



# Canberra Health Services

## Procedure

### Applying for Training, Education and Study Leave (TESL) and Medical Education Expenses (MEE) for Staff Specialists

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## Purpose

The purpose of this document is to outline the procedures governing Training, Education and Study Leave (TESL) and Medical Education Expenses (MEE) funding access for Staff Specialists within Canberra Health Services (CHS) and ACT Health Directorate (AHD).

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## Scope

This document applies to Staff Specialists employed by Canberra Health Services and the ACT Health Directorate who are eligible for Medical Education Expenses allowance as per the ACT Public Service Medical Practitioners Enterprise Agreement.

This procedure only applies in conjunction with TESL.

This document provides the guidelines for the application and reimbursement of Staff Specialists and Medical Education Expenses.

Career Medical Officers (CMOs) should follow the same application process to access their Conference Leave, however any additional funding above their Conference Leave amount would be considered by the Private Practice Fund.

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## Section 1 – Eligibility

The ACT Public Sector Medical Practitioners Enterprise Agreement (EA) provides TESL for the purpose of undertaking training and educational activities. It encompasses leave to attend short courses and seminars, as well as sabbatical leave. MEE is available in conjunction with TESL or with approved continuing professional development activities.

### 1.1 TESL Allocation

TESL is only applicable to Staff Specialists and Senior Staff Specialists in accordance with the EA.

Please note: see section 103.8 for information on eligibility for temporary employees.

### 1.2 MEE Allocation

MEE is only applicable to eligible Staff Specialists and Senior Staff Specialists, refer to the ACT Public Sector Medical Practitioners Enterprise Agreement.

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MEE is allocated annually on 1 July. Staff who commence part-way through the year will receive a pro-rata allocation from the date of commencement up to 30 June of that financial year.

The organisation will ensure accurate records are maintained and made available to Staff Specialists, upon request, regarding such funding balances.

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## Section 2 – Application Process

The following is required to apply for TESL/MEE:

1. Submission of the completed TESL/MEE application form ([Attachment A](#)) including the proposed study program (currently page 2 of the application form). This is a record of events for each day the Staff Specialist is on TESL (including dates of other leave if being taken in conjunction with TESL). It must include the following:
  - a. The date and approximate time when the activity will commence
  - b. The location of the activity, and
  - c. The nature of the activity.
2. An approved leave form – signed by the applicant and their immediate supervisor.
3. An approved travel form – signed by the applicant and their immediate supervisor.
4. A printout from Capabiliti (or equivalent system) showing mandatory training is up to date and/or evidence that the mandatory training will be up to date at the time of the leave.

Applications must be submitted before the TESL period commences. See flowchart ([Attachment B](#)).

Ideally, applications for international travel should be submitted at least 6 weeks in advance, in order to allow for sufficient processing time.

Please note: If more than 6 weeks of TESL activities are being taken at one time then 6 months notice is required.

TESL, travel, and expenditure must be approved in advance by the relevant delegate. Applications for use of MEE will be considered by the MEE delegate and General Fund delegate at regular intervals (to be determined by the delegates).

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## Section 3 – Acceptable Use

### 3.1 TESL

#### 3.1.1 Activities

TESL is used for the purpose of undertaking training and educational activities. It encompasses leave to attend:

- Conferences including Annual Scientific Meetings
- Short courses, seminars and workshops
- Sabbatical leave
- Examinations
- College testing, in a supervisory role
- Approved site visits: visits to a hospital, university or other relevant facility may be undertaken on TESL. Where a site visit is proposed for TESL approval, it is to be included in the proposed study program and full details of the proposed site visit must be included at the time of application, including:
  - Statement summarising the relevance of the site visit to both the Staff Specialist and the Organisation, and
  - A letter from the site being visited confirming the dates, times and purpose of the visit.
- Clinical Supervision
- TESL can be granted for home-based study, including online courses and programs.

NOTE: Allowances (including per diem) are not paid for home based TESL.

#### 3.1.2 Timing

- The minimum period of TESL that can be taken is 1 hour.

TESL is debited when:

- Leave is granted to attend a conference, training or educational activity, as outlined above.
- TESL day(s) will not be debited on day(s) that the Staff Specialist would usually work if they can perform their usual duties on those day/s, i.e. if it is usually a full day's work and the Staff Specialist works the full day and commences their TESL activity after work, then no TESL will be deducted from that day.

*Example:* A Staff Specialist works a normal, full day at work and elects to travel to a TESL activity in another city that is due to begin by 9am the following morning. In this instance the Staff Specialist is electing to travel in the evening and stay overnight at the conference destination prior to the conference beginning early the next day. Accommodation and MEE expenses will be paid for that day but a TESL day shall NOT be deducted, as a full day's work has been completed.

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- Part time Staff Specialists whilst on TESL will only be paid for those days they would usually work but are entitled to MEE payments while on TESL for days when they would not usually work.

*Example:* A Part time Staff Specialist works Monday to Wednesday; the conference is Monday to Friday. The Staff Specialist has 3 days TESL deducted but has funding provided for the 5 days expenses.

### **Domestic Activities**

There are no rest, preparation or report writing days for domestic TESL related activities.

### **International Activities**

Where there are more than 8 hours flying time, a Staff Specialist can apply for TESL for a rest day and a preparation day prior to the TESL activity and a report writing day on the day following the TESL activity. The days are consecutive days regardless of weekends. Rest and preparation days at the commencement of the TESL activity are to be taken at the TESL activity destination. These days can be taken midway through the travel at the expense of the Staff Specialist.

The Staff Specialist is not obliged to take any or all of the travel, rest, preparation or report writing days as noted above.

The Staff Specialists can negotiate with their clinical manager on the date of return to normal working pattern, i.e. they can request to use TESL for a rest day following their return to Canberra.

Staff Specialists are expected to travel by the most direct and least time-consuming method unless there are good reasons to do otherwise (e.g. safety; significant cost benefits). The day of departure and the day of return will generally be deducted as TESL days unless the Staff Specialist does not apply for leave on those days and travelling time allows for a full day's work for that Staff Specialist's normal hours.

Reasonable travel time does not generally include "stopovers" or other journey interruptions.

*Example:* The Staff Specialist wishes to take their rest day at a location other than the destination of the TESL activity, then no payment (per diem or otherwise) will be payable for this period. The specialist is not entitled to a second rest day when arriving at the final TESL activity destination.

Travel time should be actual travel time. If the travel is broken by stopover(s) for private non- TESL purposes, which are on the normal flight path, then non- TESL days will need to be taken for such stopover periods and this may result in a co-contribution being required for flight costs.

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The following is an example of the maximum time that could be taken as TESL.

Day	Arrival at Final Destination prior to 11am
1	Leave Australia
2	Arrive at final destination prior to 11am - also rest day
3	Conference prep day (includes evening welcome and registration).
4	Conference starts / first day of workshops/
5	Conference continues
6	Conference ends
7	Report writing day
8	Leave for travel back to Australia /arrive Canberra
9	Arrive Canberra (if required)

Day	Arrival at Final Destination after 11am
1	Leave Australia
2	Arrive at final destination after 11am
3	Rest day
4	Conference prep day (includes evening welcome and registration).
5	Conference starts / first day of workshops/
6	Conference continues
7	Conference ends
8	Report writing day
9	Leave for travel back to Australia/ Arrive Canberra
10	Arrive Canberra (if required)

Note: travel times vary depending on international destination.

If the Specialist is attending multiple conferences in the one trip, a preparation day is available as a TESL day on the day directly prior to the subsequent TESL activity commencing.

### 3.1.3 Reports

- A Staff Specialist must submit a report to the MEE/PPF administration team following the completion of any TESL activity.
- Where an international conference is involved, the staff specialist may be granted an additional day of TESL to prepare the report. Such leave is subject to application and approval in advance. (See [Attachment C](#) – FAQ’s for examples).
- The report must be submitted within 6 months after the date of return from the TESL activity.
- If a report writing day has been taken, the report must be submitted within 3 months after the date of return from the TESL activity
- The report must be submitted and accepted before associated reimbursement claims will be processed or per diems paid
- Report writing guidelines are in [Attachment D](#)
- A report writing day cannot be taken for domestic conferences



- The reports received will be tabled at the following committee meeting. Should the committee find the report is insufficient the applicant will be requested to revise and resubmit.

**3.2 MEE**

Staff Specialists have an entitlement to MEE, but **must** submit an application for approval in advance of the TESL activity in order to access their funds.

For any eligible TESL activity, a Staff Specialist may elect reimbursement for any or all of the items listed below.

Note: If insufficient funds are available to meet the approved level of reimbursement then the Staff Specialist shall receive reimbursement up to the amount of funds remaining in their entitlement.

The following items are eligible for reimbursement from MEE funds:

- Conference registration or course fees
- Travel to TESL activity – Flights, bus or rail tickets or car allowance (where your personal vehicle is driven to the activity destination)
- Official incidentals – taxis to and from home to Canberra airport/Destination airport to either conference venue or hotel on arrival / departure
- Post-graduate course fees for courses that are relevant to the staff specialist’s area of specialty
- Clinical Supervision fees
- Course/conference extras such as DVDs / digital media of concurrent seminars for personal use
- Accommodation (up to the notified amount)
- Reasonable meals; breakfast, lunch and dinner only (up to the notified rates)
- Incidentals
- Visas and special documentation requirements for foreign countries
- Car hire, where this is the most cost and time effective means of travel to the TESL location (Fringe Benefit Tax liability will apply if used for personal use).
- Travel insurance.

Cost that are not able to be reimbursed from MEE include but are not limited to:

- Membership of national colleges
- Alcohol
- Traffic or parking fines
- Mini-bar and in-house movies
- Toiletries
- Gym fees
- In-flight refreshments
- Recreational expenses.

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**3.2.1 MEE Reimbursement/Payment options:**

All MEE reimbursements will be paid via Shared Services Accounts Payable into the bank account nominated by the Staff Specialist.

The Staff Specialist can elect to be reimbursed for some expenses on a cost recovery basis (by supplying all their receipts) or on a per diem basis as outlined below.

NOTE: Staff Specialists can only elect one of these funding methods per application and must adhere to the process applicable to that method.

In July of each year there will be a notification of Medical Education Expenses rates released. This will be the applicable rate for the date of travel regardless of the approval date. (See Attachment E – Annual notification of Medical Education Expense rates 2019-20).

**In addition to cost recovery or per diem election the following expenses are able to be reimbursed:**

**For domestic TESL activities reimbursement/ payments**

- Flights must be booked through QBT, or a car allowance will be paid if travelling in personal vehicle, or bus or train fare will be reimbursed on presentation of receipts
- Registration fees – receipts/tax invoices required
- Official incidentals – (taxi/transfer to and from home to airport / airport to hotel or conference) - receipts required

For accommodation, meals and incidentals:

• **Option One: Per Diem**

The Staff Specialist can elect to claim a per diem payment for accommodation, meals and incidentals which will be paid in accordance with the notified rates for the relevant city/ region.

NOTE: QBT cannot be used to book accommodation if claiming the per diem allowance.

• **Option Two: Cost recovery**

The Staff Specialist can elect to claim reimbursement of reasonable actual expenditure for the entire TESL period if tax invoices and receipts are provided (up to the maximum notified rates). Accommodation is to be booked via the conference hotel as part of registration or via QBT if the specialist is going to claim reimbursement based on actual expenses / presentation of receipts.

**For international TESL activities**

- Flights must be booked through QBT.
- Intracontinental travel can be booked using local travel options such as Rail, Bus, Ferry, or local airlines. For example, travelling between countries within Europe.

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- Accommodation can be booked via the conference registration, directly with a conference specified hotel or through QBT. If not booked through QBT, then a detailed invoice and receipt or proof of payment is required.
- Third party booking sites such as booking.com, trivago and lastminute.com are not to be used to book accommodation for international travel.

For meals and incidentals:

- **Option One: Per Diem**

The Staff Specialist can elect to claim a per diem payment for meals, and incidentals in accordance with the annual notified rates by country group.

- **Option Two: Cost recovery**

The Staff Specialist can elect to claim reimbursement of reasonable actual expenditure for the entire TESL period if tax invoices, receipts, a travel diary and credit card/ bank statements, where appropriate, are provided.

### 3.3 Information for reimbursable MEE

#### 3.3.1 General information/ requirements

- All per diem payments will be paid at 100% of the daily rate, regardless of full time or part time status, up to the limit of the Staff Specialist’s MEE entitlement or approved additional funding.
- All MEE payments/ reimbursements are subject to the provision of a completed expense declaration by the Staff Specialist. The relevant Expense Declaration must be completed for each TESL activity before reimbursement can be processed.
- A per diem will not be paid during:
  - Periods of private leave,
  - Weekends where no TESL activity or related travel is taking place,
  - Time spent in transit, or
  - TESL days for home-based study.
- Food and drink charged to a hotel room are covered by the per diem allowance and cannot again be claimed on an accommodation invoice.
- If actual expenses based on receipts, rather than a per diem, are being claimed then the reasonable rates for meals will be used as the maximum reimbursement amount available per meal.
- The per diem allowance (i.e. meal, incidentals and accommodation allowance for domestic travel) is paid in one payment after the TESL activity has been completed. Presentation of tax invoices or receipts is not necessary for payment of the allowance components.
- Presentation of tax invoices or receipts is required for payment of other costs such as official incidentals and registration fees.
- Domestic and international per diem rates and maximum accommodation rates for domestic and international travel will be reviewed and published each year.
- The Expense Declarations are attachments:
  - Domestic Travel – claiming per diem allowance ([Attachment F](#))
  - International Travel – claiming per diem allowance ([Attachment G](#))

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- Domestic and International Travel – claiming full reimbursement with itemised receipts (Attachment H)

NOTE: receipts must be itemised, EFTPOS receipts are not considered receipts for the purpose of reimbursement.

### 3.3.2 Registration and Course Fees

- MEE funding is available to cover registration costs for approved TESL activities.
- Official conference functions including official dinners and lecture breakfasts not covered by the normal registration fee and not an optional add-on as part of conference arrangements will not be covered by the per diem allowance. These expenses should be included with registration costs and paid directly to the conference organiser with the registration fee and will be reimbursed to the Staff Specialist on presentation of:
  - Tax invoices (domestic travel), or
  - Receipts **and** credit card statements or an equivalent showing the payment in Australian dollars where possible (overseas travel).
- MEE funding is not available for payment of HECS fees or fee help.
- MEE funding can be used to pay course fees for courses that are relevant to the specialty in which the Staff Specialist practices.
- Expenditure, such as registration fees, may be reimbursed in advance of the travel if a receipt and expense declaration have been received by the MEE/PPF Admin Team. If tax invoices are supplied for Registration Fees, then the GST can be claimed back.

### 3.3.3 Official Incidentals

Official Incidentals may be claimed in addition to the per-diem allowance for domestic and international travel. Official incidentals include:

- Taxis or shuttle services from home to airport, airport to hotel, hotel to conference venue, conference venue to hotel, hotel to airport and airport to home. These are termed ‘transfers’ and are reimbursed to the Staff Specialist on presentation of tax invoices (domestic) or receipts (overseas).
- Airport car parking (reimbursed proportionally if non-TESL is taken in conjunction with TESL), on presentation of a tax invoice.

If a Staff Specialist drives his / her own car to the conference location, a car allowance is payable at the notified rates

Staff Specialists are to obtain prior approval from the organisation to use their own vehicle.

- Car Hire - Car hire must be approved in advance and only when it is the most practical and economical option. Car Hire should be arranged under the terms, conditions, provisions and requirements being implemented at the time, as per the ACT Health Travel for Official Purposes and Associated Accommodation Policy.

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**3.3.4 Per Diem for Domestic travel**

A domestic per diem allowance is payable to Staff Specialists to cover cost of accommodation, meals and other incidental expenses when a night is spent at the TESL activity destination. Therefore, the maximum number of days per diem paid will be equal to the number of nights spent attending the TESL activity. The amount paid per day, for the 2019-20 year, is listed in the table below. This payment cannot be split into portions.

For Domestic Travel the per diem rates for 2019-20 are:

<b>Place</b>	<b>Daily Allowance(\$) Covers accommodation, meals and incidentals</b>
Adelaide	396.50
Brisbane	444.50
Canberra	443.50
Darwin	480.50
Hobart	383.50
Melbourne	452.50
Perth	452.50
Sydney	452.50
All country centres	variable – see Attachment F

**3.3.5 Per Diem for International travel**

International per diem allowance is payable to Staff Specialists to cover the cost of meals and other incidental expenses, but not accommodation. The amount payable per day is listed in the below table. This payment cannot be split into portions.

For International Travel the per diem rates for 2019-20 are:

<b>Cost Group</b>	<b>Daily Allowance (\$) Covers meals and incidentals</b>	<b>Examples of countries in the cost group</b>
<b>1</b>	\$70	Cambodia
<b>2</b>	\$90	South Africa, Nepal, Pakistan
<b>3</b>	\$100	Croatia, Fiji, India, Portugal, Vietnam
<b>4</b>	\$125	Canada, New Zealand
<b>5</b>	\$140	UK, USA, Spain Italy, Japan, France and Hong Kong
<b>6</b>	\$140	Switzerland, Denmark and the United Arab Emirates

For full list of countries and cost groups please see attachment G

NOTE: These amounts will be reviewed each year and Attachment I will be updated and circulated for each new financial year.



*3.3.6 Leave not involving overnight accommodation*

For any TESL not involving overnight accommodation, only registration or actual expenses for transport, parking and meals will be reimbursed based on receipts. A per diem allowance cannot be claimed in this circumstance.

*3.3.7 Domestic Accommodation*

It is the Staff Specialist’s responsibility to arrange accommodation using one of the following option (See Attachment I – Flight and Accommodation Information Sheet):

1. When intending to claim the per diem allowance, the staff specialist books and pays for the hotel of their choice, using the method of their choice. The Staff Specialist cannot use QBT.
2. When there is a conference hotel linked with the registration the Staff Specialist should book and pay for this. The Staff Specialist can then decide to claim the per diem allowance or provide the hotel receipt with the registration and all other meal and incidental receipts for reimbursement.
3. The Staff Specialist uses QBT to book their accommodation following the QBT booking procedure. The Staff Specialist cannot request the per diem allowance and must submit all meal and incidental receipts for further reimbursement.

Where a Staff Specialist wishes to stay in accommodation that is more expensive than the notified rate or the reasonable standard room or they are travelling with family and want additional rooms they will be required to meet the additional cost from their personal funds. In determining what the reasonable standard room rate is, reference should be made to the standard room rates at the hotel in question.

Accommodation will be paid for the night before a conference begins if it is necessary to do so to attend the conference. Accommodation will be paid if a conference involves evening sessions and the Staff Specialist needs to stay overnight in order to travel safely home the next day or depart on the next available flight home.

Accommodation **is not** payable for days where departure is not arranged for the first available reasonable return flight after the conference ends (allowing for time to travel to the airport with sufficient time to arrive at the designated check in time), during personal leave, or when arranged for the purpose of proceeding on non-TESL leave where overnight accommodation would not otherwise have been necessary. (See Attachment C example 5)

*3.3.7.1 International Accommodation*

For reimbursement of international accommodation we require the presentation of receipts (e.g. an itemised hotel receipt or pre-paid accommodation receipt) and bank/ credit card statements showing accommodation transactions in Australian dollars where possible, and the supply of a completed expense declaration. If a bank/ credit card statement is not provided then the conversion on the day of expense will be calculated using Oanda.com as the currency converter.

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### 3.3.8. Airfares

It is the Staff Specialist's responsibility to arrange flights using the government contractor, using the best (lowest) possible rate available for travel by the most direct and least time-consuming route unless the delegate accepts that there are good reasons to do otherwise (e.g. safety, significant cost benefits).

The Government contractor is to be given the earliest time of departure and the latest time of arrival to ensure that the best possible fares can be provided.

The delivery of airline tickets is to be arranged between the Staff Specialist and the current government contractor.

The Staff Specialist must provide the proposed itinerary to the MEE/PPF Admin Team following the approval process ([Attachment I](#) details How to book airfares).

Staff Specialists are entitled to travel Business Class internationally and domestically (providing the flight time is more than 4 hours i.e. Perth, Darwin and Cairns).

Staff Specialists can choose to fly economy class for international and domestic travel over 4 hours.

Where Business Class is not provided by the airline (such as many US airlines), the next class above Economy that is equivalent to Qantas Business Class may be booked.

#### 3.3.8.1 Cheaper Quotes

Where a Staff Specialist is able to produce a written cheaper quotation from another travel agent / carrier within 3 days of obtaining a quotation from the Government contractor, the cheaper quotation is to be provided (in formal written form) to the Government contractor so an opportunity is provided for the Government contractor to match the quote.

The cheaper quotation (as provided by the alternative travel agent / carrier) must be based on the same dates, itinerary, class of travel, and fare rules in terms of flexibility and refundability, as the quotation from the Government contractor considering differences between carriers in terms of scheduling and fare rules.

In the above situation, the Government contractor has the opportunity to provide an updated quote within three business days of having received the alternative travel agent's /carrier's quote from the Staff Specialist (on the basis all necessary information has been provided to the Government contractor by the Staff Specialist).

In the event that the Government contractor is unable to match the alternative travel agent's / carrier's quote or fail to respond within three business days, the Staff Specialist can use the written quote from an alternative travel agent / carrier for booking flights.

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### 3.4 Travel Insurance

Please refer to the Travel for Official Purposes and Associated Accommodation Policy.

### 3.5 Amendments to Travel Itinerary

If amendments are made to the itinerary prior to leaving, an updated itinerary **MUST** be supplied to the MEE/PPF Admin Team via email and further approval for any additional time or funding (if necessary) will be required. This applies to Travel forms and Leave forms (if required).

If amendments are required once travel has commenced, an updated itinerary should be supplied to the MEE/PPF Admin Team via email as soon as practicable.

### 3.6 Cancellation of TESL and Recouping of MEE Funds

When TESL travel and activities are cancelled, it is the responsibility of the Staff Specialist to:

- Immediately advise the PPF/MEE Admin team
- Contact the current government contractors to cancel the itinerary (e.g. airfare & accommodation where applicable) and request reimbursement
- Cancel registration, accommodation, transfers, etc. and request reimbursement
- Advise shared Services to cancel TESL via email to Supervisor who will email on their approval for TESL to be cancelled to Shared Services Payroll.

Any costs associated with cancellations i.e. non-refundable flights/accommodation, registration costs can be deducted from the Staff Specialists MEE if claimed.

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## Implementation

This document will be implemented by Canberra Health Services, Finance and Business Intelligence, Revenue and Hospital Financial Services staff who administer the Medical Education Expenses application and reimbursement process.

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## Related Policies, Procedures, Guidelines and Legislation

The following documents are referenced in relation to this document:

- Travel for Official Purposes and Associated Accommodation Policy
- ACT Public Sector Medical Practitioners Enterprise Agreement
- ACT Health Rights of private practice for specialists and senior specialists rules (known as 'The Rules')
- Annual notification of Medical Education Expense rates

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## Definition of Terms

**Additional funding:** from 31 July 2018 additional funding, up to the Medical Education Expense entitlement of the Staff Specialist for that financial year, may be available from the General Sub Fund with the formal approval of the Chief Executive Officer or delegate.

**Enterprise Agreement (EA):** means the ACT Public Sector (ACTPS) Medical Practitioners Enterprise Agreement.

**Chief Executive Officer (CEO):** means the Chief Executive Officer of the Canberra Health Service or a person delegated to perform certain functions of the Chief Executive Officer.

**Director General (DG):** means the Director General of ACT Health Directorate or a person delegated to perform certain functions of the Director General.

**Fringe Benefits Tax (FBT):** as defined by Australian Tax Office legislation.

**Medical Education Expenses (MEE):** as defined in the Enterprise Agreement.

**Official Incidentals:** official incidental expenses are not covered by the daily allowance rates and are to be reimbursed based on receipts, e.g. taxi, train or bus fares to and from airports / conference venues.

**Organisation:** means Canberra Health Service and/or ACT Health Directorate

**Receipts:** itemised receipts / tax invoices. EFTPOS receipts are not acceptable.

**Staff Specialist:** for the purposes of this document Staff Specialist includes both Staff Specialist and Senior Staff Specialist.

**TESL:** Training, Education and Study Leave.

**Travel Diary (Study Program):** A day-to-day itinerary of intended activity for the entire period of TESL and/or MEE being applied for, including travel dates. (This is page two of the application form).

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## Search Terms

MEE, Medical Education Expenses, TESL, Travel

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## Attachments

- Attachment A – Medical Education Expenses Application Form
- Attachment B – Application Process Flow Chart
- Attachment C – Frequently Asked Questions
- Attachment D – Report Writing Guidelines
- Attachment E – Annual notification of Medical Education Expense rates 2019-20
- Attachment F – Domestic Travel – claiming per diem allowance
- Attachment G – International Travel – claiming per diem allowance
- Attachment H – Domestic and International Travel – claiming full reimbursement, with receipts
- Attachment I – How to Book Airfares and Accommodation

**Disclaimer:** *This document has been developed by Canberra Health Services specifically for its own use. Use of this document and any reliance on the information contained therein by any third party is at his or her own risk and Canberra Health Services assumes no responsibility whatsoever.*

*Policy Team ONLY to complete the following:*

<i>Date Amended</i>	<i>Section Amended</i>	<i>Divisional Approval</i>	<i>Final Approval</i>
18/03/2020	New Document	Bernadette McDonald, CEO	CHS Policy Committee

*This document supersedes the following:*

<i>Document Number</i>	<i>Document Name</i>



**Attachment A – Medical Education Expenses Application Form**

Applicants Name: \_\_\_\_\_

Staff Specialist       CMO/Fellow

Unit: \_\_\_\_\_ Length of Service: \_\_\_\_\_

**Please select from the below, are you:**

Permanent employee       Temporary/Contract employee Length of Contract \_\_\_\_\_

**Please select from the below, are you:**

Part time employee; please specify FTE: \_\_\_\_\_  Full time employee

If you are part-time or have a flexible arrangement please indicate the days you work below:

Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

**Personal Details:**

Contact Phone No:	Email Address:
Home Address:	
Bank Account Details for reimbursement post-travel (BSB & Account No.)	
BSB:	Account No.

**Conference Details:**

1	Event Name:	
	Location:	Dates:
2	Event Name:	
	Location:	Dates:
3	Event Name:	
	Location:	Dates:

Please indicate below the funding requested:

Registration Fee \$ \_\_\_\_\_  Accommodation

Airfare  Incidentals

Other (please specify)

**Please ensure you complete the proposed study program on the second page of this form**

FOR OFFICE USE ONLY	
Application Approved for Funding (please circle): Supported / Not Supported	
Signature:	Date:

Registration Fee       Accommodation       Business Class Air Fare       Incidentals

Economy Air Fare

*Please do not delete any sections of this form or change the formatting, any such changes will render this form invalid*

Your application can be sent via email to [tchppaf@act.gov.au](mailto:tchppaf@act.gov.au) or by mail:

Private Practice Fund Secretariat - Building 23, Level 2 TCH

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**CONDITIONS**

Applications will only be considered if the following are included with the application:

- (1) Copies of the program including cost of registration and accommodation options. Professional visits must be documented with letter of invitation (on letterhead) or email that confirms dates and purpose of visit.
- (2) Copy of **approved** Application for Leave **AND** Travel Form.
- (3) Completed proposed study program (see below table).
- (4) Print out from Capabiliti showing Mandatory Training

**Please ensure the below program is completed. Your application for international travel will not be considered by the Director General / Chief Executive Officer if your travel itinerary is not clear.**

Acceptance of Medical Education Expenses comes with the obligations of:

- (1) Prompt return of itemized receipts and supporting documentation for acquittal of all claims or declaration for the per diem payment and receipts / invoices for additional payments outside the per diem allowance.
- (2) Submission of a report to the MEE delegate on the conference within six months of your return. If a report writing day has been taken, your report must be submitted within three months of your return. Failure to fulfill these obligations will delay final acquittal of your expenses and may preclude you from consideration for further support by the delegate.
- (3) If you leave the organisation you may be required to repay a prorate amount of MEE.

PROPOSED STUDY PROGRAM			
<u>DAY NO.</u>	<u>DAY OF WEEK</u>	<u>DATE</u>	<u>ACTIVITY</u>
<u>1.</u>			
<u>2.</u>			
<u>3.</u>			
<u>4.</u>			
<u>5.</u>			
<u>6.</u>			
<u>7.</u>			
<u>8.</u>			
<u>9.</u>			
<u>10.</u>			
<u>11.</u>			
<u>12.</u>			
<u>13.</u>			
<u>14.</u>			
<u>15.</u>			
<u>16.</u>			

*Please do not delete any sections of this form or change the formatting, any such changes will render this form invalid*

Your application can be sent via email to [tchppaf@act.gov.au](mailto:tchppaf@act.gov.au) or by mail:

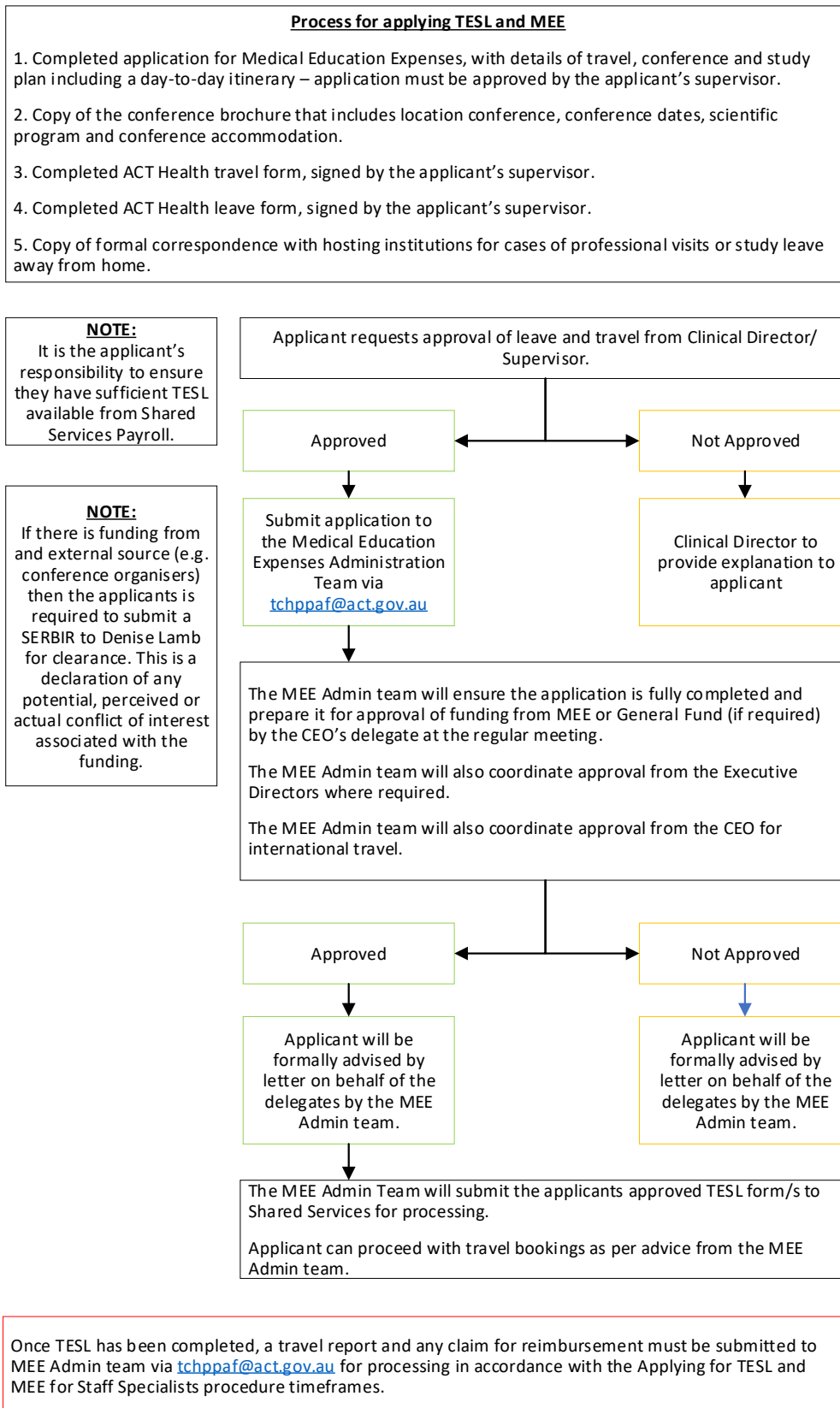
Private Practice Fund Secretariat - Building 23, Level 2 TCH

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**Attachment B – Application Process Flow Chart**



Once TESL has been completed, a travel report and any claim for reimbursement must be submitted to MEE Admin team via [tchppaf@act.gov.au](mailto:tchppaf@act.gov.au) for processing in accordance with the Applying for TESL and MEE for Staff Specialists procedure timeframes.



**Attachment C – Frequently Asked Questions**

**NOTE:** All examples in Attachment G are for illustrative purposes only, and are based upon a Monday to Friday work configuration for a full time Staff Specialist as this is in line with the EA.

**Questions and Answers:**

1. Question: Can I claim reimbursements as per diem allowance for day one and with receipts on days two and three of my TESL activity?  
Answer: No, you must select either the per diem allowance option or the receipts option for the whole duration of the TESL related travel.
2. Question: If I am claiming the per diem allowance overseas and I have two conferences in different countries, which rate is used?  
Answer: The rate is linked to the location of your accommodation. We will not be separating times within the day between countries.
3. Question: Do I have to use QBT for domestic accommodation booking?  
Answer: If you are using the per diem allowance, no, you cannot use QBT.
4. Question: If I use QBT for my accommodation booking can I still select the per diem allowance?  
Answer: No. You must claim all costs with compliant receipts/ invoices.
5. Question: Does the DG/ CEO still have to sign my international travel?  
Answer: Yes, all international travel must be preapproved by the DG /CEO.
6. Question: Can I claim the per diem allowance if I am travelling for normal work business that is not TESL?  
Answer: No, the per diem option only relates to TESL related activities. If you are travelling for normal work business, you must comply with the Travel for Official Purposes and Associated Accommodation procedure (DDG17-020).
7. Question: I’m making my international flight bookings and I need additional days due to the date line/timing of flights. What do I need to do?  
Answer: Advise MEE/PPAF Admin team immediately. Flights cannot be approved if they are not consistent with the dates that the CEO has approved.
  - Complete an additional leave application (if required),
  - Complete a new travel form showing the correct days.
  - Have the leave and / or travel form signed by yourself and your supervisor and forward to the MEE/PPAF Admin team to action with the DG/CEO office.
  - If amending the form all changes must be initialed by the applicant and supervisor.

Note: it is recommended that you check flights/ date line times prior to submitting your original application.

8. Question: I have shared a meal with another MEE funded staff specialist and we split the bill (each paying their own way). What happens next?  
Answer: If you are claiming the per diem rate – do nothing. You will be paid the per diem

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allowance that covers meals.

If you are claiming actual reimbursement using receipts - You need to advise us who you shared the meal with and we will either allocate 50% of the costs (excluding alcohol) to each of you or you can nominate the expenditure of each by meal.

9. Question: Following on from question 8, do we both have to claim the same reimbursement (I.e. per diem or both actual expenditure)?

Answer: No, as long as the person claiming the actual expenditure rate has a copy of the invoice and identifies either 50% cost split or by meal item, then that is all that is required.

10. Question: If I am taking annual leave in conjunction with a TESL related activity and am required to pay 50% of the airfare can I fly economy?

Answer: Yes, the entitlement is for business class but at any time you can choose to fly economy. You are still required to pay 50% of the return airfare, whatever the cost. You cannot book via QBT one way and book your own return travel for the 50% contribution.

11. Question: Can I take a non-clinical day in the conference location?

Answer: Yes, however it is not associated with a TESL activity it will be treated as a non TESL day for the purposes of apportioning travel costs and reimbursements for per diem allowances would not be paid for this day.

12. Question: Can I stay at a relatives and claim the per diem allowance?

Answer: Whilst you do not have to provide receipts to claim the per diem allowance you are signing a declaration that you have expensed the allowance appropriately, to sign this fraudulently would be a breach of Section 9 of the Public Sector Management Act 1994.

13. Question: I am claiming using the actual costs with all my receipts. What can I include?

Meals – breakfast (if not included in accommodation), lunch (if not provided by the conference) and dinner. These are limited to the notified maximum meal rates per meal and exclude alcohol. You cannot claim morning or afternoon tea expenses. Please note that the meal tax invoice must detail the meals consumed. The EFTPOS receipt showing how much you spent at the location is not compliant.

Accommodation – booked through QBT or through the conference organisation. If not booked through QBT, then the hotel invoice/receipt showing details of all costs is required. Phone calls and internet costs are also claimable. Meals charged to hotel rooms should have tax invoices however, will be reimbursed up to the reasonable meal costs per the notified maximum rates.

Transfers to and from your home/work to the airport, from the destination airport (e.g. Sydney) to your hotel or conference venue.

Transfer costs to and from your hotel to conference venue if required.

Laundry costs if away for more than 3 days.

**Examples:**

**Domestic Conference, Examinations or Study Leave**

For the following examples the night after the conference ends has been included in the per diem allowance on the assumption that travelers would be staying after the conference and returning to Canberra the following day. This premise has been applied to when annual leave or weekends have been included in the travel. There is no requirement to stay the additional night following the conference conclusion.

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**EXAMPLE 1:**

A Staff Specialist requires three days home-based study in preparation to attend an examination the following day. The Staff Specialist can apply for TESL for all four days, not just for the day he / she will be attending the examination, as there is no study leave entitlement, other than TESL, for Staff Specialists. On this occasion, four TESL days will be deducted and no per diem paid or actual expenses reimbursed for the home-based portion of the TESL. Travel costs, accommodation and incidental using the per diem rate or actual expenditure rate would be applicable for the examination if it was interstate. The per diem rate would only be applicable if the specialist traveled the night prior to the examination and therefore had accommodation costs interstate.

**EXAMPLE 2:**

A Staff Specialist travels to Sydney and back in the one day. TESL will be debited in accordance to the number of hours the Staff Specialist would normally work on that day, travel costs [flights (booked through QBT)/car allowance/bus or rail fares], registration (if applicable) and meals/incidentals will be covered as a MEE expenses upon presentation of receipts (flights excluded). No per diem allowance for travel within one day where there is no overnight accommodation.

**EXAMPLE 3:**

A part time Staff Specialist who works on a Monday, Tuesday and half day Wednesday and applies to attend a conference in Sydney from Monday to Friday. The Staff Specialist will be deducted 20 hours of TESL and is entitled to registration and reimbursement of actual expenses for accommodation, transport, meals and incidentals or the per diem rate for the duration of the conference.

The Staff Specialist is paid his / her normal salary for Monday, Tuesday and half day Wednesday. The Staff Specialist is not paid extra salary for the half day Wednesday, Thursday and Friday (the days they would not normally work).

**EXAMPLE 4:**

A Staff Specialist works normal hours and then attends a local educational activity that has received approval as a TESL activity, accompanied by a dinner. Expenses related to registration and parking will be paid on provision of receipts/ tax invoices only. A TESL day will not be deducted. No per diem allowance is applicable for this example.

**EXAMPLE 5:**

A conference in Adelaide finishes on a Friday and the Staff Specialist wishes to spend the Saturday and Sunday at the conference location as a holiday and fly home Sunday night returning to normal duties on the Monday. The weekend is neither TESL nor Annual Leave but is considered the Staff Specialists own time and the Staff Specialist **will not** be entitled to a reimbursement of costs either as per diem, (including accommodation and incidentals) or with receipts for the weekend. The return flight home will now occur on Sunday, and the Staff Specialist **will** be entitled to the cost of the taxi from the Canberra airport to home. If

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car parking is being claimed, this would be pro rata for the days of TESL.

No co-contribution of flight costs is required.

**EXAMPLE 6:**

Same scenario as Example 5, however the Staff Specialist intends to fly home on the following Wednesday as he / she has approved Annual Leave for Monday and Tuesday and wishes to stay in Adelaide. The Staff Specialist **will not** be entitled to a reimbursement of costs either as per diem or with receipts after Friday night.

The staff specialist must contribute 50 per cent of the cost of the return air fare or other form of travel. The Staff Specialist **will** be entitled to the cost of the taxi from the Canberra airport to home. If car parking is being claimed, this would be pro rata for the days of TESL. QBT is required to be used for flights.

**EXAMPLE 7:**

The Staff Specialist attends an interstate training course from Monday to Wednesday but takes two days annual or other leave Thursday and Friday. (This includes non-clinical days)

Reimbursement at the per diem rate would be at the location for the duration of the TESL related activity accommodation, i.e. Assuming they flew to Sydney on Sunday and then return to Canberra on Friday evening, then the per diem allowance would apply Sunday, to Wednesday. All costs from Thursday onwards would be borne by the staff specialist. The Staff Specialist will be entitled to the cost of the taxi from the Canberra airport to home. If car parking is being claimed, this would be pro rata for the days of TESL.

The staff specialist must contribute 50 per cent of the cost of the return air fare or other form of travel. QBT is required to be used for flights.

**EXAMPLE 8:** Attending two national conferences

The Staff Specialist attends conference #1 from Monday to Wednesday in Sydney and conference #2 on Thursday and Friday in Melbourne. The Staff Specialist returns home on the Sunday.

No co-contribution required for flight required. Reimbursement at the per diem rate would be for the locations consistent with the accommodation, i.e. Assuming they flew to Sydney on Sunday and then to Melbourne on Wednesday evening, then the Sydney rate would apply Sunday, Monday and Tuesday and the Melbourne rate would apply Wednesday and Thursday. All costs from Friday onwards would be on the staff specialist except the travel from the airport to home on Sunday.

**EXAMPLE 9:**

A Staff Specialist attends a conference from Friday to Monday in Sydney. The per diem rate would be paid for Friday, Saturday, and Sunday night, assuming the Staff Specialist travelled to Sydney on Friday and returned to Canberra on Monday. .

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**International Conference (or other educational activity)**

**EXAMPLE 1:**

A conference in New York, USA runs for two consecutive weeks (e.g. Monday to Friday, not Saturday / Sunday, then Monday to Friday the next week). Costs for the flights, accommodation and incidentals would apply for the whole period. Meals on the weekend either as per diem or actual expenditure would be reimbursed, however, recreational activities on the weekend would not be reimbursed.

**EXAMPLE 2:**

A conference in London, UK finishes on a Friday. The staff specialist can elect to take a report writing day on Saturday and then depart the UK to return to Australia on Sunday. A rest day on return to Australia can be negotiated with the unit Executive Director. In this case costs for the flights, accommodation and incidentals would apply for the whole period including the Saturday night. No costs are paid during transit or per diem allowances. Taxi from Airport to home is reimbursed by receipt or car parking cost can be claimed with receipt.

No contribution to flight costs are required.

The Per Diem in this case would be

<b>Day</b>	<b>Activity</b>	<b>Per Diem entitlement</b>
Thursday	Commence travel in PM	N/A - transit
Friday	TESL travel to UK /arrive	5
Saturday	Rest day in UK	5
Sunday	Preparation day in UK	5
Monday	Conference	5
Tuesday	Conference	5
Wednesday	Conference	5
Thursday	Conference	5
Friday	Conference	5
Saturday	Report writing	5
Sunday	TESL travel to Australia	N/A - transit
Monday	TESL Arrive Australia	N/A - transit
Tuesday	Rest day (if approved)	N/A

**EXAMPLE 2A:**

A conference in London, UK finishes on a Friday. If the staff specialist does not elect to take a report writing day on Saturday, then they must depart the UK to return to Australia on Saturday. A rest day on return to Australia can be negotiated with the unit Executive Director. In this case costs for the flights, accommodation and incidentals would apply for the whole period including the Friday night. No costs are paid during transit or per diem allowances. Taxi from Airport to home is reimbursed by receipt or car parking cost can be claimed with receipt.

No contribution to flight costs are required.

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The Per Diem in this case would be

Day	Activity	Per Diem entitlement
Thursday	Commence travel in PM	N/A – transit
Friday	TESL travel to UK /arrive	5
Saturday	Rest day in UK	5
Sunday	Preparation day in UK	5
Monday	Conference	5
Tuesday	Conference	5
Wednesday	Conference	5
Thursday	Conference	5
Friday	Conference	5
Saturday	Weekend – commence return travel	N/A - transit
Sunday	TESL travel to Australia	N/A - transit
Monday	TESL Arrive Australia	N/A - transit
Tuesday	Rest day (if approved)	N/A

**EXAMPLE 2B:**

A conference in London, UK finishes on a Friday. The staff specialist does not elect to take a report writing day on Saturday, however wants to commence their return journey on Sunday. A rest day on return to Australia can be negotiated with the unit Executive Director. In this case costs for the flights, accommodation and incidentals would apply for the whole period including the Friday night. No costs are paid during transit or per diem allowances. Taxi from Airport to home is reimbursed by receipt or car parking cost can be claimed with receipt.

The staff specialist must contribute 50% of the cost of the return airfare to and from the UK. QBT is required to be used for flights.

The Per Diem in this case would be

Day	Activity	Per Diem entitlement
Thursday	Commence travel in PM	N/A - transit
Friday	TESL travel to UK /arrive	5
Saturday	Rest day in UK	5
Sunday	Preparation day in UK	5
Monday	Conference	5
Tuesday	Conference	5
Wednesday	Conference	5
Thursday	Conference	5
Friday	Conference	5
Saturday	Weekend	Specialist cost
Sunday	Weekend – commence return travel	N/A - transit
Monday	TESL travel to Australia	N/A - transit
Tuesday	Arrive Australia	N/A – transit

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Wednesday	Rest day (if approved)	N/A
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**EXAMPLE 3:**

If leave other than TESL is taken at the beginning or the end of the TESL activity and the number of days annual or other leave is less than the TESL days, then the staff specialist must contribute 50% of the cost of the return airfare. QBT is required to be used for flights. The specialist will then reimburse 50% of the total flight costs either by invoice or offset against other reimbursement entitlements.

A five-day conference in Paris ends on a Friday, they take a report writing day on Saturday and the Staff Specialist begins Annual Leave in Paris on the following Monday for another week. The Staff Specialist **will not** be entitled to a reimbursement of costs either as per diem, (including meals and incidentals) or with receipts from Sunday or during any Annual Leave. Time spent on the return flight home from Paris is **not** Annual Leave and **will be** debited as TESL. No costs are paid during transit or per diem allowances. Taxi from Airport to home is reimbursed by receipt. The staff specialist must contribute 50% of the cost of the return airfare.

Please note: the annual leave days must be less than the TESL days for 50% contribution. The Per Diem in this case would be

Day	Activity	Per Diem entitlement
Saturday	Commence travel in PM	N/A - transit
Sunday	TESL travel to UK	5
Monday	Rest day in UK	5
Tuesday	Preparation day in UK	5
Wednesday	Conference	5
Thursday	Conference	5
Friday	Conference	5
Saturday	TESL report writing day	5
Sunday	Begin personal leave	Specialist cost
Monday - Friday	Annual leave	Specialist cost
Saturday	Commence return travel	N/A – transit
Sunday	Arrive Australia	N/A – transit
Monday	Rest day (if approved)	N/A

If the annual leave in the case was to be more than the TESL the airfare would be the responsibility of the Specialist. QBT is not required to be used in this instance. See Example 5.

**EXAMPLE 4:**

A Staff Specialist finishes a 3-day conference in London, on a Tuesday, flies to his / her second TESL related activity destination, Fiji, on Wednesday. The second conference does not begin until the following Monday. Wednesday would be a TESL day (provided the travel is via the most direct and least time-consuming method), Thursday could be taken as a report

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writing day (TESL) or as annual leave, Friday would need to be covered by Annual Leave while the Saturday and Sunday would be would be non TESL days. Per diems and accommodation allowances will be paid for the TESL days, Friday and Saturday would be at the cost of the staff specialist.

No co contribution to the cost of airfares would be required.

The Per Diem in this case would be

Day	Activity	Per Diem entitlement
Wednesday	Commence travel in PM	N/A - transit
Thursday	TESL travel to UK	5
Friday	Rest day in UK	5
Saturday	Preparation day in UK	5
Sunday	Conference	5
Monday	Conference	5
Tuesday	Conference	5
Wednesday	TESL travel UK to Fiji	3
Thursday	TESL if report writing for UK conference or annual leave	3 if TESL or Specialist cost if annual leave
Friday	Annual leave	Specialist cost
Saturday	Weekend linked to annual leave day	Specialist cost
Sunday	Preparation day	3
Monday	Conference	3
Tuesday	Conference	3
Wednesday	Conference	3
Thursday	Return to Canberra	N/A - transit
Friday	Return to work	N/A

**EXAMPLE 5:**

The staff specialist is attending two two-day conferences in London which are 14 days apart. If the leave is longer in duration than the work-related activity, even considering the international travel and rest days, the Staff Specialist pays the full airfare costs (QBT is not required to be used in this instance). The costs directly associated with the conference (i.e. accommodation, conference fees, other reasonable expenses or the per diem allowance) is available for the TESL days only. QBT is required to be used for the TESL activity.

The Per Diem in this case would be

Day	Activity	Per Diem entitlement
Wednesday	Commence travel in PM	N/A - transit
Thursday	TESL travel to UK	5
Friday	TESL Rest day in UK	5
Saturday	Preparation day in UK	5
Sunday	Conference	5
Monday	Conference	5



Tuesday	Report writing day	5
Wednesday	Annual leave	Specialist cost
Thursday	Annual leave	Specialist cost
Friday	Annual leave	Specialist cost
Saturday	Weekend linked to annual leave day	Specialist cost
Sunday	Weekend linked to annual leave day	Specialist cost
Monday - Friday	Annual leave	Specialist cost
Saturday	Weekend linked to annual leave day	Specialist cost
Sunday	Weekend linked to annual leave day	Specialist cost
Monday	Annual leave	Specialist cost
Tuesday	TESL Preparation day	5
Wednesday	Conference	5
Thursday	Conference	5
Friday	TESL - Commence return travel	N/A - transit
Saturday	Arrive Australia	N/A - transit

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**Attachment D – Report Writing Guidelines**

Reports on the conferences or sabbaticals attended as part of the TESL entitlements are an essential record of the activity undertaken. From the CHS / AHD perspective, or if there is an audit, the Staff Specialist’s Conference Report is the only objective evidence that the expenses were correctly incurred on behalf of the Specialist.

When writing your report the following should be considered:

1. The report should be headed by the name of the conference or course attended
2. The main purpose of the conference should be stated
3. The topics covered in the sessions attended should be stated either as bullet points or as free text in paragraph form
4. The benefit to the attendee should be stated – this should be more than one sentence
5. Reports must be typed in font size 10 to 12, hand written reports will not be accepted
6. The name of the person writing the report should be stated.

In general the length of the report should be between half an A4 page and two pages long.

The reports are important evidence of appropriate use of funds and in the past have been scrutinised by external auditors.

Please note: cutting and pasting dot points of the sessions and a one line benefit is not considered acceptable.

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**Attachment E – Annual notification of Medical Education Expense rates 2019-20**

The notifiable rates for Medical Education Expenses are as follows:

MEE entitlement for 1 FTE \$19,014. This is pro rata for part time.

Expenditure rates:

Noting that the per diem allowance cannot be separated.

**Domestic Per Diem Allowance**

Place	Accommodation (\$)	Food and drink (\$) breakfast 36.10 lunch 51.15 dinner 71.55	Incidentals (\$)	Daily total (\$)
Adelaide	209	as above	28.70	396.50
Brisbane	257	as above	28.70	444.50
Canberra	246	as above	28.70	443.50
Darwin	293	as above	28.70	480.50
Hobart	196	as above	28.70	383.50
Melbourne	265	as above	28.70	452.50
Perth	265	as above	28.70	452.50
Sydney	265	as above	28.70	452.50
All country centres except for below:	195	as above	28.70	382.50
Broome (WA)	220	as above	28.70	407.50
Cocos (Keeling) Islands (WA)	302	as above	28.70	489.50
Gold Coast (QLD)	209	as above	28.70	396.50
Horn Island (QLD)	200	as above	28.70	387.50
Jabiru (NT)	216	as above	28.70	403.50
Karratha (WA)	215	as above	28.70	402.50
Kununurra (WA)	204	as above	28.70	391.50
Thursday Island (QLD)	200	as above	28.70	387.50
Yulara (NT)	400	as above	28.70	587.50

**International Per Diem Allowance**

Cost Group	Food and drink (\$)	Incidentals (\$)	Daily total (\$)
1	\$50	\$20	\$70
2	\$60	\$30	\$90
3	\$70	\$30	\$100
4	\$100	\$25	\$125
5	\$100	\$40	\$140
6	\$100	\$40	\$140



Table of Countries and Cost Groups

Country	Cost Group	Country	Cost Group	Country	Cost Group	Country	Cost Group
Albania	2	Ecuador	4	Laos	3	Rwanda	3
Algeria	3	Egypt	3	Latvia	4	Saint Lucia	5
Angola	4	El Salvador	3	Lebanon	5	Saint Vincent	4
Antigua and Barbuda	6	Eritrea	4	Lithuania	3	Samoa	4
Argentina	2	Estonia	4	Luxembourg	5	Saudi Arabia	4
Armenia	3	Ethiopia	3	Macau	5	Senegal	4
Austria	5	Fiji	3	Malawi	3	Serbia	3
Azerbaijan	3	Finland	6	Malaysia	3	Sierra Leone	3
Bahamas	6	France	5	Mali	3	Singapore	6
Bahrain	5	French Polynesia	6	Malta	4	Slovakia	4
Bangladesh	4	Gabon	6	Mauritius	4	Slovenia	3
Barbados	6	Gambia	2	Mexico	3	Solomon Islands	4
Belarus	2	Georgia	2	Monaco	6	South Africa	2
Belgium	5	Germany	5	Morocco	4	Spain	5
Bermuda	6	Ghana	4	Mozambique	3	Sri Lanka	3
Bolivia	3	Gibraltar	4	Myanmar	3	Sudan	2
Bosnia	2	Greece	4	Namibia	2	Surinam	2
Brazil	3	Guatemala	4	Nepal	3	Sweden	5
Brunei	3	Guyana	4	Netherlands	5	Switzerland	6
Bulgaria	3	Hong Kong	5	New Caledonia	5	Taiwan	4
Burkina Faso	3	Hungary	3	New Zealand	4	Tanzania	3
Cambodia	1	Iceland	6	Nicaragua	3	Thailand	4
Cameroon	4	India	3	Nigeria	5	Tonga	3
Canada	4	Indonesia	3	North Macedonia	2	Trinidad and Tobago	6
Chile	3	Iran	1	Norway	6	Tunisia	2
China	5	Iraq	5	Oman	6	Turkey	3
Colombia	3	Ireland	5	Pakistan	2	Uganda	3
Congo Democratic Republic	5	Israel	6	Panama	4	Ukraine	3
Cook Islands	4	Italy	5	Papua New Guinea	4	United Arab Emirates	6
Costa Rica	3	Jamaica	4	Paraguay	2	United Kingdom	5
Cote D'Ivoire	4	Japan	5	Peru	4	United States of America	5
Croatia	3	Jordan	6	Philippines	3	Uruguay	3
Cuba	3	Kazakhstan	2	Poland	3	Vanuatu	4
Cyprus	4	Kenya	4	Portugal	4	Vietnam	3
Czech Republic	3	Korea	6	Puerto Rico	5	Zambia	3
Denmark	6	Kosovo	2	Qatar	6		
Dominican Republic	4	Kuwait	5	Romania	3		
East Timor	4	Kyrgyzstan	2	Russia	5		

**Travel allowance where the Staff Specialist elects to drive instead of flying:**

Canberra/Sydney return	\$150
Canberra/Newcastle return	\$200
Canberra/Melbourne return	\$300

Note: these rates are halved if only travelling one way.





**When booking accommodation via QBT or through the conference:**

Domestic maximum rate per night: \$350

International maximum rate per night:

Local currency in overseas country	Accommodation limit per night
Euro	350 Euros
British Pound	350 British Pounds
US Dollar	350 US dollars
All other currencies	500 AUD equivalent per night

**Meals where receipts are provided or are listed on accommodation invoices:**

Domestic maximum rate per meal:

Breakfast \$36.10

Lunch \$51.15

Dinner \$71.55

International maximum rate per day:

By cost / country group as per the per diem allowance.

Cost Group	Food and drink (\$)
1	\$50
2	\$60
3	\$70
4	\$100
5	\$100
6	\$100



**Attachment F – Domestic Travel – claiming per diem allowance**

**EXPENSE PAYMENT BENEFIT DECLARATION  
WHEN CLAIMING PER DIEM ALLOWANCE  
FOR DOMESTIC TRAVEL**

I, \_\_\_\_\_ am claiming the daily allowance

for \_\_\_\_\_ days in \_\_\_\_\_ (city i.e. Sydney or Gold Coast)

and declare that the daily allowance paid for accommodation, meals and incidentals was fully expensed and the expenses were incurred by me for the following purpose(s):

**To increase/update my \_\_\_\_\_ skills and knowledge.**

I declare that the percentage of those expenses incurred in earning my assessable income was **100%**.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Place	Accommodation (\$)	Food and drink (\$) breakfast 36.10 lunch 51.15 dinner 71.55	Incidentals (\$)	Daily total (\$)
Adelaide	209	as above	28.70	396.50
Brisbane	257	as above	28.70	444.50
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Yulara (NT)	400	as above	28.70	587.50



**Attachment G – International Travel – claiming per diem allowance**

**EXPENSE PAYMENT BENEFIT DECLARATION  
WHEN CLAIMING PER DIEM ALLOWANCE  
FOR INTERNATIONAL TRAVEL**

I, \_\_\_\_\_ am claiming the daily allowance per day for \_\_\_\_\_ days in \_\_\_\_\_ (country) (this does not include days in transit)

and declare that the daily allowance paid for meals and incidentals was fully expensed and the expenses were incurred by me for the following purpose(s):

**To increase/update my \_\_\_\_\_ skills and knowledge.**

I also declare that the percentage of those expenses incurred in earning my assessable income was **100%**.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Cost Group	Food and drink (\$)	Incidentals (\$)	Daily total (\$)
1	\$50	\$20	\$70
2	\$60	\$30	\$90
3	\$70	\$30	\$100
4	\$100	\$25	\$125
5	\$100	\$40	\$140
6	\$100	\$40	\$140

Most frequently travelled:

Country	Cost Group	Country	Cost Group
United Kingdom	5	Japan	5
United States of America	5	Switzerland	6
New Zealand	4	Denmark	6
Canada	4	France	5
Spain	5	United Arab Emirates	6
Italy	5	Hong Kong	5



Table of Countries and Cost Groups

Country	Cost Group	Country	Cost Group	Country	Cost Group	Country	Cost Group
Albania	2	Ecuador	4	Laos	3	Rwanda	3
Algeria	3	Egypt	3	Latvia	4	Saint Lucia	5
Angola	4	El Salvador	3	Lebanon	5	Saint Vincent	4
Antigua and Barbuda	6	Eritrea	4	Lithuania	3	Samoa	4
Argentina	2	Estonia	4	Luxembourg	5	Saudi Arabia	4
Armenia	3	Ethiopia	3	Macau	5	Senegal	4
Austria	5	Fiji	3	Malawi	3	Serbia	3
Azerbaijan	3	Finland	6	Malaysia	3	Sierra Leone	3
Bahamas	6	France	5	Mali	3	Singapore	6
Bahrain	5	French Polynesia	6	Malta	4	Slovakia	4
Bangladesh	4	Gabon	6	Mauritius	4	Slovenia	3
Barbados	6	Gambia	2	Mexico	3	Solomon Islands	4
Belarus	2	Georgia	2	Monaco	6	South Africa	2
Belgium	5	Germany	5	Morocco	4	Spain	5
Bermuda	6	Ghana	4	Mozambique	3	Sri Lanka	3
Bolivia	3	Gibraltar	4	Myanmar	3	Sudan	2
Bosnia	2	Greece	4	Namibia	2	Surinam	2
Brazil	3	Guatemala	4	Nepal	3	Sweden	5
Brunei	3	Guyana	4	Netherlands	5	Switzerland	6
Bulgaria	3	Hong Kong	5	New Caledonia	5	Taiwan	4
Burkina Faso	3	Hungary	3	New Zealand	4	Tanzania	3
Cambodia	1	Iceland	6	Nicaragua	3	Thailand	4
Cameroon	4	India	3	Nigeria	5	Tonga	3
Canada	4	Indonesia	3	North Macedonia	2	Trinidad and Tobago	6
Chile	3	Iran	1	Norway	6	Tunisia	2
China	5	Iraq	5	Oman	6	Turkey	3
Colombia	3	Ireland	5	Pakistan	2	Uganda	3
Congo Democratic Republic	5	Israel	6	Panama	4	Ukraine	3
Cook Islands	4	Italy	5	Papua New Guinea	4	United Arab Emirates	6
Costa Rica	3	Jamaica	4	Paraguay	2	United Kingdom	5
Cote D'Ivoire	4	Japan	5	Peru	4	United States of America	5
Croatia	3	Jordan	6	Philippines	3	Uruguay	3
Cuba	3	Kazakhstan	2	Poland	3	Vanuatu	4
Cyprus	4	Kenya	4	Portugal	4	Vietnam	3
Czech Republic	3	Korea	6	Puerto Rico	5	Zambia	3
Denmark	6	Kosovo	2	Qatar	6		
Dominican Republic	4	Kuwait	5	Romania	3		
East Timor	4	Kyrgyzstan	2	Russia	5		



**Attachment H – Domestic and International Travel – claiming full reimbursement, with receipts**

**EXPENSE PAYMENT BENEFIT DECLARATION  
FULL REIMBURSEMENTS BASED ON RECEIPTS**

I, \_\_\_\_\_ declare that **reimbursement** will be provided to me by or on behalf of my employer (ACT Health/CHS) and the expenses were incurred by me for the following purpose(s):

**To increase/update my \_\_\_\_\_ skills and knowledge.**

Where meals are being claimed with receipts or charged back to the hotel room:

- The expenses for meals relate to my meal only and exclude alcohol
- The expenses for meals relate to shared meals and the proportion (i.e. 50%) or my meals have been clearly indicated
- The expenses for meals relate to shared meals with other ACT Health/CHS MEE or PPF funded travellers and the proportion or my meals have been clearly indicated:

Name of other MEE funded travellers.....

- Where a tax invoice/ receipt is missing I have completed a Statutory Declaration that includes the above information.

I declare that the percentage of those expenses incurred in earning my assessable income was **100%**.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**Attachment I – How to Book Airfares and Accommodation**

***Information Sheet: Flight and Accommodation Bookings and QBT (Qantas Business Travel)***

Qantas Business Travel (QBT) is the Whole of Australian Government (WoAG) contracted agent for both flight and accommodation bookings. In accordance with the [ACT Health Directorate \(HD\) and Canberra Health Services \(CHS\) Travel SOP](#) **all flight and accommodation bookings must be made with QBT**, this applies to all ACT Health staff members travelling for official purposes. An official purpose includes travel funded by Medical Education Expenses (MEE) and the Private Practice Funds (PPF).

**Accessing the Online Booking Tool**

**Web link:** <https://www.portal.qbt.travel/?companyUniqueCode=actgov>

**Company ID:** ACTGOV (not case sensitive)

**Area Code + Landline or Mobile:** enter the phone number you registered with

**Contact Details:**

**QBT**

Email (domestic): [domestic@qbt.travel](mailto:domestic@qbt.travel)

Email (international): [international@qbt.travel](mailto:international@qbt.travel)

Phone: 1300 797 357

**Shared Services Procurement:**

Email: [travelenquiries@act.gov.au](mailto:travelenquiries@act.gov.au)

**HOW TO MAKE A BOOKING**

The traveller must have an existing online profile in order to make any flight and accommodation bookings, even if the booking is being made by an ‘Arranger’. Please use the QBT Online Registration Guide to setup a profile if you do not already have one.

When making a booking please ensure you are making it under the home community of ACT Health Private Practice Fund.

To book flights and accommodation online you will require a cost centre, please see below table.

Cost Centre	Description
62995	Staff Specialists
62997	Non-Staff Specialists funded by PPF
62981	Non-Staff Specialists funded by ROPPF



**DOMESTIC TRAVEL** (within Australia)

Domestic flights and accommodation must be booked using the QBT Online Booking Tool (OBT).

Please refer to the “*citric ACT Government Booking & Approval Process*” document attached.

**INTERNATIONAL TRAVEL** (outside Australia)

**FLIGHTS:** International Flights can be booked on the QBT online booking tool however it is recommended international flights are arranged directly with a QBT consultant by email correspondence.

1. Email [international@qbt.travel](mailto:international@qbt.travel) and request a quote, please CC [tchppaf@act.gov.au](mailto:tchppaf@act.gov.au) into all correspondence with QBT
  - a. Provide the **PPF profile number** in your request: **00010446**
  - b. Be as specific as you would like; if you have a preferred airline or routing for example.
  - c. Be sure to include dates and locations in your request
2. QBT will email you three or more proposals
  - You can ask for different proposals or request a change to a flight within a proposal once received
3. Email [tchppaf@act.gov.au](mailto:tchppaf@act.gov.au) to request approval of your flight booking once you have settled on an itinerary or chosen a proposal.
4. If your itinerary meets the requirements of the ACT Health Directorate (HD) and Canberra Health Services (CHS) Travel SOP and matches the approval of PPFAC, admin staff will send an approval email to QBT and CC you in.
5. QBT will email you a copy of your itinerary and your e-tickets. Your e-tickets will likely be issued at later date as determined by the airline.

**ACCOMMODATION:** International accommodation is arranged via email with a QBT consultant, this can be done at the same time as requesting flights via email. If you have any preferred accommodation or requirements you need to advise the consultant in your request. A quote will then be sent to you for review and selection. If you request flights and accommodation at the same time both will come in the same quote email.

**CHANGE A BOOKING**

If you need to make any changes to an existing booking please contact QBT directly and send an email to [tchppaf@act.gov.au](mailto:tchppaf@act.gov.au).

Bookings made online can be altered via the ‘My Trips’ on the QBT portal.

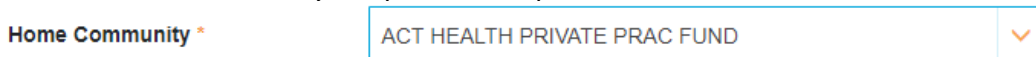
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**CHANGING YOUR COMMUNITY**

It is your responsibility to ensure that your bookings are being charged to the right division within ACT Health Directorate or Canberra Health Services. All PPF/MEE funded travel must be booked under the 'Health Private Practice Fund' community, please change your community as needed.

1. Log onto the QBT Online Booking Tool
2. Click on *My Profile*
3. Click on *My Account*
4. From the *Home Community* dropdown box please select '*Health Private Prac Fund*'



5. Click *Save*

**FLIGHT TRAVEL CLASSES**

**All domestic travel must be economy class** except if airtime in a single aircraft is a minimum four hours (continuously). For example, travel to Perth is a minimum four hours in flight and thus business class travel is permitted. Layover time is not included when calculating airtime.

As per the Health Travel SOP staff specialists are eligible to travel in business class\*, nonexecutive staff are not eligible for a business class fare.

\*If the Private Practice Fund do not agree to fund a business class fare the traveller must self-fund the difference between an economy and business class fare or travel within the limits of PPF funding.

**TRAVELLING WITH FAMILY – INTERNATIONAL TRAVEL ONLY**

**FLIGHTS:** You can book your family members international flights with QBT. Please contact the Private Practice Fund staff if you intend to do this. An invoice will be issued to recover the costs of your family member’s flights.

**ACCOMODATION:** You are still required to book accommodation in accordance with the ACT Government Travel SOP; any bookings made via third-party sites will not be reimbursed. Funding is for a single room befitting of one person, any additional space required to accommodate travelling companions will not be funded by the ACT Government or the Private Practice Funds. An invoice will be sent to you upon return for the costs incurred for additional guests.

**SABBATICAL** (minimum stay, 2 weeks)

You must still book reasonable rental accommodation through QBT. If QBT are unable to book the required accommodation you can book reasonable rental accommodation yourself with an outside provider.

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You will need to seek approval from the PPFAC prior to making a booking through an external provider otherwise your booking may not be fully reimbursed. Evidence that QBT were unable to book the required accommodation will need to be provided to the PPF.

#### **VENUE HIRE/ ACCOMMODATION CARDS**

This can be used for accommodation booking when on TESL but will not be reimbursed by the PPAF.

#### **FREQUENT FLYER POINTS**

Under the Whole of Australian Government contract with QBT frequent flyer points cannot be earned on any flights booked with QBT, this includes flights booked for non-ACT Health staff members such as family members travelling with you. However, if you provide your frequent flyer number to QBT you will earn status credit.

**QUESTIONS AND CONCERNS:** Please bring any difficulties, concerns or disputes when making bookings to the attention of the Private Practice Fund and Medical Education Expenses Administrative Team to be addressed at the following PPAFAC meeting. Feedback regarding both flight and accommodation bookings will also be provided to the contract manager.

If you require any further information please contact the Private Practice Fund and Medical Education Expenses Administrative Team on 5124 9075 (ext 49075) or email [tchppaf@act.gov.au](mailto:tchppaf@act.gov.au)

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