave travel entitlement.
 

**Exception:** If an entitlement has been deferred under clause 9.4.35, Schemes A and B – Deferral of entitlement, it does not lapse during the period of deferral.
  - b. The last day of the member's posting to the remote location.
 

**Exceptions:**

    1. The member may be categorised as a member with dependants (unaccompanied) for the new posting location. If that happens, the remote location leave travel entitlement for a dependant of the member does not lapse unless the dependant stops living at the remote location.
    2. A member's dependant ceases to have an entitlement if they cease to be a dependant of the member.

**Related Information:** Other lapsing provisions can be found in these clauses.  
Clause 9.4.28, Scheme A – dependants of a member with dependants (unaccompanied)  
Clause 9.4.36, Schemes A and B – When a member changes category  
Clause 9.4.42, Transitional entitlement – member with an unused entitlement at  
31 January 2006

#### **9.4.35 Schemes A and B – deferral of entitlement**

1. A member may apply to defer a remote location leave travel entitlement that Scheme A or Scheme B conditions apply to.
2. The CDF may defer the lapsing of an entitlement under subclause 9.4.34.2 for one year, having regard to operational requirements relevant to the member.

**Example:** A member has not been able to take a family holiday because work has been too busy. The member and dependants accrue new remote location leave travel entitlements, and their previous accruals would normally lapse. Instead the member applies to defer the lapsing for one year. The member is granted the deferral, after making a leave plan for the next year with their supervisor.

#### **9.4.36 Schemes A and B – member changes category**

A member's change of category has the following effects on remote location leave travel entitlements.

**Example:** Member with dependants changes category to be a member with dependants (unaccompanied).

**See:** Clause 1.5.2, Change in member's circumstances

- a. On the date of the change, all outstanding remote location leave travel entitlements for the member and dependants lapse.
- b. On the date of the change, the member and dependants (if any) are forgiven any advances of remote location leave travel entitlements.
- c. The member and dependants (if any) accrue new remote location leave travel entitlements on the date of the change, as provided for under clauses 9.4.26, 9.4.27 or 9.4.29.
- d. The member's and dependants' (if any) next accrual of remote location leave travel is on the anniversary of the member's commencement in the remote location.

**Exception:** As described in Clause 9.4.37, Schemes A and B – If a spouse or interdependent partner is a member.

#### **9.4.37 Schemes A and B – spouse or interdependent partner is a member**

1. This clause describes the conditions that apply to a member who has a remote location leave travel entitlement that either Scheme A or Scheme B conditions apply to, in the following circumstances.
  - a. The member has a dependant who is defined as one of these.
    - i. A spouse.

**See:** Clause 1.3.77, Spouse

- ii. An interdependent partner.

**See:** Clause 1.3.77A, Interdependent partner

- b. The dependant in paragraph a. is a member of the ADF.
  - c. The member and their spouse or interdependent partner are posted to the same remote location on different dates.
2. A member described in subclause 1 accrues remote location leave travel entitlements described under the table, instead of the accrual rates set out in clause 9.4.29.

Item	If the location is...	the member who arrived at the location...	is taken to accrue their second credit...
1.	Grade A	first	two years after arrival.
		second	on the same day as their spouse or interdependent partner.
2.	Grade B, C, D or E	first	one year after arrival.
		second	on the same day as their spouse or interdependent partner.

**Example:** SGT Jones is posted to Darwin on 1 June 2006. His wife, CAPT Smith, joins him on 1 March 2007. The members accrue remote location leave travel on these dates.

Date	Accrual
1 June 2006	SGT Jones
1 March 2007	CAPT Smith
1 June 2007	CAPT Smith and SGT Jones
1 June 2008	CAPT Smith and SGT Jones

#### 9.4.38 Schemes A and B – spouse or interdependent partner is a Defence APS employee

- 1. This clause describes the conditions that apply to a dependant of a member who has a remote location leave travel entitlement that either Scheme A or Scheme B conditions apply to, in the following circumstances.
  - a. The dependant is in one of these categories.
    - i. A spouse.
    - ii. An interdependent partner.
  - b. The dependant in paragraph a. is an APS employee of the Department of Defence, who performs duty in the remote location.
  - c. The dependant is entitled to assisted leave fares allowance, under the *Defence Enterprise Collective Agreement 2009*.

**Note:** The *Defence Enterprise Collective Agreement 2009* provides for assisted leave fares allowance for Defence APS employees and their dependants. Assisted leave fares allowance also provides for travel from remote locations.

2. A spouse or interdependent partner who is described in subclause 1 accrues one fewer remote location leave travel than is provided for in clause 9.4.29. The spouse or interdependent partner may choose whether they lose a Scheme A or Scheme B entitlement. The choice must be in writing.

**Example:** A member and their dependants live in Darwin. The member's spouse is an APS employee in the Department of Defence. The member and their other dependants are entitled to one Scheme A and one Scheme B entitlement every year. The member's spouse is entitled to one Scheme A or one Scheme B entitlement every year.

#### **9.4.39 Schemes A and B – interaction with other travel entitlements**

1. This clause describes the conditions that apply to a member who has a remote location leave travel entitlement that Scheme A or Scheme B conditions apply to.
2. The total of recreation leave travel, remote location leave travel under this Division and reunion travel must not be more than seven trips a year.

#### **9.4.40 Schemes A and B – Tindal travel arrangements**

1. This clause applies to a member if they or their dependants need to travel to or from Tindal as part of remote location leave travel.
2. The member may be paid whichever of these costs is less.
  - a. Vehicle allowance, for the journey between Tindal and Darwin.  
**See:** Chapter 9, Part 6, Vehicle allowance
  - b. Motor vehicle hire costs, as provided for under subclause 3.
3. For the purpose of paragraph 2.b, motor vehicle hire costs comprise these costs.
  - a. The cost of motor vehicle hire for the journey between Tindal and Darwin.  
**Example:** A member has six dependants who are travelling on remote location leave travel from Tindal. The member may be paid the cost of hiring a passenger van for the journeys between Tindal and Darwin.
  - b. Reasonable insurance costs associated with the hire of the motor vehicle.
  - c. Fuel costs for the journey between Tindal and Darwin.
  - d. Reasonable additional compulsory charges.

**Example:** One-way hire charges levied by the car hire company.

#### **9.4.41 Schemes A and B – dependants under the age of 18**

1. Dependants under the age of 18 may not make choices under this Division.
2. The member may make any choices under this Division on behalf of dependants under the age of 18.

#### **9.4.42 Transitional entitlement – member with an unused entitlement at 31 January 2006**

1. This clause applies to a member or dependant who has an unused remote location leave travel entitlement at 31 January 2006.
2. Remote location leave travel entitlements that were unused at 31 January 2006 are taken to be travel entitlements to which Scheme A conditions apply under this Division.

**Exception:** See clause 9.4.34, Schemes A and B - Lapsing of entitlement

3. Unused remote location leave travel entitlements that accrued on 31 January 2006 or before do not lapse until the member is posted to a non-remote location.

**Exception:** If the member becomes a member with dependants (unaccompanied), then the travel entitlements do not lapse while the member's dependants continue to live in the remote location.

4. Service in a remote location before 1 February 2006 for which a remote location leave travel entitlement has not been credited is service for remote location leave travel accrual under this Division.

#### **9.4.43 ...**

## Part 5: Payment of travel costs

### 9.5.1 Overview

This Part sets out the assistance that a member may get toward the cost of travelling in Australia. A member may get assistance with these types of travel.

- a. Travel on posting.
- b. Travel on training.
- c. Travel related to the end of a member's continuous full-time service.
- d. Travel on Defence business.
  - i. Members on business travel use an official charge card (the Defence travel card) to pay reasonable travel costs.
  - ii. 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.

### 9.5.2 Contents

This Part includes the following Divisions:

<a href="#">Division 1</a>	Members eligible and definitions
<a href="#">Division 2</a>	Travel on Defence business using the travel card
<a href="#">Division 3</a>	Travelling allowance
<a href="#">Annex 9.5.A</a>	Amounts for accommodation, meals and incidentals for travelling allowance and travel card
Annex.9.5.B	Amounts for accommodation, meals and incidentals for travel card – accommodation supplied through Lido at selected locations
Annex 9.5.C	Amounts for travel after 21 days

## Division 1: Members eligible and definitions

### 9.5.3 Purpose

This Division has two purposes.

- a. It explains special terms used in this Part.
- b. It sets out who may be eligible for assistance with the cost of travelling.

### 9.5.4 Member this Part applies to

This Part applies to a member who is required to travel in one of these situations.

- a. On Defence business for an overnight travel period.  
**Exception:** A member on part-day travel can get limited benefits under this Part.  
**See:** Clause 9.5.10, Part-day travel period
- b. To a new posting location.
- c. In preparation or immediately following the end of their continuous full-time service.

### 9.5.5 Member this Part does not apply to

1. This Part does not apply to any of these members.
  - a. The CDF.
  - b. The Vice Chief of the Defence Force.
  - c. A Service Chief.
  - d. A member who is entitled to vehicle allowance or aircraft allowance under [Part 6](#) or [7](#) of this Chapter, except to the extent allowed for under those Parts.
2. This Part does not make a member eligible for payments for the costs of these types of travel.
  - a. Compassionate travel.  
**See:** Chapter 9 Part 3 [Division 7](#).
  - b. Pre- or post-deployment leave travel.  
**See:** Chapter 9 Part 4 [Divisions 2](#) and [3](#).
  - c. Recreation leave travel.  
**See:** Chapter 9 Part 4 [Division 1](#).
  - d. Remote location leave travel.  
**See:** Chapter 9 Part 4 [Division 4](#).
  - e. Reunion travel.  
**See:** Chapter 9 Part 3 [Division 3](#).

### 9.5.6 Members who must use the Defence travel card to pay travel costs

A member who travels on Defence business must use the Defence travel card to pay for travel costs.

**Exception:** Members who qualify under paragraph 9.5.7.a.

**See:** Chapter 9 Part 5 [Division 2](#), Travel on Defence business using the travel card.

### 9.5.7 Members who must use travelling allowance to pay travel costs

These members must use travelling allowance provided in Division 3 to pay travel costs. They cannot use the Defence travel card to pay the cost of travel in this Part.

- a. A member who travels on Defence business and who has not been given a Defence travel card.

**See:** Clause 9.5.29, Member entitled to allowance instead of using travel card

- b. A member on posting travel.
- c. A member on leave travel.
- d. A member who travels on ceasing continuous full-time service.

**See:** Chapter 9 Part 5 [Division 3](#), Travelling allowance.

### 9.5.8 Definitions

This table defines terms used in this Part.

Term	Definition in this Part
City location	A city location referred to in <a href="#">Annex 9.5.A</a> Part 1, including its suburbs.
High-cost country centre	A location mentioned in Annex 9.5.A Part 3.
Meal period	<p>A one-hour period that meets both of these conditions.</p> <ol style="list-style-type: none"> <li>a. It starts during a travel period.</li> <li>b. It starts at one of these times.               <ol style="list-style-type: none"> <li>i. Breakfast – 0700</li> <li>ii. Lunch – 1300</li> <li>iii. Dinner – 1900.</li> </ol> </li> </ol> <p><b>Example:</b> A member starts travel at 0600. At 0700 the member is in a travel period. The hour starting at 0700 counts as a meal period.</p> <p><b>Non-example:</b> The member starts travel at 0715. At 0700 the member is outside the travel period. Because the start of the breakfast period was outside the travel period, it does not qualify as a meal period.</p> <p><b>Example:</b> The member finishes travel at 1915. Because the start of the dinner period was during the member's travel period, the hour from 1900 counts as a meal period. It does not matter that the member ended the travel period during that time.</p>
Medium cost country centre	A location specified in Annex 9.5.A Part 4.
Normal place of duty (for a member on Reserve service)	The location of the unit the member is posted to, as long as it is 30 km or less from the location of their residence.
Other country centre	<p>A location in Australia that is not one of these locations.</p> <ol style="list-style-type: none"> <li>a. A capital city.</li> <li>b. A high cost country centre.</li> <li>c. A medium cost country centre.</li> </ol>
Private vehicle	<ol style="list-style-type: none"> <li>a. For travel on removal by a member or their dependant: a motor vehicle owned by the member or dependant to be removed.</li> <li>b. For other travel by a member: a motor vehicle they own, hire or borrow.</li> </ol>
Rank	<p>The rank substantively held by a member. It does not include these.</p> <ol style="list-style-type: none"> <li>a. Temporary rank.</li> <li>b. Acting rank.</li> <li>c. The rank of a position in which a member is performing higher duties.</li> </ol>

### 9.5.9 Travel period – business travel

1. For this Part, a **travel period** for a member on business travel is the period when all these conditions apply to the member.
  - a. The member has been directed to travel to a location in Australia to perform duty.
  - b. The location for duty is not the member's normal place of duty.
  - c. The member is absent overnight from their normal place of residence to do the duty.

**Exception:** The member may be eligible for an allowance under this Part if clause 9.5.10, Part-day travel period, applies to them.

2. A travel period starts and ends at the times described in the table.

Item	A travel period when the member...	starts...	and ends...
1.	travels direct to the duty location by the most economical means	when the member leaves their normal place of duty or residence	when the member returns to their normal place of duty or residence.
2.	travels by another means that takes longer than the most economical means, for a Service reason		when the member returns to their normal place of duty or residence.
3.	travels by another means that takes longer than the most economical means, for a non-Service reason	when the member would have left their normal place of duty or residence if they had travelled by the most economical means	when the member would have returned to their normal place of duty or residence, if they had travelled by the most economical means.
4.	takes a break unnecessarily or for private reasons during the period	a. when the member leaves their normal place of duty or residence	during the period of the break
		b. when the member resumes the travel for Service reasons	when the member returns to their normal place of duty or residence.

**Example, table item 3:** Air travel is the most economical means of travel from Melbourne to Sydney, but a member chooses to drive their own car. The travel period is the period that air travel would take.

**Example, table item 4:** The effect of item 4 is that a member's journey is taken to span the same period that it would have taken without the break. So a member travelling from Melbourne to Brisbane on Defence business stops off for the weekend in Sydney to visit friends. The travel period does not include the Sydney stopover.

### 9.5.10 Part-day travel period

1. A member may be required to travel for Defence business that does not require them to be away overnight. The member is entitled to an allowance if they meet both these conditions.
  - a. They must be ranked Colonel or lower.
  - b. Their travel must take at least 10 hours.
2. The rate of allowance is **\$43.85** a day. It is paid through the salary system.

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

**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 an allowance of **\$43.85**.

3. A member cannot use the travel card for any travel that they get part-day travelling allowance for.

### 9.5.11 Travel period – posting travel

1. For this Part, a **travel period** for a member on posting travel is the period when all of these conditions apply to the member.
  - a. The member has been posted from one posting location in Australia to another.
  - b. The member must travel to get to the new posting location.
  - c. The travel extends overnight.
2. The travel period starts and ends at the times described in the table.

Item	A travel period when the member...	starts...	and ends...
1.	travels direct to the duty location by the most economical means	when the member leaves their normal place of duty or residence at the <b>losing location</b> <b>See:</b> Chapter 1 Part 3 <a href="#">Division 1</a> clause 1.3.36.	when the member arrives at the new posting location.
2.	travels by another means that takes longer than the most economical means, for a Service reason		when the member arrives at the new posting location
3.	travels by another means that takes longer than the most economical means, for a non-Service reason <b>See also:</b> Chapter 9 Part 6 Division 3, Authorised travel on removal		when the member would have arrived at the new posting location, if they had travelled by the normal means.
4.	takes a break unnecessarily or for private reasons during the period	a. when the member leaves their normal place of duty or residence at the losing location	during the period of the break.
		b. when the member resumes the travel for Service reasons	when the member arrives at the new posting location.
5.	travels by another means that takes longer than the normal means, because they go on leave between the former posting location (the "losing location") and the gaining location	a. when the member leaves their normal place of duty or residence at the losing location	during the period spent on leave
		b. when the member resumes the travel to the new posting location	when the member arrives at the new posting location. <b>Note:</b> The effect of item 5 is that the travel period is limited to the time spent on travel between the locations as if the member had not broken the travel period to go on leave.

### 9.5.12 Travel period – ceasing continuous full-time service

1. This clause applies to a member who meets all these conditions.
  - a. They are preparing to cease, or have just ceased, a period of continuous full-time service.
  - b. They are not ceasing the continuous full-time service on disciplinary grounds.
  - c. They are not ceasing the continuous full-time service because they have caused themselves to be medically unfit for duty.
  
2. For this Part, a **travel period** for a member described in subclause 1 is the period when all these conditions apply to the member.
  - a. The member is travelling from their last place of duty, or the location where their service ended to another location in Australia. In this clause, the destination is called the **final location**.
  - b. The member is not travelling in a vehicle that they own or hire.
  - c. The travel extends overnight.
  
3. The travel period starts and ends at the times described in the table.

Item	A travel period when the member...	starts...	and ends...
1.	travels direct to their final location by the most economical means	when the member leaves one of these places. a. Their last place of duty. b. The location where their duty ended.	when the member arrives at their final location.
2.	takes a break unnecessarily or for private reasons during the period	when the member leaves one of these places. a. Their last place of duty. b. The location where their duty ended.	during the period of the break.
		c. when the member resumes the travel for Service reasons	when the member arrives at the final location.

## Division 2: Travel on Defence business using the travel card

### 9.5.13 Purpose

This Division sets out basic entitlements and limitations on use of the travel card.

### 9.5.14 Member this Division applies to

1. This Division applies to a member (including a member on Reserve service) who uses a travel card when they are required to travel on Defence business.
2. ...
3. A member who uses a travel card under this Division has no entitlement under Division 3 for travel on Defence business, except as provided by this Division.

### 9.5.15 Travel costs while living out on a journey

1. A member who lives out for up to 21 days during a travel period may use the travel card to pay for accommodation, meals and incidentals within the relevant limits set out in subclauses 4 or 5.

**Related Information:** For use of the travel card beyond 21 days, see clause 9.5.20.

2. A member may choose whether to use accommodation supplied through Lido.
3. A member who does not choose to use accommodation supplied through Lido is subject to the following conditions.
  - a. The member must find accommodation from a supplier other than Lido.
  - b. The member is subject to the limits laid out in subclause 6.
4. A member who chooses to use accommodation supplied through Lido is subject to the conditions in the following table.

Item	If...	and...	then the member...
1.	Lido can supply accommodation at that location	the location is listed in the tables in Annex 9.5.B	must use the accommodation supplied through Lido.  The member is subject to the limits laid out in subclause 5.
		the location is not listed in the tables in Annex 9.5.B	must use the accommodation supplied through Lido.  The member is subject to the limits laid out in subclause 6.
2.	Lido cannot supply accommodation at that location  <b>Examples:</b> 1. Other members have booked all Lido's rooms at that location, so none are left. 2. Lido has no rooms at that location.	...	must find accommodation from a supplier other than Lido.  The member is subject to the limits laid out in subclause 6.

5. The following table sets out the limits on benefits for those members whose accommodation is supplied through Lido at a location listed in Annex 9.5.B.

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 the...
1.	Brigadier or higher	accommodation on each night in the travel period	rate in Annex 9.5.B Part 1, column 2 for the location.
		meals for each meal period	sum of relevant rates from Annex 9.5.B Part 1, columns 3, 4 and 5 for the location and meals.
		incidentals for each 24 hour period of the journey, and for any part-day at the end	rate in Annex 9.5.B Part 1, column 6.
2.	Colonel or lower	accommodation on each night in the travel period	relevant amount in Annex 9.5.B Part 2, column 2 for the location.
		meals for each meal period	sum of relevant rates from Annex 9.5.B Part 2, columns 3, 4 and 5 for the location and meals.
		incidentals for each 24 hour period of the journey, and for any part-day at the end	rate in Annex 9.5.B Part 2, column 6.

6. The following table sets out the limits on benefits where subclause 3 or the table in subclause 4 provides that these limits should apply.

**Examples:**

1. The member did not choose to use accommodation supplied through Lido.
2. The member chose to use accommodation supplied through Lido, and the location is not listed in Annex 9.5.B.
3. The member chose to use accommodation supplied through Lido, but Lido was unable to supply it.

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 the...
1.	Brigadier or higher	accommodation on each night in the travel period	rate in <a href="#">Annex 9.5.A</a> Part 1, column 2 for the location.
		meals for each meal period	sum of relevant rates from Annex 9.5.A Part 1, columns 3, 4 and 5 for the location and meals.
		incidentals for each 24 hour period of the journey, and for any part-day at the end	rate in Annex 9.5.A Part 1, column 6.
2.	Colonel or lower	accommodation on each night in the travel period	relevant amount in Annex 9.5.A Part 2, column 2 for the location.
		meals for each meal period	sum of relevant rates from Annex 9.5.A Part 2, columns 3, 4 and 5 for the location and meals.

	incidentals for each 24 hour period of the journey, and for any part-day at the end	rate in Annex 9.5.A Part 2, column 6.
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7. The following examples show the use of the travel card.

**Example 1 – meals:** If the member cannot use the travel card to pay for their meal directly, they are able to use the card to withdraw cash from an automatic teller machine to pay for the meal. The withdrawal amount must not exceed the member's maximum entitlement.

**Example 2 – meals:** The member is entitled to use the travel card to withdraw an amount for more than one meal at once. This means they could withdraw money in the morning and then spend less on lunch than the amount listed as a maximum because they are staying near a cheap cafe. They might spend more on dinner because at that time they are working near a more expensive restaurant.

**Example 3 – incidentals:** The member may combine the daily maximum entitlement for incidentals for a week-long trip to purchase the bulk of their incidental requirements on one shopping trip.

8. If a member is entitled to receive an amount of separation allowance or field allowance determined by the DFRT in the travel period they are not entitled to be paid incidentals for the period the allowance relates to.

#### 9.5.16 Limits on payment for accommodation and meals

1. A member is not entitled to use the travel card for a meal or night of accommodation for which any of these conditions are met.
  - a. The Commonwealth, a carrier or anyone else has provided them at no cost to the member.

**Exception:** Accommodation supplied through Lido.

**Example:** The member is not entitled for breakfast if it was provided as part of an accommodation tariff.
  - b. They are included in the fare for travel.
  - c. The member's travel continues overnight without a break for accommodation.
  - d. The member is ranked Major or lower, and living-in accommodation is available to them.

**Exception:** The CDF considers that living in would make the member less efficient in the performance of their duties.
2. An in-flight meal provided by a commercial carrier is not considered a meal for the purposes of subclause 1.

**Example:** A member who travelled by air would not be entitled to an amount for a meal provided during a flight on an aircraft chartered by Defence. However, the member would be entitled to be paid an amount for a meal period during which the member was on an ordinary commercial flight. This is because the meals provided on commercial flights are not of a consistent standard and may not be made available on turbulent flights.
3. A member may use the travel card for accommodation but pay less than the maximum. In this case, they are not entitled to any of the difference between what they paid and the maximum.
4. A member may not have spent all of what they were allowed for meals and incidentals at

the time they confirm their costs after the journey. In this case, they are not entitled to the unused travel costs.

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

**Example:** A member who stayed privately with a friend or relative during a travel period would not be entitled to use cash withdrawn from the travel card to pay their friend or relative for the accommodation.

6. This table sets out what meal amounts apply if a member visits more than one location in a day.

**See:** Clause 9.5.15, Travel costs while living out on a journey

Item	If the meal is on...	then the location for working out the amount for meals is...
1.	the last day of the journey	where the member is at the beginning of the day.
2.	any other time	where the member is at the end of the day.

### 9.5.17 When there is no entitlement for incidentals

A member is not entitled for incidentals for any part of a travel period when they meet any of these conditions.

- a. They are in hospital in a location that is not the location where they have been performing duty.
- b. They are serving in a seagoing ship on temporary duty and performing duty necessary to the proper working of the ship.
- c. They are serving in the field as a member of a force on exercises.

**Exception:** They may be entitled if they are housed at a Service establishment that is not a camp set up for the exercises.

- d. They are serving in the field as a member of a survey party and using camping accommodation, but they are not entitled to field allowance.

**See:** Chapter 4 Part 3 [Division 4](#), Field allowance.

**Example:** A member who is not entitled to field allowance may be entitled for incidentals if they meet either of these conditions.

- i. They are part of a survey party but are not on exercise.
- ii. They are part of a survey party and are not camping out, but are housed at a Service establishment.
- e. They are doing a period of recruit training in the Reserves and are not entitled to field allowance.
- f. They are on a journey related to discharge or dismissal for any of these reasons.
  - i. Misconduct.
  - ii. Disciplinary reasons.
  - iii. Medical unfitness they caused.

- g. They are attending a live-in training course at the member's posting location.

**Exceptions:**

- i. After the first 21 continuous days of attendance at the course.
- ii. A member who qualifies under clause 9.5.23, Incidentals for a member on a course.

**Non-examples:**

A member would not be entitled for incidentals in any of these situations.

- a. They travel on a journey which has not been approved as being at Commonwealth expense. For example, as a voluntary exchange of postings with another member.
- b. They break the journey for personal reasons.
- c. They are on recreation leave travel under Part 4 [Division 1](#) of this Chapter.
- d. They are posted to the location where they are already serving on temporary duty, from the date the posting takes effect.

**9.5.18 Member living in**

- 1. This clause applies to a member who lives in during a travel period at a location that is not their normal place of duty.
- 2. This table sets out the amounts that a member may use the travel card to pay for accommodation, meals and incidentals in the travel period.

Item	If the member's rank is...	then they are entitled to use the travel card to pay for...	up to a maximum amount of...
1.	Brigadier or higher	compulsory mess charges	the amount of the charges.
		living-in accommodation	
		meals provided in the living-in accommodation	
		incidentals for each day of the travel period up to the end of 21 days	The rate in <a href="#">Annex 9.5.A</a> Part 1 column 6.
		incidentals for each day of the travel period after the first 21 days	<b>\$60.55 a week</b>
2.	Colonel or lower	compulsory mess charges	the amount of the charges.
		living-in accommodation	
		meals provided in the living-in accommodation	
		incidentals for each day of the travel period up to the end of 21 days	The rate in <a href="#">Annex 9.5.A</a> Part 2 column 6.
		incidentals for each day of the travel period after the first 21 days	<b>\$60.55 a week</b>

### 9.5.19 Keeping accommodation while living in on temporary duty

1. This clause applies to a member without dependants who meets all of these conditions.
  - a. They live out at their normal place of duty.
  - b. For Service reasons, they must live in during the travel period at a location that is not their normal place of duty.
  - c. They live in for a continuous period of more than 21 days.
2. The member is entitled to be reimbursed the reasonable cost of keeping their accommodation at their normal place of duty for the period beyond 21 days.

### 9.5.20 Travel for more than 21 days

1. This clause applies to a member who meets both of these conditions.
  - a. They live continuously in a location – whether they live in or out – for 21 days during a travel period.
  - b. They continue to live at the location for a further travel period after the 21st day.
2. In this case, clause 9.5.15 does not apply to the member after midnight on the 21st day, regardless of rank. This table sets out how their entitlement is worked out after that time. Parts of a week are worked out on a pro rata basis.

Item	If the member is entitled to use the travel card to pay for...	then they are entitled to a weekly maximum amount of...
1.	accommodation on each night in the travel period	the applicable rate in Annex 9.5.C Part 1.
2.	meals for each meal period	the applicable rate in Annex 9.5.C Part 2.
3.	incidentals for the travel period	\$59.00 a week.  This item also applies to a member who lives out, if they are required to live in beyond 21 days during a course of training at their posting location.

3. For subclause 1, a day when the member is entitled to field allowance does not count towards the period of 21 days.

**Example:** A member has served for five days under field conditions. They continue to be entitled to travelling allowance at the daily rate until the 26th day.

**See:** Chapter 4 Part 3 [Division 4](#), Field allowance.

4. This table sets out when the member's entitlement under this clause ends.

Item	If the member leaves the location to return to their normal place of duty on...	then their entitlement ends at...
1.	the 22nd day	midnight on that day.
2.	any later day	midday on the day they leave the location.

### 9.5.21 Limits on travel costs for journey longer than 21 days

1. A member's entitlement under clause 9.5.20 ends if they do any of the following.
  - a. Leave the location to perform duty somewhere else.
  - b. Take recreation leave.
  - c. Undertake reunion travel.
2. This table sets out the entitlement of the member when they return to the location after losing their entitlement under subclause 1.

Item	If the member...	then they are entitled to the amount that applies to them under...
1.	a. leaves the location to perform duty somewhere else, and b. returns to the location after more than 7 days	clause 9.5.15 or clause 9.5.18.
2.	returns to the location under any other circumstance	clause 9.5.20 starting at midnight on the day they restart duty at the location.

3. A member to whom subclause 1 applies is entitled to use the travel card to pay to keep accommodation at the location for up to one week while they are absent from it.
4. The CDF may approve the member's use of the travel card to keep the accommodation for longer than one week, after considering all of these factors.
  - a. The reason for and the length of the absence.
  - b. The expected period the member will stay at the location after their return.
  - c. The cost of keeping the accommodation during the absence.
  - d. If there is alternative accommodation at the location.
  - e. Any other factor relevant to the absence.

### 9.5.22 Accommodation and meals for dependants

A member may be directed to take a dependant with them on a journey for representational purposes. In this case, they may be entitled to use the travel card to pay for the dependant's accommodation and meals.

Item	If the member's dependant...	then they are entitled to use the card to pay...
1.	occupies a room as the sole or first occupant	up to the maximum of their entitlement under clause 9.5.15.
2.	occupies a room on any other basis	20% of their maximum entitlement under clause 9.5.15.
3.	eats meals in the travel period	up to the maximum of their entitlement under clause 9.5.15 for the meals.

### 9.5.23 Incidentals for a member on a course

A member who is living in at any of these institutions where they are doing a course is entitled to incidentals. No matter what their rank, they are entitled to use the travel card up to the maximum amount set out in [Annex 9.5.A](#) Part 1 column 6.

- a. The Monash Mount Eliza Business School in Victoria.
- b. The Australian Graduate School of Management at the University of New South Wales.
- c. The Melbourne Graduate School of Management at the University of Melbourne.
- d. Macquarie University.

**Related Information:** Paragraph 9.5.17.g, When there is no entitlement for incidentals

### 9.5.24 Overnight stay following a period of Reserve service

1. A member on Reserve service may use the travel card under clauses 9.5.15 or 9.5.18 for an overnight stay after a period of service if both of these conditions are met.
  - a. The member lives more than 30 km from their place of duty.
  - b. The CDF considers that occupational health and safety reasons to do with the travel make it necessary for them to stay overnight at their place of duty rather than go home immediately after the period of Reserve service.
2. For subclause 1, the CDF must be satisfied that either of these criteria is met.
  - a. The member has a qualification or skill that the unit cannot get from a member who lives closer to the place of duty.
  - b. The member needs training they cannot get at a place of duty closer to home.

### 9.5.25 Entitlement to incidentals at annual Reserve camp

A member is entitled to incidentals under the table in clause 9.5.15 if they are on Reserve service in either of these circumstances.

- a. During the period of a bivouac or camp of continuous training with their unit or sub-unit.
- b. During a Reserves activity comparable to those described in subclause a.

### 9.5.26 Recall from recreation leave or long service leave

1. If a member on recreation or long service leave is recalled to duty, they are taken to be on duty from the time they start travel to return to duty.
2. If the member travels by private vehicle or private aircraft, their entitlement under clause 9.5.15 will be limited to the amount of allowance that would be payable if they returned to duty by the most efficient and economical means of travel.

**See:** Chapter 9 Part 6 [Division 2](#) clause 9.6.12, Recall from leave.

### 9.5.27 Additional payment toward travelling costs

1. A member's maximum entitlement may be less than they actually spend on accommodation, meals or incidentals during the travel period.
2. The CDF may approve the member's use of an additional amount on the travel card, towards the following costs.

- a. Accommodation.

**Exception:** The CDF may not approve additional costs for accommodation supplied through Lido.

- b. Meals.

- c. Incidental costs.

3. In making the decision in subclause 2, the CDF must consider all the following criteria.

- a. The places the journey is made through or to.
- b. The availability of suitable meals and accommodation at those places.
- c. Whether the extra cost is reasonable.

**Example:** A member does not choose to use accommodation supplied through Lido. She looks to see what accommodation is available, but cannot find accommodation within the rate in Annex 9.5.A. The member explains the situation to her Commanding Officer. She gets approval to spend more than the accommodation rate.

### 9.5.28 Confirming actual travel costs

1. A member must confirm their costs on the travel card using the Defence travel card management system. They must do this within 28 days after they end their travel.

**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.

### 9.5.28A ...

### 9.5.29 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 have not been given a travel card. 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 may not yet have been issued with a card, or their card may have been lost or stolen.

2. The member must keep receipts to show their travel costs.

**See:** Clause 9.5.28, Confirming actual travel costs.

## Division 3: Travelling allowance

### 9.5.30 Purpose

The purpose of this Division is to meet the reasonable costs of travel for members by providing an allowance for accommodation, meals and incidental expenses for Defence approved travel within Australia, including these.

- a. Travel on Defence business for members who have not been given a Defence travel card.
- b. Travel on posting.
- c. Travel on completion of service for all members.

### 9.5.31 Members this Division applies to

This Division applies to any member (including a member on Reserve service) who is on a travel period or part-day travel period.

**See:** Chapter 9 Part 5 [Division 1](#)  
Clause 9.5.9, Travel period – business travel  
Clause 9.5.10, Part-day travel period.

### 9.5.32 Members this Division does not apply to

1. This Division does not apply to a member who is travelling on Defence business for which they use a travel card under Division 2.
2. This Division does not apply to travel for which a member is entitled to vehicle allowance or aircraft allowance under [Part 6](#) or [7](#) of this Chapter, except to the extent allowed for under those Parts.

### 9.5.33 Travel costs while living out on a journey

A member who lives out for up to 21 days during a travel period is entitled to travelling allowance for accommodation, meals and incidentals. This table sets out their entitlements.

**See also:** Clause 9.5.39, Travel for more than 21 days.

Item	If the member's rank is...	then they are entitled to travelling allowance for...	at this rate...
1.	Brigadier or higher	accommodation on each night in the travel period	the rate in <a href="#">Annex 9.5.A</a> Part 1 column 2 for the location.
		meals for each meal period	the sum of relevant rates from Annex 9.5.A Part 1 columns 3, 4 and 5 for the location and meals.
		incidentals for each 24 hour period of the journey, and for any part-day at the end	the rate in Annex 9.5.A Part 1 column 6.
2.	Colonel or lower	accommodation on each night in the travel period	the relevant amount in of Annex 9.5.A Part 2 column 2 for the location.
		meals for each meal period	the sum of relevant rates from Annex 9.5.A Part 2 columns 3, 4 and 5 for the location and meals.
		incidentals for each 24 hour period of the journey, and for any part-day at the end	the rate in Annex 9.5.A Part 2 column 6.

#### 9.5.34 Limits on travelling allowance for accommodation and meals

1. A member is not entitled to travelling allowance for a meal or accommodation for which any of these conditions are met.
  - a. The Commonwealth, a carrier or anyone else has provided them.

**Example:** The member is not entitled for breakfast if it was provided as part of an accommodation tariff.
  - b. They are included in the fare for the travel.
  - c. The member's travel continues overnight without a break for accommodation.
2. An in-flight meal provided by a commercial carrier is not considered a meal for the purposes of subclause 1.

**Example:** A member who travelled by air would not be entitled to an amount for a meal provided during a flight on an aircraft chartered by Defence. However, the member would be entitled to be paid an amount for a meal period during which the member was on an ordinary commercial flight. This is because the meals provided on commercial flights are not of a consistent standard and may not be made available on turbulent flights.

3. A member with the rank of Major or lower is not entitled to travelling allowance for accommodation or meals when living in accommodation is available to them.

**Exception:** The CDF considers that living in would be detrimental to the efficient performance of the member's duties.

**See:** Chapter 7 [Part 3](#) for details of the assistance a member can get for living in on temporary duty.

4. The member is not entitled to payment for a meal for any of these periods.
  - a. A meal period that begins before the member's journey.

- b. A meal period that begins after the member's journey.

**See:** Division 1 clause 9.5.8, definition of *Meal period*

- 5. This table sets out what meal amounts apply if a member visits more than one location in a day.

**See:** Clause 9.5.33, Travel costs while living out on a journey

Item	If the meal is on...	then the location for working out the amount is...
1.	the last day of the journey	where the member is at the beginning of the day.
2.	any other time	where the member is at the end of the day.

### 9.5.35 When there is no entitlement for incidentals

A member is not entitled for incidentals for any part of a travel period when they meet any of these conditions.

- a. They are in hospital in a location that is not the location where they have been performing duty.
- b. They are serving in a seagoing ship on temporary duty and performing duty necessary to the proper working of the ship.
- c. They are serving in the field as a member of a force on exercises.

**Exception:** They may be entitled if they are housed at a Service establishment that is not a camp set up for the exercises.

- d. They are serving in the field as a member of a survey party and using camping accommodation, but they are not entitled to field allowance.

**See:** Chapter 4 Part 3 [Division 4](#), Field allowance.

**Example:** A member who is not entitled to field allowance may be entitled for incidentals if they meet either of these conditions.

- i. They are part of a survey party but are not on exercise.
- ii. They are part of a survey party and are not camping out, but are housed at a Service establishment.
- e. They are doing a period of recruit training in the Reserves and are not entitled to field allowance.
- f. They are on a journey related to discharge or dismissal for any of these reasons.
  - i. Misconduct.
  - ii. Disciplinary reasons.
  - iii. Medical unfitness they caused.
- g. They are attending a live-in training course at the member's posting location.

**Exceptions:**

- i. After the first 21 continuous days of attendance at the course.
- ii. A member who qualifies under clause 9.5.36, Incidentals for a member on a course.

**Non-example:** A member would not be entitled for incidentals in any of these situations.

- a. They travel on a journey that has not been approved as being at Commonwealth expense. For example, as a voluntary exchange of postings with another member.
- b. They break the journey for personal reasons.
- c. They are on recreation leave travel under Part 4 [Division 1](#) of this Chapter.
- d. They are posted to the location where they are already serving on temporary duty, from the date the posting takes effect.

### 9.5.36 Incidentals for a member on a course

A member who is living in at any of these institutions where they are doing a course is entitled to incidentals. No matter what their rank, they are entitled to travelling allowance at the incidentals rate set out in [Annex 9.5.A](#) Part 1 column 6.

- a. The Monash Mount Eliza Business School in Victoria.
- b. The Australian Graduate School of Management at the University of New South Wales.
- c. The Melbourne Graduate School of Management at the University of Melbourne.
- d. Macquarie University.

**Related Information:** Paragraph 9.5.35.g, When there is no entitlement for incidentals

### 9.5.37 Member living in

1. This clause applies to a member who lives in during a travel period at a location that is not their normal place of duty.
2. This table sets out the rates of travelling allowance that the member is entitled to for accommodation, meals and incidentals in the travel period.

Item	If the member's rank is...	then they are entitled to travelling allowance for...	at this rate...
1.	Brigadier or higher	compulsory mess charges	the amount of the charges.
		living-in accommodation	
		meals provided in the living-in accommodation	
		incidentals for each 24 hours of the travel period, up to the end of 21 days	The rate in <a href="#">Annex 9.5.A</a> Part 1 column 6.
		incidentals for 24 hours of the travel period after the first 21 days and for any part-day at the end	<b>\$60.55 a week.</b>
2.	Colonel or lower	compulsory mess charges	the amount of the charges.
		living-in accommodation	
		meals provided in the living-in accommodation	

	incidentals for each 24 hours of the travel period, up to the end of 21 days	The rate in <a href="#">Annex 9.5.A</a> Part 2 column 6.
	incidentals for each 24 hours of the travel period, after the first 21 days and for any part-day at the end.	<b>\$60.55 a week.</b>

### 9.5.38 Keeping accommodation while living in on temporary duty

1. This clause applies to a member without dependants who meets all of these conditions.
  - a. They live out at their normal place of duty.
  - b. For Service reasons, they must live in during the travel period at a location that is not their normal place of duty.
  - c. They live in for a continuous period of more than 21 days.
2. The member is entitled to be reimbursed the reasonable cost of keeping their accommodation at their normal place of duty for the period beyond 21 days, including these amounts.
  - a. The reasonable cost of caretaking or maintenance of any grounds.
  - b. The amount of housing assistance that the member currently receives for the accommodation under [Chapter 7](#), ADF housing and meals.

**Exception:** This amount is not payable if the accommodation is sublet while the member is away.

### 9.5.39 Travel for more than 21 days

1. This clause applies to a member who meets both of these conditions.
  - a. They live continuously in a location – whether they live in or out – for 21 days during a travel period.
  - b. They continue to live at the location for a further travel period after the 21st day.
2. In this case, clause 9.5.33 does not apply to the member after midnight on the 21st day, regardless of rank. This table sets out how their entitlement is worked out after that time. Parts of a week are worked out on a pro rata basis.

Item	If the member is entitled to travelling allowance for...	then they are entitled to a weekly maximum rate of...
1.	accommodation on each night in the travel period	the applicable rate in Annex 9.5.C Part 1.
2.	meals for each meal period	the applicable rate in Annex 9.5.C Part 2.
3.	incidentals for the travel period	<b>\$60.55 a week.</b>  This item also applies to a member who lives out, if they are required to live in beyond 21 days during a course of training at their posting location.

3. For subclause 1, a day when the member is entitled to field allowance does not count towards the period of 21 days.

**Example:** A member has served for five days under field conditions. They continue to be entitled to travelling allowance at the daily rate until the 26th day.

**See:** Chapter 4 Part 3 [Division 4](#), Field allowance.

4. This table sets out when the member's entitlement under this clause ends.

Item	If the member leaves the location to return to their normal place of duty on...	then their entitlement ends at...
1.	the 22nd day	midnight on that day.
2.	any later day	midday on the day they leave the location.

#### 9.5.40 Limits on travel costs for journey longer than 21 days

1. A member's entitlement under clause 9.5.39 ends if they do any of the following.
  - a. Leave the location to perform duty somewhere else.
  - b. Take recreation leave.
  - c. Undertake reunion travel.
2. This table sets out the entitlement of the member when they return to the location after losing their entitlement under subclause 1.

Item	If the member...	then they are entitled to the rate of travelling allowance that applies to them under...
1.	a. leaves the location to perform duty somewhere else, and b. returns to the location after more than 7 days	clause 9.5.33 or clause 9.5.37.
2.	returns to the location under any other circumstance	clause 9.5.39 starting at midnight on the day they restart duty at the location.

3. A member to whom subclause 1 applies is entitled to an additional amount of allowance to pay to keep accommodation at the location for up to one week while they are absent from it.
4. The CDF may approve an additional amount of allowance to assist the member to keep the accommodation for longer than one week, after considering all of these factors.
  - a. The reason for and the length of the absence.
  - b. The expected period the member will stay at the location after their return.
  - c. The cost of keeping the accommodation during the absence.
  - d. If there is alternative accommodation at the location.
  - e. Any other factor relevant to the absence.

#### 9.5.41 Accommodation and meals for dependants

A member may be directed to take a dependant with them on a journey for representational purposes. In this case, they may be entitled to use travelling allowance to pay for the dependant's accommodation and meals.

Item	If the member's dependant...	then they are entitled to travelling allowance at...
1.	occupies a room as the sole or first occupant	the rate that applies to the member under clause 9.5.33.
2.	occupies a room on any other basis	20% of the rate that applies to the member under clause 9.5.33.
3.	is a child under six years old	10% of the rate that applies to the member under clause 9.5.33 for accommodation.
4.	eats meals in the travel period	the rate that applies to the member under clause 9.5.33 for the meals.
5.	is a child under 10 years old who eats meals in the travel period	half the rate that applies to the member under clause 9.5.33 for the meals.

#### 9.5.42 Overnight stay following a period of Reserve service

1. A member on Reserve service is entitled to travelling allowance under clauses 9.5.33 or 9.5.37 for an overnight stay after a period of service if both of these conditions are met.
  - a. The member lives more than 30 km from their place of duty.
  - b. The CDF considers that occupational health and safety reasons to do with the travel make it necessary for them to stay overnight at their place of duty rather than go home immediately after the period of Reserve service.
2. For subclause 1, the CDF must be satisfied that either of these criteria is met.
  - a. The member has a qualification or skill that the unit cannot get from a member who lives closer to the place of duty.
  - b. The member needs training they cannot get at a place of duty closer to home.

#### 9.5.43 Entitlement to incidentals at annual Reserve camp

A member is entitled to incidentals under the table in clause 9.5.33 if they are on Reserve service in either of these circumstances.

- a. During the period of a bivouac or camp of continuous training with their unit or sub-unit.
- b. During a Reserves activity comparable to those described in subclause a.

#### 9.5.44 Recall from recreation leave or long service leave

1. If a member on recreation or long service leave is recalled to duty, they are taken to be on duty from the time they start travel to return to duty.
2. If the member travels by private vehicle or private aircraft, their entitlement under this Division will be limited to the amount of travelling allowance that would be payable if they returned to duty by the most efficient and economical means of travel.

**See:** Chapter 9 Part 6 [Division 2](#) clause 9.6.12, Recall from leave.

#### 9.5.45 Additional travelling allowance

1. A member's maximum entitlement to travelling allowance may be less than they actually spend on accommodation, meals or incidentals during the travel period.
2. The CDF may approve an additional amount of travelling allowance for the member. The CDF must consider all of these criteria.
  - a. The places the journey is made through or to.
  - b. The availability of suitable meals and accommodation at those places.
  - c. Whether the extra cost is reasonable.
  - d. Any special needs due to the age or medical needs of the member's dependants.

#### 9.5.46 Confirming actual travel costs

1. A member must confirm whether any travel period for which they have received travelling allowance has been taken, using the Defence travel management system. They must do this within 28 days after they end their travel.

**Example:** The member signs an After Travel Certification form to confirm that they took the travel booked for them.

2. If the member has received more travelling allowance than they were entitled to (including any extra amount approved by CDF), they must repay the difference to the Commonwealth.

#### 9.5.46A ...

## Annex 9.5.A: Amounts for accommodation, meals and incidentals for travelling allowance and travel card

**Note:** Division 1 clause 9.5.8 provides that a reference to a metropolitan location is taken to include its suburbs.

**Related Information:** For accommodation supplied through Lido at locations listed in Annex 9.5.B, the Annex 9.5.B rates apply.

### Part 1: Brigadier or higher

This table outlines the maximum rates payable to a Brigadier or higher.

Column 1 Location	Column 2 Accommodation (\$)	Column 3 Breakfast (\$)	Column 4 Lunch (\$)	Column 5 Dinner (\$)	Column 6 Incidentals (\$)
Adelaide	177.00	25.70	36.40	51.00	24.70
Brisbane	220.00				
Canberra	208.00				
Darwin	216.00				
Hobart	167.00				
Melbourne	216.00				
Perth	226.00				
Sydney	217.00				
High-cost country centres	See Part 3				
Medium-cost country centres (see Part 4)	144.00	23.65	24.20	47.10	24.70
Other country centres	120.00				

**Part 2: Colonel or lower**

This table outlines the maximum rates payable to a Colonel or lower.

<b>Column 1 Location</b>	<b>Column 2 Accommodation (\$)</b>	<b>Column 3 Breakfast (\$)</b>	<b>Column 4 Lunch (\$)</b>	<b>Column 5 Dinner (\$)</b>	<b>Column 6 Incidentals (\$)</b>
Adelaide	133.00	23.65	26.55	45.60	17.30
Brisbane	165.00				
Canberra	156.00				
Darwin	162.00				
Hobart	125.00				
Melbourne	162.00				
Perth	170.00				
Sydney	163.00				
High-cost country centres	See Part 3	21.15	24.20	41.65	17.30
Medium-cost country centres (see Part 4)	120.00				
Other country centres	100.00				

### Part 3: High-cost country centres – accommodation

This table lists high-cost country centres and the maximum accommodation costs a member of any rank may pay at them.

<b>Location</b>	<b>Maximum accommodation cost (\$)</b>	<b>Location</b>	<b>Maximum accommodation cost (\$)</b>
Ballarat	127.00	Kalgoorlie	169.50
Broome	222.50	Launceston	126.50
Bunbury	129.00	Mackay	153.00
Cairns	127.00	Maitland	131.50
Carnarvon	151.00	Mount Isa	135.00
Christmas Island	150.00	Newcastle	142.50
Dalby	133.50	Newman	195.00
Exmouth	194.00	Norfolk Island	189.50
Geelong	131.00	Port Pirie	135.00
Geraldton	146.00	Townsville	134.50
Gladstone	138.50	Wilpena – Pound	144.00
Gold Coast	170.00	Wollongong	128.00
Halls Creek	195.00	Yulara	340.00

**Part 4: Medium-cost country centres**

This table lists medium-cost country centres.

<b>Medium-cost country centres</b>	
Albany	Katherine
Alice Springs	Mudgee
Bathurst	Naracoorte
Burnie	Roma
Castlemaine	Tennant Creek
Emerald	Tumut
Esperance	Wagga Wagga
Gosford	

## Annex 9.5.B: Amounts for accommodation, meals and incidentals for travel card – accommodation supplied through Lido at selected locations

### Notes:

1. These rates are not used for travelling allowance. See Annex 9.5.A.
2. Division 1 clause 9.5.8 provides that a reference to a metropolitan location is taken to include its suburbs.

**Related Information:** For rates for accommodation supplied through Lido at locations not listed here, see Annex 9.5.A.

### Part 1: Brigadier or higher

This table outlines the following matters in relation to a member of the rank of Brigadier or higher.

- a. The maximum accommodation price to Defence.
- b. The maximum rates payable to the member for meals and incidentals.

Column 1 Location	Column 2 Accommodation (\$)	Column 3 Breakfast (\$)	Column 4 Lunch (\$)	Column 5 Dinner (\$)	Column 6 Incidentals (\$)
Adelaide	185.00	25.70	36.40	51.00	24.70
Brisbane	233.00				
Canberra	208.00				
Darwin, from 1 May to 30 September	229.00				
Darwin, from 1 October to 30 April	130.00				
Hobart	167.00				
Melbourne	216.00				
Perth	226.00				
Sydney	225.00				
Townsville	140.00				
Wollongong	130.00				
Albury/Wodonga	120.00	23.65	24.20	47.10	24.70
Alice Springs	144.00				
Ipswich	121.00				
Nowra	120.00				
Rockhampton	128.00				
Rockingham	175.00				
Williamstown/Port Stephens/Nelson Bay	142.50				

## Part 2: Colonel or lower

This table outlines the following matters in relation to a member of the rank of Colonel or lower.

- a. The maximum accommodation price to Defence.
- b. The maximum rates payable to the member for meals and incidentals.

Column 1 Location	Column 2 Accommodation (\$)	Column 3 Breakfast (\$)	Column 4 Lunch (\$)	Column 5 Dinner (\$)	Column 6 Incidentals (\$)
Adelaide	139.00	23.65	26.55	45.60	17.30
Brisbane	175.00				
Canberra	156.00				
Darwin, from 1 May to 30 September	185.00				
Darwin, from 1 October to 30 April	110.00				
Hobart	125.00				
Melbourne	162.00				
Perth	175.00				
Sydney	175.00				
Townsville	134.50				
Wollongong	130.00				
Albury/Wodonga	120.00	21.15	24.20	41.65	17.30
Alice Springs	125.00				
Ipswich	121.00				
Nowra	115.00				
Rockhampton	120.00				
Rockingham	175.00				
Williamstown/Port Stephens/Nelson Bay	142.50				

## Annex 9.5.C: Amounts for travel after 21 days

### Part 1: Amounts for travel after 21 days – accommodation

This table outlines the maximum accommodation rates after 21 days.

Item	If, at their normal place of duty, the member is a member...	and during the travel period they are...	
		boarding (in a boarding house /hotel/motel with all-inclusive tariff), then their maximum entitlement is...	renting, then their maximum entitlement is...
1.	with dependants – living in own home	the cost of board	rent plus any additional charge for utilities.
2.	with dependants – renting (including service residence)	the cost of board	rent plus any additional charge for utilities.
3.	with dependants – boarding	the cost of board less any reduction in boarding costs at normal place of duty	rent plus any additional charge for utilities less any reduction in boarding costs at normal place of duty.
4.	with dependants – living in (no contribution for accommodation and meals)	the cost of board	rent plus any additional charge for utilities.
5.	with dependants – living in (contribution for accommodation and meals)	the cost of board less amount equal to appropriate contribution for accommodation and meals under Chapter 7 Parts 3 and 7.	rent plus any additional charge for utilities less amount equal to appropriate contribution for rent and meals under Chapter 7 Parts 6 and 7.
6.	without dependants – living in	the cost of board less amount equal to appropriate contribution for accommodation and meals under Chapter 7 Parts 3 and 7.	rent plus any additional charge for utilities less amount equal to appropriate contribution for rent and meals under Chapter 7 Parts 6 and 7.
7.	without dependants – living out	the cost of board less amount equal to appropriate contribution for accommodation and meals under Chapter 7 Parts 3 and 7.	rent plus any additional charge for utilities less amount equal to appropriate contribution for accommodation and meals under Chapter 7 Parts 6 and 7.

**Part 2: Amounts for travel after 21 days – meals**

This table outlines the maximum meal rates after 21 days.

<b>Item</b>	<b>If, during the travel period, the member is...</b>	<b>and...</b>	<b>then their maximum entitlement is...</b>
1.	boarding (in a boarding house, hotel or motel)	the tariff is not all-inclusive and cooking facilities <b>are not</b> provided	\$670.55 a week.
		the tariff is not all-inclusive and cooking facilities <b>are</b> provided	the cost of meals and food for meal preparation of up to \$375.55 a week.
2.	renting	-	the cost of meals and food for meal preparation of up to \$375.55 a week.

## Part 6: Vehicle allowance

### 9.6.1 Purpose

Vehicle allowance assists a member with reasonable costs when they are authorised to use a private vehicle in Australia in any of these situations.

- a. On duty.
- b. On recall to duty outside normal working hours.
- c. To get to duty during public transport stoppages.
- d. On leave travel.
- e. On removal.

### 9.6.2 Basis

1. Normally travel will be by the most economical means. This concept is explained in Parts 1 and 2 of this Chapter. The most economical means might involve air travel, or other public transport, as well as private vehicle travel.
2. Nevertheless, a member may be given approval to use their private vehicle for official travel. This Part explains what rules a member needs to meet in order to be given this approval. Generally, they fall into these categories.
  - a. Use of a private vehicle is convenient for the member.
  - b. Use of a private vehicle is an efficient form of travel.
3. Vehicle allowance is calculated as a rate for each kilometre. Generally there is a limit to how much can be paid.

**See:** [Division 5](#) clause 9.6.27, Limit to entitlement
4. This table shows what the Commonwealth pays for each means of travel.

Item	If travel is by...	then the Commonwealth pays...
1.	private vehicle	a. allowance payable to a member under this Part. b. travelling allowance, if any. c. meal allowance, if any.
2.	normal means	a. fares of the member and any passenger who would otherwise travel at Commonwealth expense. b. travelling allowance, if any. c. meal allowance, if any.

### 9.6.3 Contents

This Part includes the following Divisions and Annexes:

<a href="#">Division 1</a>	General
<a href="#">Division 2</a>	Authorised travel on duty and recall to duty from paid leave
<a href="#">Division 3</a>	Authorised travel on removal
<a href="#">Division 4</a>	Authorised travel on other journeys
<a href="#">Division 5</a>	Vehicle allowance amounts and limits

## Division 1: General

### 9.6.4 Purpose

This Division identifies members eligible under this Part, and defines terms and concepts used in it.

### 9.6.5 Member this Part applies to

This Part applies to a member, including a member on Reserve service, who undertakes an authorised journey of a kind mentioned in the clauses in this table.

Item	Authorised journey	Reference
1.	Authorised travel – on duty	<a href="#">Division 2</a> clause 9.6.11
2.	Conditions	<a href="#">Division 3</a> clause 9.6.15
3.	Public transport stoppages	<a href="#">Division 4</a> clause 9.6.18
4.	Recall outside normal working hours	<a href="#">Division 4</a> clause 9.6.19
5.	Recreation leave travel by private vehicle	<a href="#">Division 4</a> clause 9.6.20
6.	Marriage or ADF recognition of interdependent partnership	<a href="#">Division 4</a> clause 9.6.21

### 9.6.6 Member this Part does not apply to

This Part does not apply if a member is entitled to either of these allowances when they travel.

- a. Attendance allowance.
- b. An allowance for travel on ceasing continuous full-time service.

### 9.6.7 Definitions

This table defines terms used in this Part.

Item	Term or concept	Definition in this Part
1.	Additional costs	Any of these costs. a. Registration or insurance fees levied as a result of entitlement to vehicle allowance. b. Bridge, road and ferry tolls. c. Parking fees in a restricted parking area, but only if they are reasonable because of the distance from the place of duty to the nearest unrestricted parking area.  Additional costs do not include parking or traffic fines.

Item	Term or concept	Definition in this Part
2.	Allowable travel time	<p>To be worked out on the basis of the actual distance by the shortest practicable route, using the following formulas.</p> <ul style="list-style-type: none"> <li>a. If the member is towing a towable item: the distance in km divided by 360.</li> <li>b. Otherwise: the distance in km divided by 480.</li> <li>c. If a member or their dependant has a special need: a shorter daily distance that the CDF approves for the journey.</li> </ul> <p><b>See:</b> Chapter 1 Part 3 <a href="#">Division 2</a> clause 1.3.82, Definition of <i>Dependant with special needs</i>.</p> <p><b>Note:</b> The Commonwealth bases its expectation of what it will pay on a reasonable daily driving distance by the shortest practicable route. It is expected that a member will complete the journey at a daily driving rate of 480 km or, if towing a towable item for which a removal entitlement exists, 360 km. The allowable travel time is based on these distances.</p>
3.	Authorised	Authorised for allowance under this Part by the CDF.
4.	Greater efficiency from the use of a vehicle	<p>The use of a private vehicle results in greater efficiency if any of these three criteria are met.</p> <ul style="list-style-type: none"> <li>a. Using the vehicle allows the member to perform duties more efficiently than the use of the normal means of travel. <ul style="list-style-type: none"> <li><b>Examples</b> <ul style="list-style-type: none"> <li>i. If no public transport is available, or it is not possible to rearrange a duty travel itinerary to make use of public transport.</li> <li>ii. If Commonwealth transport is not available, or only available from time to time, and the member needs access to suitable transport all the time.</li> </ul> </li> </ul> </li> <li>b. Using the vehicle enables the most effective use of Commonwealth personnel and vehicle resources. <ul style="list-style-type: none"> <li><b>Examples</b> <ul style="list-style-type: none"> <li>i. If using a Service vehicle unreasonably requires a Service driver to stay on duty outside normal duty hours.</li> <li>ii. If a Service vehicle is underused for a long time on one task when it was needed somewhere else.</li> </ul> </li> </ul> </li> <li>c. The CDF is satisfied that the member's personal interests would be harmed if they used the normal means of travel. <ul style="list-style-type: none"> <li><b>Example</b> Using a private vehicle could help avoid undue strain on the member, or their unreasonable absence from home.</li> </ul> </li> </ul>

5.	Private vehicle	<p>a. For travel on removal by a member or their dependant: a motor vehicle owned by the member or dependant to be removed.</p> <p>b. For other travel by a member: a motor vehicle they own, hire or borrow.</p>
6.	Saving to the Commonwealth	If the Commonwealth would pay less for a member to use a private vehicle than the normal means of travel.

### 9.6.8 Insurance

1. The Commonwealth will not pay for any financial liability or loss if a private vehicle on an authorised journey is involved in an accident.
2. The member is responsible for checking how their insurance company classifies a vehicle used to travel on duty. If they classify it as a business vehicle and charge an additional premium, the member must arrange insurance as necessary.

**Note:** Vehicle allowance includes a component to cover the costs of both comprehensive and compulsory third party insurance at the rate for private vehicles.

3. The member may be reimbursed any additional premium if they are entitled to additional costs under [Division 5](#) clause 9.6.26, Additional vehicle allowance.
4. If the Commonwealth is found liable for damage from an accident involving the private vehicle, it may claim against the member to recover any damages awarded against it.

### 9.6.9 Journey varied or not made

This table sets out what happens when a member's journey is varied or not made.

**Note:** This is subject to Chapter 6 [Part 8](#), which authorises reimbursement of costs that result from cancellation of a posting.

Item	If a member's authorised journey is...	then they...
1.	shortened	must repay to the Commonwealth any vehicle allowance they received that covered the part of the journey they did not make.
2.	extended	are entitled to an additional amount to cover the costs of the extended journey.
3.	not made	must repay to the Commonwealth all the vehicle allowance they received.

## Division 2: Authorised travel on duty and recall to duty from paid leave

### 9.6.10 Purpose

This Division sets out a member's entitlements when they travel by private vehicle.

- a. On duty.
- b. On recall to duty from recreation or long service leave.

**Note:** This Division does not apply to recall from duty from leave without pay or short absence.

### 9.6.11 Authorised travel – on duty

1. A member's travel on duty in a private vehicle may be authorised by the CDF if the use of the vehicle has any of these results.
  - a. Greater efficiency.
  - b. A saving to the Commonwealth.
  - c. No disadvantage to the ADF.
2. Travel by private vehicle during normal working hours may take longer than it would take by the normal means of travel. In this case, the additional time will be taken off the member's recreation leave. If the travel is to do with Reserve training, the additional time will not be part of the member's training commitment.
3. For a member on continuous full-time service who does not have to be absent overnight from their normal place of residence, the authorised travel includes any travel between any of these places.
  - a. Their normal place of residence.
  - b. Their normal place of duty.
  - c. The place where their duty is to be performed.

**Note:** The allowance may be reduced by the return cost of public transport from home to work in some cases.

**See:** Subclause 9.6.13.2.

### 9.6.12 Recall from leave

1. A member recalled to duty from recreation leave or long service leave is taken to be on duty when they travel from the leave location to the place of duty and back again. The duty begins when they begin travel.
2. If the member is authorised to use a private vehicle for the journeys in subclause 1, they are entitled to vehicle allowance.
3. The member may have costs on those journeys they would not otherwise have paid. In this case, they may be reimbursed up to what they would have been paid if they had travelled on duty by the normal means.

**Note:** Payment is subject to the limits in [Division 5](#) clause 9.6.27, Limit to entitlement.

### **9.6.13 Entitlement – travel on duty**

1. For authorised travel on duty, a member is entitled to these amounts.
  - a. Vehicle allowance at the rate worked out under [Division 5](#) clause 9.6.24.
  - b. Any increase that applies under [Division 5](#) clause 9.6.25.
  - c. Additional costs, if the use of the vehicle results in greater efficiency or a saving to the Commonwealth.
2. This subclause is about reducing the allowance by the return cost of public transport from home to work, in some cases. The entitlement must be reduced if both of these circumstances exist.
  - a. The travel does not require an overnight absence (see subclause 9.6.11.3).
  - b. The total distance travelled is more than the distance from the member's normal place of duty and return by the normal means of travel.
3. The entitlement must be reduced by the amount that the travel between the member's normal place of residence and normal place of duty would have cost by public transport.

## Division 3: Authorised travel on removal

### 9.6.14 Purpose

This Division sets out a member's entitlements when they travel by private vehicle on removal.

### 9.6.15 Conditions

1. A member's travel on removal in a private vehicle is taken to be authorised if either of these criteria is met.
  - a. The Commonwealth requires the member to drive the vehicle.
  - b. The member chooses to drive the vehicle when the Commonwealth would have paid to transport it.

**Note:** This clause applies to removal to the new location. It also applies to removal travel journeys described in subclause 4.

2. The Commonwealth may require that a second vehicle owned by the member, or their dependant, be driven on removal. In this case, travel is taken to be authorised.
3. A member may be unable, for Service reasons, to drive the private vehicle on removal. In this case, the CDF may authorise a dependant of the member to drive the vehicle.
4. A member posted for duty to a new location may be authorised to travel by private vehicle before the date of posting, or after they begin duty. This table sets out journeys that may be authorised.

Item	If the member travels...	then they may be authorised to travel by private vehicle...
1.	before they begin duty in the new location	a. with their dependants to the new location to arrange accommodation and supervise unpacking of furniture and effects, and b. back to the old location.
2.	after they begin duty in the new location	a. back to the old location to supervise uplift, and b. to accompany their dependants to the new location.

### 9.6.16 Entitlement

1. For authorised travel on removal, a member is entitled to the sum of the following amounts.
  - a. Vehicle allowance at the rate worked out under [Division 5](#) clause 9.6.24.
  - b. Any increase to the allowance that applies under [Division 5](#) clause 9.6.25.  
**Exception:** If subclause 9.6.15.2 or 3 applies, no increase will be granted.
  - c. Travel costs under Annex 9.5.A.  
**See:** Annex 9.5.A, Amounts for accommodation, meals and incidentals for travelling allowance and travel card
  - d. The amount worked out under Part 5 [Division 2](#) clause 9.5.15 for accommodation and meal costs of any dependants.
2. Entitlements under subclause 1 are worked out based on these assumptions.
  - a. The member took the most direct practicable route and did not take stopovers they could avoid.

- b. The member took no more than the **allowable travel time**.
3. If the member has chosen to drive the vehicle, the amount of entitlement is limited. It must not be more than the Commonwealth would have paid in total for these two costs.
  - a. Travel by the member and any dependants.
  - b. Transport of the vehicle (unless the travel is under subclause 9.6.15.4).
4. For authorised travel for removal of a second vehicle, the member is entitled to the sum of the following amounts. They are worked out as if the shortest practicable route were taken.
  - a. Vehicle allowance at the rate worked out under clause 9.6.24. This does not include any increase under clause 9.6.25. The member is not entitled to the increased rate for passengers for travel on removal in a second vehicle.
  - b. If the vehicle is transported for part of the journey: the cost of transporting the vehicle and any caravan or trailer being towed with the vehicle.
5. The entitlement under subclause 4 is limited to the cost of transporting the vehicle for the whole journey.

#### **9.6.16A Travel before deployment**

1. This clause applies to a member who meets all the following conditions.
  - a. The member is a member without dependants or a member with dependants (unaccompanied).
  - b. The member is deployed for six months or longer.
  - c. The member is entitled to storage of a car and towable item at Commonwealth expense.
  - d. The member chooses instead to store their car and towable item somewhere other than a commercial storage facility.

**Exception:** Storage on the base.

**Example:** Storage at a friend's home.
2. The member may be paid the lesser of the following amounts.
  - a. Vehicle allowance calculated in accordance with clause 9.6.24, for the journey from the member's accommodation to the place the vehicle is stored.

**See:** Division 5 clause 9.6.24, Amount of allowance and calculation of distance
  - b. The cost of storing the vehicle for the length of the deployment, in a commercial storage facility for vehicles that has been approved by Defence Housing Australia.

## Division 4: Authorised travel on other journeys

### 9.6.17 Purpose

This Division sets out a member's entitlements when they travel by private vehicle in any of these circumstances.

- a. During a public transport stoppage.
- b. On recall to their normal place of duty outside their normal working hours.
- c. For recreation leave travel to a specified destination.
- d. For travel on their marriage or ADF recognition of their interdependent partnership.

### 9.6.18 Public transport stoppages

1. During a public transport stoppage, a member may travel in a private vehicle between their normal place of residence and their normal place of duty. The travel is taken to be authorised if both of these criteria are met.
  - a. The member does not normally use a private vehicle for the travel.
  - b. Other means of public transport are either:
    - i. not available in the area they live in, or
    - ii. available in the area they live in, but it is impractical to use them.
2. The vehicle allowance would include the increased rate under [Division 5](#) clause 9.6.25 for any other members who travel in the vehicle.

### 9.6.19 Recall outside normal working hours

1. If a member is recalled to their normal place of duty outside their normal working hours, their travel in a private vehicle may be authorised by the CDF if they meet either of these conditions.
  - a. They are on continuous full-time service.
  - b. They are on Reserve service. They travel on a day when they are entitled to attendance allowance for a separate journey to their normal place of duty.
2. This subclause applies to a member who meets both of these criteria.
  - a. The member is on continuous full-time service.
  - b. Due to a recall the member does not need to make their usual journey to or from duty.

The member's entitlement under subclause 1 must be reduced by the amount that the usual travel would have cost.

**Example:** Vehicle allowance could be reduced by the member's usual public transport fare.

### 9.6.20 Recreation leave travel by private vehicle

If a member has been granted travel on leave to an approved destination, their travel in a private vehicle to or from that destination may be authorised. Travel costs for accommodation, meals and incidentals are not payable.

### 9.6.21 Marriage or ADF recognition of interdependent partnership

1. Chapter 9 Part 3 Division 1 provides for a travel entitlement for a member's new spouse or interdependent partner, on the member's marriage or ADF recognition of interdependent partnership, in some circumstances.
2. The member's spouse or interdependent partner may be authorised to undertake this travel in a private vehicle.
3. The member is then entitled to vehicle allowance for the spouse or interdependent partner's travel. All these rules must be observed.
  - a. There is no entitlement to an additional amount of allowance for transporting the member as a passenger. Other passengers may attract the passenger component of vehicle allowance, if they are entitled to travel at Commonwealth expense.

**Example:** The spouse's or interdependent partner's child.

- b. The amount of vehicle allowance paid must not be more than the cost of the spouse's or interdependent partner's travel by the most economical means.

**See:** Chapter 9 Part 1, Basic travel entitlements

- c. There is no entitlement to additional costs.

### 9.6.22 Entitlement

For authorised travel on journeys described in this Division, a member is entitled to the sum of these amounts.

- a. Vehicle allowance at the rate worked out under [Division 5](#) clause 9.6.24.
- b. Unless this Division specifically prevents it:
  - i. any increase to the allowance that applies under [Division 5](#) clause 9.6.25, and
  - ii. additional costs.

# Division 5: Vehicle allowance amounts and limits

## 9.6.23 Purpose

This Division sets out how vehicle allowance is worked out. It also shows how it can be increased and the limits to the amount that will be paid.

## 9.6.24 Amount of allowance and calculation of distance

1. The amount of vehicle allowance is worked out using this formula.

$$\frac{\text{Road distance (km)} \times \text{rate (cents per km)}}{100}$$

where:

- a. the road distance is the number of whole kilometres in the shortest route it is reasonable to take.
- b. the rate is based on the capacity of the engine, as set out in this table.
- c. dividing by 100 gives the resulting amount in dollars.

Item	If the vehicle's engine capacity is...		then the rate per km is...
	<i>Non-rotary engine</i>	<i>Rotary engine</i>	
1.	more than 2600cc	more than 1300cc	72 cents
2.	1601cc – 2600cc	801cc – 1300cc	71 cents
3.	1600cc or less	800cc or less	59 cents

2. The CDF may determine that vehicle allowance can be paid for a longer road distance than the one worked out under subclause 1. The CDF must be satisfied that the shortest route was not reasonable for the travel.

**Example:** The shortest route is closed by flooding. This forces the member to take a longer route.

## 9.6.25 Increased rate for passengers, equipment etc

1. The rate of allowance for a vehicle under clause 9.6.24 is increased by 0.81 of a cent per km for a member who meets any of these criteria.
  - a. They carry a passenger who would otherwise travel at Commonwealth expense.
  - b. They carry equipment, tools or materials that the Commonwealth owns or has hired. The cargo must weigh at least 100 kg.
  - c. They tow a caravan or a trailer that the Commonwealth owns or has hired.
2. The amount paid for carrying passengers must not be more than the Commonwealth would have paid for their travel by the most economical means.

### 9.6.26 Additional vehicle allowance

1. The CDF may approve an additional amount of vehicle allowance. The CDF must be satisfied that a member pays reasonable costs above the amount they are entitled to.
2. Costs arising out of non-standard vehicle modifications will not be reimbursed under this clause.
3. The member must provide the CDF with written relevant information to support a claim for an additional amount. The information must be about the running costs of the vehicle over 12 months or as close as reasonably practical to that period. This table sets out the kind of information that may be relevant to a claim.

Item	Information that may be relevant
1.	Vehicle make, model, year, engine capacity, automatic or manual transmission.
2.	The period over which the claim is made.
3.	Estimated distance travelled on duty and private business.
4.	The total amount of vehicle allowance received over the nominated period.
5.	Vehicle usage – for example, is it used regularly or intermittently? is it used in city conditions or away from sealed roads?
6.	Depreciation. This is worked out by: <ol style="list-style-type: none"> <li>a. establishing a vehicle's market value at the beginning of a nominated period, then</li> <li>b. deducting from that amount the vehicle's market value at the end of that period.</li> </ol>
7.	Interest – the amount paid over the nominated period on a loan taken out to buy the vehicle.
8.	Comprehensive insurance. This includes the amount of premium paid, stamp duty, no-claim bonuses and any payment for removal of excess.
9.	Third party insurance, registration, driver's licence and motoring organisation subscription. Fees associated with each of these costs must be provided.
10.	Petrol – grade used, total expenditure over nominated period, prices generally paid.
11.	Repairs and maintenance. This includes both of the following. <ol style="list-style-type: none"> <li>a. Preventive or corrective maintenance, such as regular grease and oil changes, and replacement of oil filters, air cleaners, spark plugs and battery.</li> <li>b. Repairs and maintenance arising out of normal wear and tear, for example, replacement of brake pads or shoes, or a muffler.</li> </ol>
12.	Relevant costs associated with damage caused by accident, adverse road conditions, etc. The member should give details of both of the following. <ol style="list-style-type: none"> <li>a. Circumstances leading to damage.</li> <li>b. Details of any settlement arising out of a claim against a comprehensive insurance policy or other party.</li> </ol>
13.	Tyres – brand, type and size specifications. Wear and tear should be worked out using the formula below. $\frac{\text{Distance travelled on duty in nominated period}}{\text{Actual or expected tyre life (in kilometres)}} \times \text{Original tyre price (whole dollars)}$

### 9.6.27 Limit to entitlement

A member who is authorised to travel by private vehicle may also be entitled to travel costs. In this case, there is a limit to their total entitlement. The maximum amount they are entitled to is the lesser of a. and b.

- a. The sum of these two amounts.
  - i. The vehicle allowance the member would get for the journey.
  - ii. Travel costs under [Part 5](#) of this Chapter for the actual period of the journey or for the **allowable travel time**, whichever is the lesser.

**See:** Chapter 9 Part 6 [Division 1](#) clause 9.6.7, Definition of *allowable travel time*

- b. The sum of these three amounts the Commonwealth would have paid if the member had travelled by the most economical means.
  - i. The costs of the fares of the member and any dependants or other passengers who would otherwise travel at public expense.
  - ii. Travel costs as worked out under the following table.

Item	For a member...	travel costs are paid...
1.	who meets both the following requirements: a. Their accommodation is supplied by Lido. b. Their accommodation is at a location listed in Annex 9.5.B.	in accordance with Annex 9.5.B.  <b>See:</b> Annex 9.5.B, Amounts for accommodation, meals and incidentals for travel card – accommodation supplied through Lido at selected locations
2.	who does not meet the requirements of item 1	in accordance with Annex 9.5.A.  <b>See:</b> Annex 9.5.A, Amounts for accommodation, meals and incidentals for travelling allowance and travel card

- iii. Any other charge to do with the journey.

## Part 7: Aircraft allowance

### 9.7.1 Purpose

1. Aircraft allowance assists a member with reasonable costs when the CDF authorises them to travel by flying a private aircraft in any of these circumstances.
  - a. On temporary duty.
  - b. On posting or termination of service.
  - c. On recreation leave or recall from recreation leave.
2. The provisions authorising aircraft allowance are based on those in [Part 6](#) of this Chapter authorising vehicle allowance. The criteria in clause 9.6.7 apply.

### 9.7.2 Member this Part applies to

1. This Part applies to a member who undertakes authorised travel by flying a private aircraft. This includes a member on Reserve service.
2. To be eligible for aircraft allowance, a member must meet both of these criteria.
  - a. They must hold an appropriate pilot's licence in force under the [Air Navigation Act 1920](#) and the [Air Navigation Regulations 1947](#).
  - b. They must comply with both of the following.
    - i. The [Air Navigation Regulations 1947](#).
    - ii. Any requirements of the Department of Transport and Regional Services and the Civil Aviation Safety Authority.

### 9.7.3 When this Part does not apply

This Part does not apply to either of the following.

- a. Travel for which a member is entitled to attendance allowance.
- b. The hire by the ADF of a light aircraft without pilot.

### 9.7.4 Definitions

This table defines terms used in this Part.

Term	Definition in this Part
Authorised	Authorised for allowance under this Part by the CDF.
Private aircraft	An aircraft that is registered in Australia and that the member is licensed to fly.

### 9.7.5 Authorised travel by private aircraft

1. A member's travel by flying a private aircraft may be authorised in the same way as travel by a private vehicle is authorised under [Part 6](#) of this Chapter. The same circumstances and conditions apply.

2. For subclause 1 above, both of these conditions must apply.
  - a. A private aircraft is the same as a private vehicle in relation to 'greater efficiency' under clause 9.6.7 item 4.
  - b. Aircraft allowance is the same as vehicle allowance in relation to 'a saving to the Commonwealth' under subclause 9.6.7 item 6.

**Note:** Decisions are made in the same way as they are for deciding vehicle allowance. They may rely on the decision-maker being satisfied that the member's personal interests would be harmed if they used the normal means of travel. See clause 9.6.7 item 4c.

**See:** Part 6 [Division 1](#) clause 9.6.7, Definitions.

### 9.7.6 Entitlement

1. This clause applies to a member authorised to travel by flying a private aircraft instead of travelling at Commonwealth expense by the normal means of travel.
2. Subject to clause 9.7.8, the member has all of these entitlements for the travel.
  - a. The allowance worked out under clause 9.7.7.
  - b. Travel costs under Part 5 of this Chapter that they would otherwise be entitled to.
  - c. Any unavoidable costs or charges they pay for the use of the aircraft. To qualify, they must be entitled to be reimbursed additional costs under Part 6 for use of a private vehicle in the same circumstances.

**See:** Part 6 [Division 1](#) clause 9.6.7 item 1.

### 9.7.7 Amount of allowance

The amount of allowance is worked out using this formula.

$$\frac{\text{distance} \quad \times \quad \text{hourly cost}}{\text{cruising speed}}$$

Term	Definition	
Distance	The distance must take into account these factors. <ol style="list-style-type: none"> <li>a. It must be measured in nautical miles.</li> <li>b. It must be based on the straight-line ground distance between the airfield where the travel begins and the airfield where the travel ends.</li> <li>c. It may be adjusted, to take into account necessary fuel stops, and to be consistent with safe air navigation.</li> </ol>	
Cruising speed	The cruising speed of the aircraft in nautical miles an hour.	
Hourly cost	<b>If...</b>	<b>the hourly cost is...</b>
	the member owns the aircraft	the hourly cost of operating the aircraft.  This is based on budgeting figures for the aircraft, taking all these factors into account. <ol style="list-style-type: none"> <li>a. The aircraft type, model and engine capacity.</li> <li>b. The yearly cost of operating the aircraft.</li> <li>c. The average yearly flying time of the aircraft.</li> </ol>
	the member hires the aircraft	the hourly hire charge for the aircraft.

### 9.7.8 Limit to entitlement

The member's total entitlement for the travel must not be more than the sum of these two amounts.

- a. Fares and travel costs under [Part 5](#) of this Chapter, worked out as if they were travelling by the normal means of travel. This includes entitlement for any passenger they are authorised to carry and who would otherwise travel at Commonwealth expense.
- b. Any other relevant charge. This includes the cost of transporting any goods owned or hired by the Commonwealth that they are authorised to carry.

### 9.7.9 Insurance

1. A member must provide the CDF with written evidence that the aircraft is insured before the CDF can authorise the travel. The aircraft must be covered by both comprehensive and third party insurance.
2. If a private aircraft is authorised for use on duty, the Commonwealth will not accept responsibility for any financial liability or loss arising from an accident it is involved in.

**Note:** Some insurance companies may classify the aircraft as a business aircraft and require an additional premium. It is the member's personal responsibility to find out about their company's practice and arrange appropriate insurance.

3. If the Commonwealth is found liable for damage from an accident involving the aircraft, it may claim against the member to recover any damages awarded against it.