

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
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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 Operating and Financial Officer
Responsible Officer	Chief Operating and 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

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