

*OFFICE OF THE COMPTROLLER & AUDITOR GENERAL  
TRAVEL AND ACCOMMODATION POLICY*

**Guidelines.**

1. Any employee of the Department who, in the course of his/her work orders and/or incurs, any expenditure on travel and accommodation, should comply with the following guidelines:
  - (1) Any activity which forms part of the work of an employee and which will incur expenditure on travel and accommodation must be agreed and authorised at an appropriate level.
  - (2) All travel and accommodation expenditure must be booked with recommended suppliers in accordance with Purchasing and Supply Strategy guidelines and in compliance with the States Ethical Code for purchasing.

**Accommodation booking procedures**

2. When a hotel has been selected the officer making the booking should telephone the hotel or group quoting the relevant booking code. A confirmation fax or letter may be required.
3. Officers should ensure that the hotel is aware that the booking is being made by a Public Sector employee who is duly authorised to make use of the list.
4. Officers should be prepared to provide adequate identification if required, such as a business card.
5. Bookings should be made as far in advance as possible.
6. Checks for special rates should be made at the time of booking.
7. Cancellations should be notified to the Hotel as early as possible.

**Travel booking procedures**

8. In general, Public Employees travelling by air must book economy class and accept the lowest fare offered by the recommended supplier on the understanding that arrangements must also fulfil business needs. It is important to remember that full flexibility of travel arrangements will

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almost certainly mean paying the full fare. Where it is possible to make less flexible arrangements then this should be done in order to maximise savings.

9. In circumstances which must be approved in advance, officers may choose to travel on other bases but shall make a substantial contribution (currently 100%) towards any cost in excess of that which would have been incurred under paragraph 8 above.