

Chapter 2 Short-term duty overseas

Part 1 General

2.1.1 Employee this Chapter applies to

- (1) This Chapter applies to an employee who performs short-term duty overseas.
- (2) Part 2 also applies to an employee during travel on duty to, from or during a long-term posting or other service to which Part 1 of Chapter 5 applies.

Part 2 Overseas travelling allowance

2.2.1 Purpose

The purpose of this Part is to assist in meeting the reasonable cost of meals and incidental expenses, incurred by an employee travelling on short-term duty.

Note: The allowance is in addition to any official charges that may be incurred for accommodation, travel and conveyance costs.

2.2.2 Travelling allowance in addition to cost of transport

An employee is entitled to travelling allowance in addition to:

- (a) charges for accommodation of a reasonable standard appropriate to the classification of an employee and the nature of the duties performed by the employee; and
- (b) the cost of the employee's transport.

2.2.3 Rate of travelling allowance

If an employee is on short-term duty overnight at a locality, the employee is entitled, for each complete day that the employee spends at the locality, to an amount of travelling allowance equal to the sum of the amounts for meals and incidental costs mentioned for the locality in whichever of Part 1 or 2 of Annex 2.2.A applies to the employee.

2.2.4 Rate for meals on day of arrival or departure

The amount that an employee is entitled to be paid for meals for the day on which the employee arrives at or departs from a locality is the amount that the employee would be entitled to be paid for a complete day multiplied by the percentage rate mentioned:

- (a) if the employee arrives at the locality during a period of the day shown in column 1 of the following table — in column 2 of the table; and
- (b) if the employee departs from the locality during a period of the day shown in column 1 of the table — in column 3 of the table.

Column 1	Column 2	Column 3
Time of arrival or departure	Rate for day of arrival (%)	Rate for day of departure (%)
Before 0700 hours	100	Nil
0700 – 1300 hours	75	25
1301 – 1900 hours	50	50
After 1900 hours	Nil	100

2.2.5 Rate for incidental costs on day of arrival or departure

The amount that an employee is entitled to be paid for incidental costs for the day on which the employee arrives at or departs from a locality is:

- (a) if the employee arrives at the locality before 1200 hours or departs from the locality after 1200 hours on the day — the amount that the employee would be entitled to be paid for a complete day; and
- (b) in any other case — half that amount.

2.2.6 Rate for meals in accommodation with cooking facilities

If an employee is at a locality for five days or longer, and during that period occupies accommodation with facilities and utensils sufficient to allow the employee to prepare a cooked meal, the employee is entitled to two-thirds of the amount for meals that would have applied, but for this clause.

2.2.7 Reduction in travelling allowance if meals provided

If an employee is provided with some meals without cost to the employee during a period for which travelling allowance would, but for this clause, be payable, the employee is not entitled to travelling allowance for the period but is entitled to:

- (a) an amount equal to the costs (if any) incurred by the employee for meals during the period or, if the Secretary is satisfied that the costs are not reasonable in the circumstances, the amount that the Secretary considers reasonable; and
- (b) the amount that the Secretary approves for incidental costs incurred by the employee during the period.

Examples

This clause would apply if breakfast is included in the accommodation tariff, or the employee is provided with a meal at a conference.

2.2.8 Lower rate for incidental costs in certain circumstances

- (1) An employee who:
 - (a) has been on short-term duty at the one locality for a continuous period of 28 days; or
 - (b) is on a long-term posting overseas and is on short-term duty within the country of posting; or
 - (c) is in an overseas country and is recalled to duty by the Secretary to undertake short-term duty in the country,is entitled to a rate for incidental costs equal to half the rate that would, but for this clause, be payable:
 - (d) if paragraph (a) applies to the employee — during the remainder of the short-term duty at the locality; and
 - (e) in any other case — during the short-term duty.
- (2) An absence from the original short-term duty locality for less than seven days does not break the continuity of the period, if the employee was advised that the period of absence was to be for less than seven days.

2.2.9 Excess costs for meals and incidental costs

- (1) If the Secretary is satisfied that the amount of travelling allowance payable to an employee is insufficient to meet costs necessarily incurred by the employee for meals and incidental costs during a journey, the employee is entitled to be reimbursed an amount equal to the difference between those costs and the amount of travelling allowance payable for the entire journey.
- (2) For subclause (1), the Secretary must have regard to:
 - (a) the nature and amount of costs the employee incurs for meals and incidental costs; and
 - (b) the period of the employee's short-term duty; and
 - (c) the nature of the duties undertaken by the employee; and
 - (d) the cost of meals and relevant services at the locality of the short-term duty; and
 - (e) any other factor relevant to the costs incurred by the employee.
- (3) The Secretary may grant the employee a higher rate of travelling allowance if the employee is:
 - (a) entitled to additional responsibility pay or additional responsibility allowance while travelling; or
 - (b) the leader of a delegation visiting an overseas country where it is necessary for the employee to be accommodated in a hotel suite in order to have additional office accommodation; or
 - (c) accompanying a Minister, a Secretary, an SES employee, or a member of the Defence Force with the rank of Brigadier or higher.
- (4) For subclause (3), the Secretary must have regard to:
 - (a) the nature of the employee's duties; and
 - (b) the cost and range of suitable office accommodation at the locality; and
 - (c) the type of accommodation arranged for the Minister or senior personnel and the reasons that the employee is required to be accommodated at the same place.

2.2.10 Travelling allowance if allowance paid by another organisation

The amount of travelling allowance payable to an employee under this Part for a period at a locality must be reduced by the amount of any similar allowance payable to the employee by an organisation other than the Commonwealth for the same period and locality.

2.2.11 Allowance while in hospital

- (1) An employee who is in hospital for a period during short-term duty is entitled, for each day or part of a day in the period, to an allowance at a rate equal to the rate payable for incidental costs within Australia to an employee who is not an SES employee.
- (2) An employee to whom this clause applies is entitled to be reimbursed for any continuing accommodation and related costs necessarily incurred by the employee.

2.2.12 Part-day travelling allowance overseas

- (1) If an employee:
 - (a) is on short-term duty overseas for 10 hours or longer, away from the locality where the employee normally performs duty; and
 - (b) is not entitled to travelling allowance for the absence because the employee is not absent overnight from that locality,the employee is entitled to be paid for the short-term duty an allowance equal to 60 per cent of the amount for meals mentioned for the destination of the travel, in whichever of Part 1 or 2 of Annex 2.2.A applies to the employee.
- (2) The employee is not entitled to incidentals.

2.2.13 Acquittal of travelling allowance

- (1) The Secretary may authorise payment to an employee of an estimate of the correct travelling allowance entitlement in advance of the travel.
- (2) When the employee returns from the travel, the amount advanced is to be acquitted against the travelling allowance that the employee is actually entitled to for the journey, as soon as practicable following their return.
- (3) The exchange rate to be used in the acquittal is:
 - (a) if an employee has exchanged more than 50 per cent of the advance into traveller's cheques — the exchange rate used for each country should be the rate at which the traveller's cheques were purchased; and
 - (b) if an employee:
 - (i) provides a credit card statement as evidence; and
 - (ii) the statement includes items that are legitimate travelling allowance expenses,the exchange rate used for each country should be the average of the exchange rates used for the travelling expenses on the credit card statement; and
 - (c) if neither (a) nor (b) applies, the exchange rate used for the acquittal should be the bank selling rate that applied on the first day of business in each country; and
 - (d) if paragraphs (a) and (b) both apply, the lower of the two exchange rates should be used.

2.2.14 Employee attending Royal College of Defence Studies

An employee who is attending the Royal College of Defence Studies in the United Kingdom is entitled to travelling allowance as if the employee were an SES employee.

Annex 2.2.A Travelling allowance

Part 1 SES employee

Locality	Currency	Meals a day	Incidentals a day
ARGENTINA	ARS	81	23
AUSTRIA	EUR	77	23
BAHRAIN	BHD	25	8
BANGLADESH	BDT	3110	1037
BARBADOS	BBD	221	54
BELGIUM	EUR	77	23
BRAZIL	USD	61	20
BRUNEI	BND	104	35
CAMBODIA	USD	61	20
CANADA	CAD	90	30
CHILE	USD	61	20
CHINA - Hong Kong	HKD	836	203
CHINA - other mainland locality	CNY	672	192
CHINA - elsewhere	TWD	2521	720
COOK ISLANDS	NZD	138	46
CROATIA	HRK	375	141
CYPRUS	CYP	39	13
CZECH REPUBLIC	CZK	1819	682
DENMARK	DKK	671	192
EAST TIMOR	USD	61	20
EGYPT	EGP	243	71
FIJI	FJD	99	37
FINLAND	EUR	77	23
FRANCE	EUR	77	23
FRENCH POLYNESIA	XPF	14192	3452
GERMANY	EUR	67	22
GREECE	EUR	67	22
GUAM	USD	107	26
HUNGARY	HUF	13424	5034
INDIA	INR	2119	795
INDONESIA	IDR	379960	142485
IRAN	IRR	381000	142875
IRELAND	EUR	77	23
ISRAEL	USD	107	26
ITALY	EUR	67	22
JAPAN	JPY	13074	3735
JORDAN	JOD	49	14
KAZAKHSTAN	USD	81	23
KENYA	KES	3471	1302
KIRIBATI	AUD	80	30
KOREA	KRW	118552	28837
KUWAIT	KWD	25	7
LAOS	USD	46	17
LEBANON	USD	81	23
MALAYSIA	MYR	176	66
MALTA	MTL	27	9
MAURITIUS	MUR	1592	531
MEXICO	USD	70	20
MICRONESIA	USD	61	20
MYANMAR	USD	61	20

Part 1 SES employee contd

Locality	Currency	Meals a day	Incidentals a day
NEPAL	NPR	3313	1242
NETHERLANDS	EUR	77	23
NEW CALEDONIA	XPF	9206	2685
NEW ZEALAND	NZD	105	39
NIGERIA	NGN	7373	2150
NORWAY	NOK	725	207
OMAN	OMR	31	9
PAKISTAN	PKR	2542	953
PALAU	USD	107	26
PAPUA NEW GUINEA	PGK	162	54
PHILIPPINES	PHP	2737	912
POLAND	USD	61	20
PORTUGAL	EUR	51	19
RUSSIA	USD	107	26
SAMOA	WST	409	117
SAUDI ARABIA	SAR	228	76
SINGAPORE	SGD	119	35
SOLOMON ISLANDS	SBD	314	105
SOUTH AFRICA	ZAR	322	121
SPAIN	EUR	67	23
SRI LANKA	LKR	3622	1358
SWEDEN	SEK	568	189
SWITZERLAND	CHF	140	40
SYRIA	SYP	3580	1044
THAILAND	THB	1891	709
TONGA	TOP	107	36
TURKEY	USD	70	20
TUVALU	AUD	105	35
UNITED ARAB EMIRATES	AED	369	62
UNITED KINGDOM	GBP	55	16
UNITED STATES OF AMERICA	USD	107	26
- New York City			
UNITED STATES OF AMERICA	USD	81	23
- elsewhere			
VANUATU	VUV	11258	3217
VENEZUELA	USD	81	23
VIETNAM	USD	46	17
ZIMBABWE	ZWD	2360	885
OTHER COUNTRIES	AUD	80	30

Part 2 Other employee

Locality	Currency	Meals a day	Incidentals a day
ARGENTINA	ARS	75	20
AUSTRIA	EUR	71	19
BAHRAIN	BHD	21	6
BANGLADESH	BDT	2666	741
BARBADOS	BBD	203	48
BELGIUM	EUR	71	19
BRAZIL	USD	52	14
BRUNEI	BND	89	25
CAMBODIA	USD	52	14
CANADA	CAD	77	21
CHILE	USD	52	14
CHINA - Hong Kong	HKD	768	181
CHINA - other mainland locality	CNY	624	168
CHINA - elsewhere	TWD	2341	630
COOK ISLANDS	NZD	118	33
CROATIA	HRK	329	94
CYPRUS	CYP	33	9
CZECH REPUBLIC	CZK	1592	455
DENMARK	DKK	623	168
EAST TIMOR	USD	52	14
EGYPT	EGP	223	61
FIJI	FJD	87	25
FINLAND	EUR	71	19
FRANCE	EUR	71	19
FRENCH POLYNESIA	XPF	13042	3069
GERMANY	EUR	58	16
GREECE	EUR	57	16
GUAM	USD	98	23
HUNGARY	HUF	11746	3356
INDIA	INR	1854	530
INDONESIA	IDR	332465	94990
IRAN	IRR	333375	95250
IRELAND	EUR	71	19
ISRAEL	USD	98	23
ITALY	EUR	58	16
JAPAN	JPY	12140	3113
JORDAN	JOD	45	12
KAZAKHSTAN	USD	75	20
KENYA	KES	3037	868
KIRIBATI	AUD	70	20
KOREA	KRW	108939	25633
KUWAIT	KWD	23	6
LAOS	USD	41	12
LEBANON	USD	75	20
MALAYSIA	MYR	154	44
MALTA	MTL	23	6
MAURITIUS	MUR	1364	379
MEXICO	USD	64	17
MICRONESIA	USD	52	14
MYANMAR	USD	52	14

Part 2 Other employee contd

Locality	Currency	Meals a day	Incidentals a day
NEPAL	NPR	2899	828
NETHERLANDS	EUR	71	20
NEW CALEDONIA	XPF	8439	2301
NEW ZEALAND	NZD	92	26
NIGERIA	NGN	6758	1843
NORWAY	NOK	673	181
OMAN	OMR	29	8
PAKISTAN	PKR	2224	635
PALAU	USD	98	23
PAPUA NEW GUINEA	PGK	139	39
PHILIPPINES	PHP	2346	652
POLAND	USD	52	14
PORTUGAL	EUR	45	13
RUSSIA	USD	98	23
SAMOA	WST	380	97
SAUDI ARABIA	SAR	196	54
SINGAPORE	SGD	109	30
SOLOMON ISLANDS	SBD	269	75
SOUTH AFRICA	ZAR	282	81
SPAIN	EUR	58	16
SRI LANKA	LKR	3169	905
SWEDEN	SEK	487	135
SWITZERLAND	CHF	130	35
SYRIA	SYP	3281	895
THAILAND	THB	1654	473
TONGA	TOP	92	25
TURKEY	USD	64	17
TUVALU	AUD	90	25
UNITED ARAB EMIRATES	AED	266	62
UNITED KINGDOM	GBP	51	14
UNITED STATES OF AMERICA	USD	98	23
- New York City			
UNITED STATES OF AMERICA	USD	75	20
- elsewhere			
VANUATU	VUV	10454	2815
VENEZUELA	USD	75	20
VIETNAM	USD	41	12
ZIMBABWE	ZWD	2065	590
OTHER COUNTRIES	AUD	70	20

Part 3 Miscellaneous travel entitlements

2.3.1 Spouse-accompanied travel

- (1) If an employee is authorised to travel on short-term duty, the Secretary may, for the purpose of enabling the employee's spouse to accompany the employee during the travel, authorise payment to the employee, for travel by the spouse to accompany the employee, of:
 - (a) the cost of transport for the spouse to accompany the employee by the same mode and class of travel as the employee; and
 - (b) the reasonable additional cost of accommodation associated with the travel.
- (2) For subclause (1), the Secretary must have regard to:
 - (a) the classification of the employee; and
 - (b) the period of service (if any) of the employee as an SES employee; and
 - (c) the purpose and extent of travel overseas on duty by the employee unaccompanied by the employee's spouse, and the period during which the travel occurred; and
 - (d) the period (if any) since the employee's spouse last accompanied the employee at Commonwealth expense during travel overseas on duty by the employee; and
 - (e) the duration of the proposed travel and the nature of the localities to be visited; and
 - (f) the official duties that the employee will be required to perform during the travel, including any representational responsibilities.
- (3) An employee is not entitled to be paid under this clause for the cost of any transport other than that mentioned in paragraph (1) (a).
- (4) This clause does not apply to the spouse of an employee travelling to the employee's posting locality.

Note: There is no automatic entitlement for employees to be accompanied by a spouse at Commonwealth expense while on short-term duty (sometimes called 'spouse-accompanied travel').

2.3.2 Medical or dental treatment during short-term duty

- (1) If an employee becomes ill during short-term duty, the Commonwealth must pay the cost of any necessary medical or hospital treatment of the illness.
- (2) If an employee on short-term duty obtains essential emergency dental treatment, the employee is entitled to be reimbursed an amount equal to the amount by which the cost exceeds the cost of treatment in Australia that is the same as or, if the treatment is not available in Australia, similar to the treatment.
- (3) An employee to whom this clause applies is taken to be on duty during any period of short-term duty during which the employee is unable, on account of illness, to perform duty.

2.3.3 Insurance of personal effects

If the Commonwealth does not provide or arrange insurance against loss or damage of the personal effects carried by an employee on short-term duty, the employee is entitled to be reimbursed for the lesser of:

- (a) the premium paid by the employee to insure the personal effects; and
- (b) the premium that would be payable to insure the personal effects for AUD 3,000.

2.3.4 Equipment allowance

- (1) The purpose of the basic element of equipment allowance is to assist with the costs for travel equipment and other necessary items, and recompense for the extra wear and tear on an employee's possessions, incurred as a consequence of travelling from Australia to an overseas locality on short-term duty.
- (2) An employee who travels on short-term duty is entitled to equipment allowance of:
 - (a) for travel to New Zealand — AUD 115; and
 - (b) for any other travel — AUD 225.
- (3) An employee is entitled to equipment allowance once in any three-year period.
- (4) An employee who is on a long-term posting is not entitled to equipment allowance under this clause.
- (5) If an employee is paid an amount of equipment allowance and subsequently does not travel overseas on the short-term duty, the total amount is to be repaid to the Commonwealth, unless the Secretary is satisfied that the employee is unable to recover the cost of any items purchased for the travel.

2.3.5 Additional equipment allowance

- (1) The purpose of additional equipment allowance is to assist with the costs of purchasing special clothing requirements if climatic conditions at the locality to be visited are shown to be different to those prevailing at the employee's headquarters.
- (2) If the Secretary is satisfied that the amount of equipment allowance to which an employee travelling on short-term duty is entitled under clause 2.3.4 is insufficient to meet the reasonable needs of the employee for clothing to undertake the travel, the employee is entitled to additional equipment allowance.
- (3) For subclause (2), the Secretary must have regard to:
 - (a) the climatic conditions at the destination in comparison with the employee's headquarters; and
 - (b) the duration of the proposed travel, the means of travel and the climatic conditions likely to be encountered at the localities that the employee is to visit; and
 - (c) the duties that the employee will be required to perform during the travel; and
 - (d) the extent to which the employee is supplied by the Commonwealth with clothing to use during the travel; and
 - (e) the degree to which the wear and tear on the employee's clothing as a result of the travel is likely to exceed ordinary wear and tear; and
 - (f) any amount that the employee was entitled to be paid by the Commonwealth for the purchase of clothing for previous travel on duty within Australia or overseas.

- (4) The amount of additional equipment allowance payable under subclause (2) in any three-year period in recognition of the clothing needs of an employee for travel to a tropical region, a cold region or another climatic region must not be more than AUD 205 for each region.
- (5) If the Secretary is satisfied that an employee who travels on short-term duty to a locality is likely to encounter winter climatic conditions which are so extremely cold that the amounts of equipment allowance to which the employee is entitled under clause 2.3.4 and subclause (2) are insufficient to meet the essential clothing needs of the employee for travel to the locality, the employee is entitled to additional equipment allowance of not more than AUD 205 in any three-year period.
- (6) The Secretary may consider the following climatic regions suitable for the purposes of additional equipment allowance:
 - (a) tropical region — if the locality to be visited is tropical in comparison to the climatic conditions prevailing at an employee's headquarters.
Example
Duty in Singapore from Melbourne may qualify for this element. However, duty in Papua New Guinea from Cairns would not qualify as both localities have tropical climates;
 - (b) cold region — if the locality to be visited is cold in comparison with the employee's headquarters.
Example
Duty in the United Kingdom from Melbourne in January may qualify for this element as these localities have different climates at this time of the year;
 - (c) extreme cold region — if the locality to be visited has extreme winter climatic conditions and it is considered that the element for a cold region is insufficient to meet the essential clothing needs for duty in that locality.
Example
Duty in Moscow or certain localities in Canada during winter from Sydney.
 - (d) another climatic region — if an employee travels to an overseas locality which has significantly different climatic conditions to the employee's headquarters, but the conditions are not considered tropical or cold under paragraph (a), (b) or (c).
- (7) Unlike the basic element of equipment allowance, additional equipment allowance may be paid to an employee on long-term posting overseas who is required to undertake short-term duty at another overseas locality.

2.3.6 Equipment allowance not payable

Equipment allowance is not payable to an employee for travelling on short-term duty to Australia from an overseas locality where the employee is on a long-term posting.

2.3.7 Funeral costs overseas

- (1) If an employee or a dependant accompanying the employee dies overseas, the Commonwealth must either:
 - (a) pay the cost of returning the employee's or dependant's body to Australia if so desired by the next of kin; or
 - (b) reimburse to the legal personal representative an amount, not more than the cost otherwise payable under paragraph (a), equal to the amount by which the cost incurred for the employee's or dependant's funeral at the locality is greater than the reasonable cost that would have been incurred in Australia.

- (2) For paragraph (1) (b), the cost of an employee's or dependant's funeral at an overseas locality is taken:
 - (a) to be reduced by the amount (if any) provided by the Commonwealth for the funeral otherwise than under this clause; and
 - (b) if the employee's or dependant's body is cremated at the locality — to include the cost of returning the employee's or dependant's remains to Australia.

Part 4 Allowances, removal and travel entitlements – employees engaged overseas for service in Australia

2.4.1 Removal and travel

- (1) An employee engaged outside Australia for service in Australia may be provided with entitlements as follows, in relation to costs incurred in the course of, or incidental to, the employee's removal to Australia:
 - (a) air travel (including rest periods) at Commonwealth expense for the employee, and any dependants; and
 - (b) removal of a reasonable amount of personal effects and household items (excluding furniture) to the locality in which the employee will serve in Australia; and
 - (c) travelling allowance, including accommodation costs for authorised rest periods, for the period of travel en route to Australia; and
 - (d) reasonable accommodation costs if it is necessary to spend a night in temporary accommodation before embarkation and on arrival in Australia; and
 - (e) temporary accommodation allowance at the locality of initial posting in Australia; and
 - (f) reimbursement of any medical or migration processing fees.
- (2) The baggage entitlements and method of transport are specified in Part 2 of Chapter 3.

