

Parliamentary Counsel's Office

Travel and Transport Policy

May 2023

Approved by Parliamentary Counsel, Annette O'Callaghan



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Policy Owner / Contact

Corporate Services

Review Record

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1. Overview

This policy outlines the mandatory requirements for requesting, booking and paying for travel and transport required to undertake official business.

All official travel must be undertaken in accordance with the *NSW Government Travel and Transport Policy*.

2. Definitions

Employee means PCO ongoing, temporary and casual employees, and contractors who carry out work for PCO.

Senior manager refers to the approving manager for employees within respective teams. For drafters, this is the relevant Deputy Parliamentary Counsel; for employees in Legislation Editing and Access (LEA), this is the Director, LEA (Operations); For the Information and Communications Team (ICT), this is the Director LEA (ICT); and for Corporate Services, this is the Director, Corporate Services.

3. Roles and responsibilities

Role	Key responsibility
Parliamentary Counsel	Approves all travel outside of the Sydney metropolitan area by PCO employees.
Senior Manager	Approves travel within Sydney metropolitan area by PCO employees.
Corporate Services	Maintains cab-charge vouchers for use by PCO employees. Books all flights and accommodation for PCO employees.

4. Policy

4.1 Travel within Sydney

If an employee has a requirement to undertake travel within the Sydney metropolitan area for official purposes, PCO will meet the costs of transport fares incurred by the employee. This includes trips between the PCO office and an employee's ordinary place of residence after 7pm on a normal workday. Employees should use public transport for official travel within the Sydney metropolitan area if it is safe and reasonable to do so.

All travel within the Sydney metropolitan area must be approved in advance by the employee's senior manager.

4.2 Taxis and rideshare

Corporate cab-charge vouchers are available from the Corporate Services Team for taxi services. To utilise car share vehicles such as Uber, employees must set up a business account, which is limited to employees who have a PCO issued corporate card (PCard).

4.3 Private cars and hire cars

PCO employees are not expected to require the use of private or hire cars to undertake official duties. Prior to the use of a private or hire car for official purposes, the employee should discuss the requirement with the Director, Corporate Services.

4.4 Domestic and international travel

If an employee has a requirement to undertake travel outside of the Sydney metropolitan area for official purposes, the itinerary and estimated costs of travel must be approved by the Parliamentary Counsel prior to any bookings being made. This includes any variations in travel arrangements that significantly affect the cost of the journey.

When travel is approved, the Corporate Services Team will book flights and accommodation through the FCM system on behalf of the employee. Loyalty program details cannot be entered into bookings made through the FCM system but can be done by employees once bookings are confirmed.

Flight bookings must utilise the lowest practical airfare. For domestic travel, this is generally the cheapest available fare within 30 minutes of the nominated flight times. For international travel, this is generally the cheapest available fare within 4 hours of the nominated flight times.

Official domestic travel undertaken by the Parliamentary Counsel will be self-approved in consultation with the Director, Corporate Services. However, all official international travel (including to New Zealand) undertaken by the Parliamentary Counsel must be approved by the Secretary of the Department of Premier and Cabinet (DPC).

4.5 Reimbursement of travel costs

Reimbursement for approved expenses (meals etc) can be claimed by lodging a claim in Expense8. Receipts must be provided for all reimbursements. Alcohol is not to be claimed or reimbursed.

4.6 Insurance

The Treasury Managed Fund provides protection to NSW government agencies and employees against the insurable exposures and losses. It includes overseas travel.

5. Contacts and further Information

These guidelines supplement the [NSW Government Travel and Transport Policy](#).

Travel allowances for 2021-22 and 2022-23 are outlined in the DPC Circular 2022-08 (<https://info.buy.nsw.gov.au/policy-library/circulars/meal-travelling-and-other-allowances>).

[Delegation](#) to approve official overseas travel.

For further information contact the Corporate Services Team.