

Domestic Travel Allowance Schedule

1 Purpose

To provide the rates that apply for domestic Travellers required to travel on approved University Business.

2 Scope

This schedule must be read in conjunction with the Travel Procedure and is subordinate to it.

3 Schedule

These rates are subject to change from time to time with approval from the University.

| Domestic Rates - Maximum | | | | |
|--|---------------|--|-------------|---------------|
| Place | Accommodation | Food and Drink ¹ | Incidentals | Total \$ |
| | | Bfast (23.10) Lunch (25.90) Dinner (44.50) ² | | |
| Adelaide | 158 | 93.50 | 16.85 | 268.35 |
| Brisbane | 181 | 93.50 | 16.85 | 291.35 |
| Canberra | 178 | 93.50 | 16.85 | 288.35 |
| Darwin | 220 | 93.50 | 16.85 | 330.35 |
| Hobart | 176 | 93.50 | 16.85 | 286.35 |
| Melbourne | 173 | 93.50 | 16.85 | 283.35 |
| Perth | 180 | 93.50 | 16.85 | 290.35 |
| Sydney | 198 | 93.50 | 16.85 | 308.35 |
| High cost country centres | see (a) below | 93.50 | 16.85 | see (a) below |
| Tier 2 country centres [see (b) below] | 155 | Bfast (20.65) Lunch (23.60) Dinner (40.65) ² | 16.85 | 256.75 |

| | | | | |
|-----------------------|-----|--|-------|--------|
| Other country centres | 141 | Bfast (20.65) Lunch (23.60) Dinner (40.65) ² | 16.85 | 242.75 |
|-----------------------|-----|--|-------|--------|

¹ The University will normally only pay an allowance for breakfasts for departures before 7.00am and arrivals after 9.00am, lunches for departures before 12.00 noon and arrivals after 2.00pm, and dinners for departures before 6.00pm and arrivals after 8.00pm. Travellers may not receive an allowance payment for meal expenses where no cost has been incurred, e.g. where meals are provided as part of a flight or as part of the conference registration fee, or where a client pays for the Traveller's meal. Note that the provision of a morning or afternoon tea does not constitute the provision of a meal.

² The maximum amount able to be paid as an allowance for meal expenses will not exceed the combined total of the reasonable breakfast, lunch and meal allowance rates for which the Traveller is eligible, however the actual apportionment of Expenditure between meals is at the discretion of the Traveller.

(a) High cost country centres - accommodation expenses

| Country centre | \$ | Country Centre | \$ |
|-----------------------|-----------|-----------------------|-----------|
| Albany (WA) | 193 | Jabiru (NT) | 216 |
| Alice Springs (NT) | 206 | Kalgoorlie (WA) | 181 |
| Armidale (NSW) | 166 | Karratha (WA) | 223 |
| Ararat (VIC) | 159 | Katherine (NT) | 228 |
| Ballarat (VIC) | 187 | Kununurra (WA) | 204 |
| Benalla (VIC) | 168 | Launceston (TAS) | 174 |
| Bendigo (VIC) | 164 | Lismore (NSW) | 163 |
| Bordertown (SA) | 164 | Mackay (QLD) | 166 |
| Bourke (NSW) | 184 | Maitland (NSW) | 187 |
| Bright (VIC) | 180 | Mount Gambier (SA) | 164 |
| Broken Hill (NSW) | 161 | Mount Isa (QLD) | 185 |
| Broome (WA) | 220 | Mudgee (NSW) | 188 |
| Bunbury (WA) | 178 | Muswellbrook (NSW) | 157 |
| Bundaberg (QLD) | 184 | Nambour (QLD) | 163 |
| Burnie (TAS) | 178 | Newcastle (NSW) | 195 |
| Cairns (QLD) | 175 | Newman (WA) | 271 |
| Carnarvon (WA) | 170 | Nhulunbuy (NT) | 230 |

| | | | |
|------------------------------|-----|-----------------------|-----|
| Castlemaine (VIC) | 162 | Norfolk Island (NSW) | 203 |
| Christmas Island (WA) | 218 | Northam (WA) | 214 |
| Cobar (NSW) | 144 | Nowra (NSW) | 168 |
| Cocos (Keeling) Islands (WA) | 331 | Orange (NSW) | 202 |
| Dalby (QLD) | 201 | Port Hedland (WA) | 175 |
| Dampier (WA) | 175 | Port Lincoln (SA) | 170 |
| Derby (WA) | 192 | Port Macquarie (NSW) | 190 |
| Devonport (TAS) | 161 | Rockhampton (QLD) | 174 |
| Dubbo (NSW) | 170 | Roma (QLD) | 182 |
| Emerald (QLD) | 179 | Shepparton (VIC) | 167 |
| Esperance (WA) | 180 | Swan Hill (VIC) | 181 |
| Exmouth (WA) | 214 | Thursday Island (QLD) | 323 |
| Geelong (VIC) | 175 | Toowoomba (QLD) | 161 |
| Geraldton (WA) | 165 | Townsville (QLD) | 174 |
| Gladstone (QLD) | 171 | Wagga Wagga (NSW) | 177 |
| Gold Coast (QLD) | 209 | Wangaratta (VIC) | 186 |
| Gosford (NSW) | 161 | Weipa (QLD) | 238 |
| Griffith (NSW) | 159 | Whyalla (SA) | 167 |
| Halls Creek (WA) | 170 | Wilpena-Pound (SA) | 223 |
| Hervey Bay (QLD) | 175 | Wollongong (NSW) | 181 |
| Horn Island (QLD) | 345 | Wonthaggi (VIC) | 188 |
| Horsham (VIC) | 165 | Yulara (NT) | 570 |

(b) Tier 2 country centres:

| Country centre | Country centre |
|------------------|-------------------|
| | |
| Albury (NSW) | Kingaroy (QLD) |
| Ayr (QLD) | Maryborough (QLD) |
| Bairnsdale (VIC) | Mildura (VIC) |
| | |

| | |
|-----------------------|--------------------|
| Bathurst (NSW) | Naracoorte (SA) |
| Bega (NSW) | Narrabri (NSW) |
| Ceduna (SA) | Port Augusta (SA) |
| Charters Towers (QLD) | Portland (VIC) |
| Chinchilla (QLD) | Port Pirie (SA) |
| Coffs Harbour (NSW) | Queanbeyan (NSW) |
| Colac (VIC) | Queenstown (TAS) |
| Cooma (NSW) | Renmark (SA) |
| Cowra (NSW) | Sale (VIC) |
| Echuca (VIC) | Seymour (VIC) |
| Goulburn (NSW) | Tamworth (NSW) |
| Grafton (NSW) | Taree (NSW) |
| Gunnedah (NSW) | Tennant Creek (NT) |
| Hamilton (VIC) | Tumut (NSW) |
| Innisfail (QLD) | Warrnambool (VIC) |
| Inverell (NSW) | Wodonga (VIC) |
| Kadina (SA) | |

Kilometre Allowances

The University may compensate Travellers for the use of private motor vehicles in conjunction with University Business up to the following maximum allowance rates subject to approval.

| Engine capacity | | Rate/km (cents) |
|--|---|-----------------|
| Conventional | Rotary | |
| 1600cc (1.6 litre) or less | 800cc (0.8 litre) or less | 50.0c |
| 1601cc - 2600cc (1.601 litre - 2.6 litre) | 801cc - 1300cc (0.801 litre - 1.3 litre) | 60.0c |
| 2601cc (2.601 litre) and over | 1301cc (1.301 litre) and over | 61.0c |
| Electric Vehicles | | 50.0c |

4 References

Nil.

5 Schedule Information

| | |
|---|--|
| Accountable Officer | Chief Financial Officer |
| Responsible Officer | Chief Financial Officer |
| Policy Type | University Procedure |
| Policy Suite | Travel Policy |
| Approved Date | 13/12/2023 |
| Effective Date | 13/12/2023 |
| Review Date | 3/4/2024 |
| Relevant Legislation | |
| Policy Exceptions | Policy Exceptions Register |
| Related Policies | |
| Related Procedures | Travel Procedure |
| Related forms, publications and websites | International Travel Allowance Schedule Travel System |
| Definitions | Terms defined in the Definitions Dictionary Employee A person employed by the University and whose conditions of employment are covered by the Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University. Procedure An operational instruction that sets out the process to operationalise a Policy. Student A person who is enrolled in a UniSQ Upskill Course or who is |

admitted to an Award Program or Non-Award Program offered by the University and is: currently enrolled in one or more Courses or study units; or not currently enrolled but is on an approved Leave of Absence or whose admission has not been cancelled.

[University](#)

The term 'University' or 'UniSQ' means the University of Southern Queensland.

Definitions that relate to this schedule only

Traveller

All Employees, Students, Council members and Visitors travelling on approved University Business.

University Business

University Business means any approved activity related to employment, career development or Research Activities at the University or in connection with the official functions of the University.

Keywords

Travel, domestic, international, rate

Record No

15/594PL