

# AFP National Guideline on travel and living away from home

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## 1. Disclosure and compliance

This document is classified **OFFICIAL** and is intended for internal AFP use.

Disclosing any content must comply with Commonwealth law and the [AFP National Guideline on information management](#).

This instrument is part of the AFP's professional standards framework. The [AFP Commissioner's Order on professional standards \(CO2\)](#) outlines the conduct expected of AFP appointees. Inappropriate departures from the provisions of this instrument may constitute a breach of AFP professional standards and be dealt with under Part V of the [Australian Federal Police Act 1979](#) (Cth) (AFP Act).

## 2. Guideline authority

This guideline was issued by the Chief Financial Officer using power under s. 37(1) of the [AFP Act](#), as delegated by the Commissioner under s. 69C of the Act.

## 3. Introduction

The purpose of this guideline is to mitigate the risks associated with mismanagement or misuse of AFP resources by appointees, in particular Enterprise Risk – Resourcing (E7) as documented in the [AFP Risk Profile](#). Non-compliance with the obligations conveyed in this guideline could prevent the AFP from meeting its operational objectives within budget.

This document outlines the obligations and entitlements for AFP appointees undertaking official travel for the AFP and while living away from home. The obligations of delegates are also outlined in this document and must be followed in line with AFP appointee requirements.

AFP appointees who fail to comply with this guideline and the governance instruments listed in this guideline may be subject to a Professional Standards and/or an Australian Commission for Law Enforcement Integrity investigation (specifically for matters giving rise to fraud or corruption), which may result in a review of employment suitability.

## 4. Policy on travel and living away from home

Travel and living away from home are often an integral part of work-related activities for AFP appointees. This guideline ensures AFP appointees:

- act in accordance with all Commonwealth contractual arrangements
- use WoAG coordinated procurements for domestic travel with QBT, AOT and Hertz
- consider whether travel is warranted or if other options meet the requirements (e.g. video conferencing)
- keep accurate records for all official travel
- ensure all travel expenses are acquitted and approved in accordance with the [AFP National Guideline on using the AFP corporate credit card](#).

AFP appointees and approvers must ensure all costs associated with travel conform to the efficient, effective, economical and ethical use or management of public resources in accordance with the [Public Governance, Performance and Accountability Act 2013](#) (PGPA Act).

AFP appointees are issued with a Diners virtual card which is linked to their profiles in QBT, AOT and Hertz. For other travel-related expenses not covered by a per diem, AFP appointees must use the Citi Mastercard.

AFP appointees performing duties outside Australia remain subject to AFP governance instruments relating to travel (see section 5 below) and this national guideline. In accordance with the [AFP Commissioner's Order on professional standards \(CO2\)](#), an AFP appointee's behaviour must uphold the good reputation of Australia.

This guideline applies to travel, and does not apply where the AFP appointee is entitled to other terms and conditions where allowances are included in accordance with the [AFP Act](#) under either a:

- s. 40H(2) (assignment of duties) determination
- s. 27 (remuneration and other conditions) determination.

AFP appointees performing duties outside Australia and subject to a Commissioner's determination under s. 40H(2) or s. 27 of the [AFP Act](#) remain subject to AFP governance instruments relating to travel, including this national guideline. Further information can be obtained from the [Australian Federal Police \(Overseas Conditions of Service\) Determination \(No 1\) 2013](#).

## **5. Application, authorisations and responsibilities**

AFP appointees must undertake official travel in accordance with the relevant governance instruments, including:

- [AFP Act](#)
- [PGPA Act](#)
- [AFP Commissioner's Financial Instructions \(CFIs\)](#)
- [AFP Enterprise Agreement 2017–2020](#)

- [AFP Executive Level Enterprise Agreement 2019–2021](#)
- [AFP \(Overseas Conditions of Service\) Determination \(No 1\) 2013](#)
- [Resource Management Guide 404: Domestic Travel Policy \(RMG 404\)](#)
- [Resource Management Guide No. 405: Official International Travel – Use of the best fare of the day \(RMG 405\)](#)
- [AFP National Guideline on using the AFP corporate credit card](#)
- [AFP National Guideline on information security.](#)

## 6. Exclusions

This guideline does not cover:

- staff relocations
- contractors (not deemed to be AFP appointees)
- the booking of travel for air security officer duty
- reassignment of duties.

## 7. Domestic travel

When arranging domestic travel, an AFP appointee must:

- comply with [RMG 404: Domestic Travel Policy](#), issued by the Department of Finance
- ensure the clear and sole purpose of the trip is for official AFP business
- ensure a domestic travel requisition detailing all expenses is submitted and approved in Fraedom prior to departure
- ensure, where exceptional circumstances prevent a requisition being submitted and approved in Fraedom prior to travel, that it is completed as soon as possible
- have a QBT profile set up by the [Fraedom Travel Support team](#) prior to making the first domestic travel booking on QBT
- undertake adequate planning to ensure no unnecessary or excessive expenditure is incurred on behalf of the AFP by choosing the most direct route, non-flexible or lowest practical fare, smaller vehicle and the most cost-effective hotel location
- make decisions based on an impartial consideration of the fares available and not on a personal preference for a particular airline or aircraft type, access to airline lounges or accumulating airline reward and loyalty points (including status credits)
- use QBT to book flights only or to book flights, accommodation and car hire as a combined booking
- use AOT when making bookings for accommodation only
- use Hertz when making bookings for car hire only
- pre-purchase additional baggage allowance online, where possible, for discounted rates
- not use the AFP corporate credit card for meals and incidentals
- ensure private expenditure is not charged to the AFP corporate credit card
  - An AFP appointee may use an AFP corporate credit card to pay a claim that includes both official and coincidental private expenditure.

Coincidental private expenditure must be repaid prior to acquittal via *Insight!* repayments or direct deposit to the AFP main bank account with evidence attached to the acquittal in Fraedom.

- maintain a travel diary for all cash withdrawals in addition to keeping all tax invoices/receipts for expenditure and providing documentation (e.g. *Insight!* repayment evidence) for all unspent funds repaid to the AFP
- seek approval to change travel requisitions and keep appropriate documentation
- ensure all expenditure is acquitted and approved by the relevant delegate in Fraedom within 28 days
- not accrue frequent flyer points for any official travel
- not use personally accrued reward and loyalty points or personal funds to upgrade any official travel-related airfare
- not accept any offer to upgrade a class of air travel.

### 7.1. Domestic booking class entitlement

<b>Band</b>	<b>Class of travel entitlement</b>
1–9	Economy
Technical specialists	Economy

Senior Executive Service (SES) In accordance with SES contract

The above class of travel entitlements apply regardless of duration of travel.

Approval above entitlement may only be requested in exceptional circumstances of urgent or critical operational need. The relevant delegate should consider the need identified in a supporting business case prior to approval.

### 8. International travel

When arranging international travel, an AFP appointee must:

- comply with [RMG 405](#): Official international travel –use of the best fare of the day, issued by the Department of Finance
- ensure the clear and sole purpose of the trip is for official AFP business
- ensure the relevant international travel approval form (ITAF) is completed prior to travel – and, in exceptional circumstances, where an ITAF is not completed prior to travel, ensure it is completed as soon as possible
- ensure an international travel requisition detailing all expenses is submitted and approved in Fraedom prior to departure
- ensure, where a requisition is not submitted and approved in Fraedom prior to travel due to exceptional circumstances, that it is completed as soon as possible



- undertake adequate planning to ensure no unnecessary or excessive expenditure is incurred on behalf of the AFP by choosing the most direct route, best fare of the day, smaller vehicle and the most cost-effective hotel location
- make decisions based on an impartial consideration of the fares available and not on a personal preference for a particular airline or aircraft type, access to airline lounges or accumulating airline reward and loyalty points (including status credits)
- pre-purchase additional baggage allowance online, where possible, for discounted rates
- not use the AFP corporate credit card for meals and incidentals
- ensure private expenditure is not charged to the AFP corporate credit card
  - An AFP appointee may use an AFP corporate credit card to pay a claim that includes both official and coincidental private expenditure. Coincidental private expenditure must be repaid prior to acquittal via *Insight!* repayments or direct deposit to the AFP main bank account with evidence attached to the acquittal in Freedom.
- maintain a travel diary for all cash withdrawals in addition to keeping all tax invoices/receipts for expenditure and providing documentation (e.g. *Insight!* repayments) for all unspent funds repaid to the AFP
- seek approval to change travel requisitions and keep appropriate documentation
- ensure all expenditure is acquitted and approved by the relevant delegate in Freedom within 28 days
- not accrue frequent flyer points for any official travel
- not use personally accrued reward and loyalty points or personal funds to upgrade any official travel related airfare
- not accept any offer to upgrade a class of air travel.

## 8.1 Passports and visas

The AFP pays the cost of an official or diplomatic passport and visas needed for official AFP business. This expense is charged to the relevant cost centre of the AFP appointee travelling.

Before embarking on official international travel, AFP appointees must:

- ensure a valid and correct type of passport is held for the required travel – official, diplomatic or personal passport
- ensure all passports have a minimum of six-months validity beyond the return date of travel
- comply with all customs, quarantine and immigration requirements of the destination and transit countries.

For all visa and passport enquiries, including applications and photos, contact the [International Travel team](#).

The AFP does not fund the costs of personal passports or visas; this is the responsibility of the AFP appointee.

## 8.2 International booking class entitlement

<b>Band</b>	<b>Class of travel entitlement</b>
1–8	Economy
Technical specialists	Economy
9	Premium economy / economy plus*
SES	Business

\* Only where airline offers this cabin class. Re-routeing to a destination is not permitted to obtain this class of service. The most direct route must be taken in accordance with [RMG 405](#): Official international travel –use of the best fare of the day.

Where economy plus or premium economy class is unavailable, AFP appointees entitled to this service must travel in economy class.

AFP appointees who are on higher duties at SES level for the full duration of official travel are permitted to travel in business class with the provision of written approval from the relevant delegate.

Approval above entitlement may only be requested in exceptional circumstances of urgent or critical operational need. Written approval by Assistant Commissioner International must be provided to the International Travel team in all circumstances. Please contact the [International Travel team](#) for further information.

## 8.3 Transit periods

When travelling to, or from, an international destination, an overnight stay is permitted if it is part of the most direct route for trips that extend beyond 10 consecutive hours.

## 8.4 Travelling with infants

Baby bassinets may be requested on aircraft for newborns or infants (under 24 months) who are not mobile; however, these cannot be guaranteed.

When travelling internationally with an infant (aged under 24 months) for trips longer than 6 hours, an AFP appointee may submit a request to purchase a child fare, which includes a seat and additional baggage for the infant. The child fare must be approved by the relevant delegate and included on the ITAF.

## 9. Per diem – domestic and international

Per diem is a monetary amount provided to AFP appointees on official travel when the travel is for 21 days or less and includes at least one overnight stay.

When travel is for more than 21 days, please refer to section 12 – Living away from home.

### 9.1 Domestic per diem

Per diem is paid for meals and incidentals when a domestic travel requisition is accurately created in Fraedom and approved by the relevant delegate. The following conditions apply:

- When flying domestically, the times entered in the requisition for a per diem payment are one hour before the scheduled departure time and one hour after the scheduled landing time.
- Extensions to travel dates require a new requisition to be created and approved in Fraedom for the period of the extension.
- New requisitions create new per diem payments when entered for more than 24 hours and approved.
- Changes to the travel itinerary must be approved by the relevant delegate, documented and advised to the [Per Diems team](#).
- Reductions to travel dates require an adjustment by the [Per Diems team](#).
- Any debt created by an adjustment of per diem, during or after travel, must be repaid to the AFP within 28 days from the date of adjustment to the travel.
- In accordance with section 16.4.2 of the [CFIs](#), unless evidence of hardship can be provided when travel is cancelled prior to departure, any per diems received must be repaid to the AFP immediately. The 28-day repayment period does not apply.
- Meals provided as part of a conference, training course, accommodation rate, operational exercise, function or any other event while travelling for official business and while in receipt of a per diem must be documented and a per diem must not be claimed for these meals. Contact the [Per Diems team](#) for adjustments.
- Personal dietary requirements or other personal decisions (e.g. meal timings) are not grounds for claiming per diem when meals are provided. The AFP does not pay twice for meals.
- Corporate credit cards must not be used for the purchase of meals or incidentals while in receipt of a per diem.
- Changes to the travel itinerary must be approved by the relevant delegate, documented and advised to the [Per Diems team](#).

### 9.2 International per diem

International per diem is paid when an international travel requisition is accurately created and approved by the relevant delegate in Fraedom.

A per diem is payable while in an international country and is based on Australian Taxation Office (ATO) tax determination rates.

The following conditions apply:

- Per diem must not be claimed while on any international flight.
- Any debt created by an adjustment of per diem, during or after travel, must be repaid to the AFP within 28 days from the date of adjustment to the travel.
- In accordance with section 16.4.2 of the [CFIs](#), unless evidence of hardship can be provided when travel is cancelled prior to departure, any per diems received must be repaid to the AFP immediately. The 28-day repayment period does not apply.
- The date and times entered in an international requisition are the scheduled landing time in the international country and the departure time from the international country.
- When travelling to multiple countries on one itinerary, separate requisitions must be completed for each destination to ensure correct per diem is paid.
- If a flight includes an overnight international stopover, use the 'arrival in' and 'departure from' dates and times for that international stopover location. This does not apply for a transit at an international airport.
- If an AFP appointee is subject to a transit time at an airport greater than 5 hours, they are entitled to purchase a meal up to the value of AUD80 on their corporate credit card. A tax invoice/receipt must be obtained for Freedom acquittal and approval.
- Meals provided during periods of official business while an AFP appointee is in receipt of per diem must be documented and per diem must not be claimed for these meals.
- Personal dietary requirements or other personal decisions (e.g. timing) are not grounds for claiming per diem when meals are included.
- Corporate credit cards must not be used for the purchase of meals or incidentals while in receipt of a per diem.
- Changes to the travel itinerary must be approved by the relevant delegate, documented and advised to the [Per Diems team](#).

### 9.3 Per diem daily payment schedule – all travel

The below table indicates the time period of travel during which a meal is covered as part of the per diem rate.

<b>Time of arrival or departure</b>	<b>Rate on day of arrival</b>	<b>Rate on day of departure</b>
Before 7.00 am	B + L + D	Nil
7.01 am – 1.00 pm	L + D	B



1.01 pm – 7.00 pm	D	B + L
After 7.00 pm	Nil	B + L + D

B=Breakfast      L=Lunch      D=Dinner

Incidental payments, included with per diem payments, are received for every 24-hour period of travel or part thereof. This component of the per diem is provided to assist with the payment of out-of-pocket expenses, such as:

- tips and gratuities (where this is customary)
- laundry expenses
- newspapers/magazines
- ATM fees
- foreign exchange fees and commissions.

#### 9.4 Per diem adjustments and debt recovery – all travel

The relevant delegate may update the per diem for an AFP appointee at any time that information becomes available relating to per diem entitlement. This may include, and is not limited to, the repayment of outstanding debt and meal inclusions or exclusions in accordance with relevant governance and legislation. It is recommended that delegates advise AFP appointees of any changes in writing prior to changes being made.

Per diem is not paid to any AFP appointee who has an outstanding travel debt to the AFP. These payments are automatically adjusted against any existing travel debt even if the new travel dates fall within the 28-day repayment period.

All per diem overpayments must be repaid to the AFP and it is the responsibility of the AFP appointee to ensure this is completed. Failure to repay within 28 days will be referred to the Debt Management Team for further action and may result in the AFP appointee being reported to Professional Standards.

An email must be sent to the [Per Diems team](#) to advise of any changes to travel details.

#### 10. Private travel attached to official travel

A fringe benefits tax (FBT) test applies for all dual-purpose travel. If the trip is not solely for business purposes, it may be considered to have a secondary (private) purpose. To avoid any FBT consequences, AFP appointees should follow the directions outlined below for private travel. FBT advice must be sought from the [AFP tax team](#) prior to booking travel.

Private travel at the beginning or end of official travel, as outlined above, may be permitted if:

- the absence does not inconvenience the business area
- the travel has been supported by the AFP appointee's supervisor
- the relevant delegate is satisfied the official travel is not being arranged to suit the personal needs of the AFP appointee
- the request is an exception and not a common occurrence for the traveller
- the travel duration meets business requirements (overnight stay is warranted)
- the lowest practical fare, international best fare of the day and most direct route are not impacted by the individual's personal needs
- the AFP is not paying **any** expense related to the private travel
- the maximum allowable private travel days outlined in the relevant tables in sections 10.1 and 10.2 are not exceeded as the primary purpose of the travel is for official duties.

The private travel portion must be documented under the comments tab in the Freedom travel requisition.

The approved private travel portion and associated costs, including insurance and passports, must be paid by the AFP appointee and must not be charged to an AFP corporate credit card. AFP appointees must not apply for, accept or be paid a per diem (or other allowance) for any private travel.

AFP appointees must reimburse the AFP for all expenses incurred by the AFP relating to the private portion of travel immediately on becoming aware of the expense.

The AFP does not provide travel insurance for private travel. It is the responsibility of the AFP appointee to ensure they are appropriately insured.

### **10.1 Private travel attached to official domestic travel**

The maximum private travel days allowed for official domestic travel is a total of 2 weekend days (or public holiday). These can be taken either immediately prior to, or immediately after, the official travel requirement. The number of allowable private days is based on the number of workdays at the location, as outlined in the table below.

#### **Domestic travel – allowable private days**

<b>Work days at location</b>	<b>Total allowable private days</b>
1	0 weekend day or public holiday
2–3	1 weekend day or public holiday
4 or more	2 weekend days or public holidays

If the work days do not start on a Monday or end on a Friday, then a weekend is not permitted without delegate approval.

The private portion must be in the locality of the business travel with no deviation as the primary purpose of the travel is for official duties.

### **10.2 Private travel attached to official international travel**

The maximum private travel days allowed for official international travel is a total of 4 workdays. These can be taken either immediately prior to, or immediately after, the official travel requirement. The number of allowable private days is based on the number of workdays at the location, as outlined in the table below.

#### **International travel – allowable private days**

<b>Work days at location</b>	<b>Total allowable private days</b>
1	0 work days
2–3	1 work day
4–5	2 work days
6–7	3 work days
8 or more	4 work days

Note: Weekend days are permissible, in addition to the workdays, provided they are consecutive days – for international travel only.

The private portion must be at the locality of the official international travel with no deviation. Additionally, the period of private travel cannot be more than 50 per cent of the official travel period (not including weekends).

AFP appointees must use leave for workdays within the private travel period, as appropriate and approved (e.g. recreation leave or leave without pay).

### **10.3 Deviation to travel**

Deviation from the set itinerary or most direct route is viewed by the ATO as an indication that the trip has a secondary (private) purpose.

Any deviation from official travel requires approval in writing from the relevant delegate.

A deviation is:

- altering the departure location when completing official business or altering the arrival location prior to the official travel
- the addition of another destination or a route variation to the most direct available route for the official travel (regardless of who meets the costs of the transport etc.)
- adding an overnight stay that is not part of the normal routing of the trip or is not associated with an involuntary stopover or transit extending beyond 10 consecutive hours.

#### **10.4 Incidental travel**

Incidental travel is acceptable in conjunction with official travel. Travel is considered incidental if:

- where the official travel requires the appointee to stay away, weekends are generally not taken into account
- the days in transit or unavoidable delays between business activities are due to weekends, public holidays or scheduling (documentation demonstrating this must be available)
- a minor amount of 'private' travel is associated with the sole purpose of the trip (e.g. day of arrival is Sunday and course starts on Monday morning).

### **11. Freedom acquittal and approvals – domestic and international travel**

#### **Delegate approvals – prior to travel**

Prior to approving any official travel, the relevant delegate must ensure that:

- the travel is warranted and other options have been considered (e.g. video conferencing)
- authorisation to travel has been obtained in accordance with all AFP processes
- whole-of-government policy and AFP guidelines are followed, including use of the lowest practical fare for domestic travel or best fare of the day for international travel
- the travel requisition has been completed correctly in Freedom
- departure and arrival times are correct
- any private portion is identified in Freedom and written approval supplied
- travel has been booked through the relevant online booking system to ensure maximum value has been obtained (QBT, AOT, Hertz)
- each AFP appointee's travel is approved separately
- supporting documentation has been provided and reviewed.

#### **AFP appointee acquittals in Freedom**

AFP appointees must acquit and have approved all credit card transactions within 28 days of the end of the statement period in [Fraedom](#), including refunds and personal or disputed transactions. Credit card statement periods end on the 26th of each month.

- For the Citi Mastercard, AFP appointees must attach appropriate transactional evidence (tax invoices/receipts) for **all** cash withdrawals and purchases greater than, or equal to, \$82.50. **For transactions less than \$82.50**, it is recommended that appointees attach appropriate transactional evidence but it is not mandatory to complete a statutory declaration for missing receipts – full details should be included in the reason for expense field when acquitting in Fraedom.
- Tax invoice and transaction amounts must match.
- For the Diners virtual card, it is not mandatory for tax invoices/receipts to be attached, unless requested by your supervisor, as these transactions are GST-compliant and can be obtained from the QBT, AOT or Hertz systems.
- Expenditure incurred on behalf of other AFP appointees must be clearly identified and supported by the relevant documentation (pre-approval / tax invoices/receipts).
- All travel-related transactions should be linked to the corresponding approved travel requisition in Fraedom. Travel expenditure over and above the approved travel requisition amount requires pre-approval by the relevant delegate.
- All AFP appointees must acquit their own transactions and ensure all transactions are known and correct.
- Disputed (unknown or incorrect) transactions must be followed up by the AFP appointee and resolved. All transactions must be acquitted, including those under investigation.
- Merchant receipts are not valid supporting documentation. These are the EFTPOS machine receipts which do not provide details of the purchase.
- Failure to acquit and approve within the 28-day period will be reported to Compliance Reporting and may result in suspension of credit cards – the Diners virtual card and the Citi Mastercard.
- Passwords to Fraedom accounts must not be provided to others in accordance with the [AFP National Guideline on information management](#). Any instances of sharing passwords must be reported via a security incident report.
- It is recommended that the Fraedom app is used for ease of capturing images of tax invoices/receipts and storing in the Fraedom image library. The Fraedom app is available for all smart devices and may be uploaded to both personal and AFP-issued phones.

Approval for an acquittal must be performed by an appointee's supervisor, at a higher relevant level (team leader/sergeant or above).

For further information, please refer to the [AFP National Guideline on using the AFP corporate credit card](#).

## **Approvals – post travel**



When approving travel transactions outside of a requisition, the relevant approver must ensure that:

- all required tax invoices/receipts are valid and uploaded to the transaction and merchant receipts have not been used as evidence
  - delegate approval was obtained prior to the travel being booked or, in exceptional circumstances, as soon as possible
  - the [AFP corporate credit card](#) has only been used for approved official business expenses and not for purchasing meals or incidentals where a per diem has been paid
  - all expenses are linked to the relevant travel requisition (up to the pre-approved value of the trip). Guidance for this process can be found in [Insight! Online Help](#)
  - additional expenses are approved separately from the requisition and have prior approval
- 
- all cash advances have a completed travel diary and all required receipts are attached to the cash advance transaction in Fraedom
  - all unspent amounts are returned to the AFP and proof attached to the transaction.

The AFP is not obliged to pay for expenses incurred by AFP appointees which are outside this guideline unless pre-approval has been provided by the relevant delegate.

## 11.1 Documentation

### Travel diary

AFP appointees do **not** require a [travel diary](#) if:

- they receive a per diem
- they are travelling in Australia
- the amount they are claiming is up to the per diem expense amount.

AFP appointees **must maintain** a travel diary for trips of 5 or more nights in a row if:

- they do not receive a per diem
- they are using a cash advance.

If receipts cannot be obtained, AFP appointees must record the expenditure in a travel diary and accurately complete a statutory declaration to attach to Fraedom transactions.

All cash advances must be reconciled using a travel diary. All associated receipts and documentation must accompany a travel diary when acquitting. Electronic or physical diaries are available from the [International Travel team](#), if required.

## 12. Living away from home

If an AFP appointee must reside away from their usual place of residence for more than 21 days to perform their AFP duties, they are deemed to be living away from home.

### **12.1 Living away from home allowance (LAFHA) and FBT**

An AFP appointee is regarded as living away from their usual place of residence if they would have continued to live at the former place if the duties of their employment had not required them to work temporarily in the new locality. An AFP appointee's place of residence is the place at which they reside or have some form of sleeping accommodation, regardless of whether on a permanent, temporary or shared basis.

Under the above circumstances, the AFP appointee must not receive a per diem for any of the period of their absence while in the one geographical region unless deemed official travel by a national manager / assistant commissioner.

AFP appointees who return to their usual place of residence for periods of leave or for personal reasons (over 7 days) must advise the [Relocations team](#) to have LAFHA payments ceased for that period of time.

AFP appointees who remain in the deployment location, while on leave, are still considered to be living away from home and are considered to be available to return to duties as required. A national manager / assistant commissioner may determine that LAFHA should be paid instead of a per diem in certain circumstances. This may be due to the nature of the travel or other contributing factors including, but not limited to, the availability of cooking facilities.

AFP appointees must not claim successive periods of the daily per diem in situations where they should be receiving LAFHA. AFP appointees who claim per diem while they are living away from home must repay the difference received between the LAFHA and the per diem.

The LAFHA rate is reviewed annually and is paid fortnightly in arrears via payroll. LAFHA is not considered salary for superannuation purposes.

AFP appointees who receive a LAFHA must complete a [LAFHA declaration](#) for each period they are required to live away from home. If the period of LAFHA exceeds one year, the form may be completed annually. AFP appointees must submit completed forms to the [Relocations team](#) within the FBT year (1 April to 31 March).

LAFHA payments may be subject to FBT depending on:

- the structure of the payments
- whether AFP appointees meet certain criteria
- whether a LAFHA declaration form is completed and submitted within the required timeframe (within the FBT year).

If the AFP appointee does not own a property in the home location but does own and reside in a property at their temporary work location, then LAFHA entitlements are not paid. If, while at the temporary work location, an AFP appointee is required to live or

travel away from this property for official business, they are entitled to receive a LAFHA for more than 21 days or per diem for 21 days or less.

## **12.2 The 21-day rule**

The 21-day rule is calculated on a 24-hour period. A time period of 21 days or less is considered travel for per diem purposes. More than 21 days is considered living away from home for LAFHA purposes.

For the purpose of calculating dates, AFP appointees are considered to be living away from home when the total time away is more than 21 days. This includes days when AFP appointees return home for leave days (under 7 days), standdown days or weekends.

When AFP appointees are in receipt of LAFHA and are away from the temporary work location for more than 7 days for leave or other extended absence (including personal leave), LAFHA will be ceased. AFP appointees must advise the [Relocations team](#) of any extended periods of leave.

In accordance with section 69 of the AFP Enterprise Agreement 2017-2020 – [Overpayment of salary](#), adjustments to LAFHA due to leave or other absence are considered a salary adjustment for repayment purposes.

Where travel was genuinely not expected to extend beyond 21 days prior to travel and then, during that period of travel, it is extended, the AFP appointee must commence receiving LAFHA from the date they know they will be away for more than 21 days.

AFP appointees must notify the [Relocations](#) and [Per Diems](#) teams immediately on advice that the travel is expected to be more than 21 days. Any per diem overpayments must be repaid to the AFP within 28 days.

AFP appointees who are initially due to be living away from home for more than 21 days are only entitled to LAFHA. If the period of travel is reduced to 21 days or less, AFP appointees must not claim per diem.

Per diems must not be claimed retrospectively once LAFHA has been provided.

## **12.3 Domestic LAFHA**

Where accommodation and meals are provided during periods of living away from home within Australia and its external territories, an AFP appointee may only claim the incidental component of the LAFHA.

Where only accommodation is provided, an AFP appointee may claim the pro-rata weekly LAFHA rate for meals and incidentals. The meals portion of the allowance is not affected where meals provided are minor and infrequent (e.g. a lunch may be included once or twice during a week).

Where meals are frequently provided to an AFP appointee, this portion of the LAFHA must be repaid to the AFP by contacting the [Relocations team](#).

#### **12.4 Travel to/from domestic living away from home locations**

For domestic living away from home of more than 21 days, AFP appointees may manage the travel to and from the domestic location as follows:

- Arrive one calendar day beforehand to set up residence.
- Depart one calendar day afterwards to finalise affairs.

#### **12.5 International living away from home**

The AFP provides a reasonable rate for international living away from home which varies according to location. Please contact the [Relocations team](#) for exact calculations.

#### **12.6 Travel to/from international living away from home locations**

For international living away from home, AFP appointees may manage the travel to and from the international location as follows:

- Arrive two calendar days beforehand for jetlag recovery and setting up residence.
- Depart two calendar days afterwards to finalise affairs.

### **13. Spouse, partner and dependant travel**

AFP appointees must seek relevant approval (manager/commander or above) prior to travel where a spouse, partner or dependant is accompanying them. If approved, AFP appointees must document the accompanied travel component. Such travel must not breach the [AFP National Guideline on conflicts of interest](#) nor compromise operational security.

The AFP does not fund any costs (including travel insurance) incurred for an accompanying spouse, partner or dependant except in exceptional circumstances with approval from the Commissioner.

### **14. Other accommodation**

#### **14.1 Staying with family and friends**

AFP appointees must obtain prior approval from the relevant delegate to stay with family or friends when on official travel.

Where approved, although travel allowance or LAFHA is still payable, the AFP must not be charged any extra costs associated with this arrangement (e.g. accommodation, parking costs at the airport if a family member or friend collects the AFP appointee or additional ride-sourcing costs for travelling to and from the private residence).

#### **14.2 Other accommodation arrangements**

AFP appointees booking accommodation **only**, within Australia, must book with AOT.

The use of other accommodation providers is only permitted when **all** of the conditions below are met:

- There is a proven need for non-commercial accommodation (e.g. operational need).
- Suitable accommodation is unavailable through AOT.
- The accommodation rate is at, or below, the AFP AOT rate for the location.
- Approval has been provided by the relevant delegate.
- It is not a personal choice or for personal benefit.

The national manager / assistant commissioner may provide approval to use the AFP corporate credit card if the above accommodation conditions listed are met.

If accommodation booked outside of AOT does not meet the criteria above for the accommodation rate to be at, or below, the AFP AOT rate for the location, it must not be paid for using an AFP corporate credit card. AFP appointees must pay for the accommodation personally and seek a reimbursement from the AFP. A paid tax invoice or receipt must be submitted when seeking reimbursement.

An AFP appointee must not claim a reimbursement from the AFP for accommodation that is owned or operated by the AFP appointee or a member of their family.

AFP appointees are responsible for sourcing suitable arrangements for pets. The AFP is not responsible for booking pet-friendly accommodation or paying for pet-friendly accommodation outside of the normal WoAG arrangements.

Contact [Relocations](#) or the [Freedom Travel support](#) team for detailed advice.

## **15. Airline lounge memberships**

Delegates may approve an airline lounge membership for band 1–8 appointees after assessing the genuine travel requirements of the AFP appointee and the benefits it would bring to the operational and support activities of the AFP.

As a guide, a minimum of 15 official return journeys per annum constitutes a level of travel that may justify airline club membership at AFP expense.

Applications must not be assessed on:

- the AFP appointee's position
- historical travel patterns
- baggage allowance privileges
- using airline lounge facilities as an office
- accrual of reward and loyalty points as this is not permitted for official travel.



An approval from the relevant delegate must be provided before the application or renewal is submitted for processing.

SES and executive-level (EL) appointees are entitled to one AFP-funded membership of an AFP approved airline lounge. Refer to the [Executive Level Enterprise Agreement 2019–2021](#), section 16 – [Travel benefits](#) for more information regarding EL arrangements.

## **16. Frequent flyer memberships**

Under the WoAG travel arrangements, the accrual of reward and loyalty points when on official travel is not permitted. Status credits may still be accrued. Status credits must not be used for private purposes or to upgrade the class of travel. Status credits must be used by the AFP appointee only and not transferred to another person.

AFP appointees must not use personally accrued reward and loyalty points or personal funds to upgrade any official travel-related airfare. When AFP appointees inadvertently accrue reward and loyalty points for official travel, they must contact the airline directly to have the points withdrawn.

Qantas Club members automatically receive a complimentary frequent flyer membership. Any reward and loyalty points accrued through accommodation, car hire, foreign exchange purchases and flights with the One World alliance due to official travel must be withdrawn from the AFP appointee's account by the AFP appointee.

## **17. Excess baggage**

AFP appointees carrying AFP equipment likely to exceed the standard baggage allowance must gain approval for the excess before travel begins. Pre-approved excess baggage costs should be charged to the AFP corporate credit card. Some airlines provide discounts for pre-purchased additional baggage allowances and this option should be investigated in all situations.

## **18. Vehicles**

### **18.1 Use of AFP and private vehicles**

#### **Private vehicles**

AFP appointees in band 1–8 positions should use AFP vehicles, where appropriate and available, before using private vehicles for official travel. Use of private vehicles must be approved by the relevant delegate and should be in exceptional circumstances. EL appointees should refer to the [Executive Level Enterprise Agreement 2019–2021](#), section 17 – [Use of own vehicle](#).

#### **Private motor vehicle liabilities**

Private motor vehicle use for official purposes must be:

- in exceptional circumstances
- specifically included in the travel requisition
- approved before the travel starts.

If approved, the AFP reimburses the AFP appointee based on the ATO-approved rates for cents per kilometre up to the amount of the lowest restricted airfare. The airfare rate must be obtained prior to travel and supporting evidence must be provided when claiming a reimbursement.

### **Damage and insurance**

When AFP appointees use their own private vehicle for official AFP business, the AFP does not cover any costs arising from any:

- damage to, or caused by, the vehicle
- loss of the vehicle
- injury, loss or damage incurred to any person or third-party property.

AFP appointees should ensure their insurance policies are up to date and provide sufficient cover.

### **Driver obligations**

All AFP appointees must:

- possess a current and valid driving licence for the vehicle type driven
- not drive a private vehicle on AFP business without appropriate insurance covering the vehicle for business purposes
- comply with laws and the [AFP National Guideline on AFP vehicles](#)
- promptly report accidents involving authorised vehicles to the appropriate authority
- comply with all state and territory traffic regulations
- pay any traffic fines or parking fines incurred when using the vehicle
- The AFP corporate credit card must not be used for such payments and the AFP will not reimburse AFP appointees for any fines.

### **Chauffeured vehicles**

Chauffeured vehicles must not be used unless endorsed by the relevant delegate. For safety and security it may be appropriate to use such transport at some international locations.

AFP appointees must not assume any entitlement to use such services and must obtain approval prior to travel. AFP appointees must consider best value for money.

### **18.2 Hire car and FBT declaration**

At the end of each hiring period, a [hire car FBT declaration](#) must be completed and submitted to [47E\(d\) !\[\]\(e3275251d0893157c3584e20c81dc3ba\_img.jpg\) \[afp.gov.au\]\(http://afp.gov.au\)](#). Use of a hire car for private purposes (such as travelling

to and from work, grocery shopping or undertaking recreation activities) may result in FBT.

A vehicle logbook must be maintained and lodged to [47E\(d\) afp.gov.au](https://www.afp.gov.au) where either the:

- hire is expected to last more than 3 months
- vehicle is to be used by more than one AFP appointee.

### 18.3 Use of ride-sourcing services

Ride-sourcing services (such as Uber) may be used for transport to and from places of business, hotels, airports or railways stations in connection with the business activities of official travel. The transport must be for business purposes, be efficient and practical and provide value for money.

When selecting a ride-sourcing service, the AFP appointee must ensure it is legal and regulated in the location or country of use.

AFP appointees must create a business ride profile with an authorised ride-sourcing provider (such as Uber) to use the AFP corporate card to pay for official business fares. The AFP appointee must not use their AFP email address when setting up their business ride-sourcing profile.

The AFP appointee must ensure the expenditure complies with the [AFP National Guideline on using the AFP corporate credit card](#). This obligation includes, but is not limited to:

- not using the AFP corporate card for private purposes
- obtaining a receipt/tax invoice for the service.

The selection of a ride-sourcing service should be subject to the normal value-for-money procurement considerations. Some ride-sourcing services automatically increase the price of the service as demand increases (also known as price surging) and may be more expensive during peak periods. AFP appointees must be aware of **price surging** and ensure that they choose the best value for money option.

## 19. Other travel requirements

### Health

AFP appointees must comply with the information provided by the AFP health and wellbeing support services, Organisational Health, on the hub page [Medical advice and travel](#). For international travel, please refer to [Medical preparation for overseas travel and deployments](#).

### Security

AFP appointees should subscribe for updates with the Department of Foreign Affairs and Trade [Smart traveller](#) website and monitor Australian government travel warnings for both official and private travel. AFP security clearance holders must ensure that any private international travel is reported through the appropriate chains, as per the hub page on [International Travel](#).

## Insurance

Information for [International SOS](#) is available on the hub under [Travel – Safety, health and travel tips](#).

## 20. Sponsored travel

Sponsored travel includes cases where transport, accommodation or other expenses are provided by a third party. The delegate may approve sponsored travel by an educational institution, research foundation, international agency or other government or broad-based industry group if it is clear there is no conflict of interest and it directly relates to the work of the AFP.

AFP appointees must not accept offers of travel sponsored by private organisations or groups unless they have received delegate approval in accordance with normal travel delegations.

AFP appointees must not claim from the AFP anything covered by the sponsor including, but not limited to, meals and incidentals.

## 21. Further advice

Queries about the content of this guideline should be referred to:

**International Travel** (for international bookings/visa/passport enquiries)

Email: [\[redacted\] s 47E\(d\) @afp.gov.au](#)

**Fraedom Travel Support** (QBT, AOT and Fraedom enquiries such as requisitions and acquittal)

Email: [\[redacted\] s 47E\(d\) @afp.gov.au](#)

**Relocations** (for LAFHA enquiries)

Email: [\[redacted\] s 47E\(d\) @afp.gov.au](#)

**Per Diems** (for all enquiries and updates to Per Diems – travel allowance)

Email: [\[redacted\] s 47E\(d\) @afp.gov.au](#)

**AFP Tax Team** (for FBT enquiries)

Emails [\[redacted\] s 47E\(d\) @afp.gov.au](#)

## 22. References

### Legislation

- [Australian Federal Police Act 1979](#) (Cth)
- [Public Governance, Performance and Accountability Act 2013](#) (Cth)
- [Commonwealth Procurement Rules – 14 December 2020](#)

## AFP governance instruments

- [AFP Commissioner's Order on professional standards](#) (CO2)
- [AFP Commissioner's Order on security](#) (CO9)
- [AFP Enterprise Agreement 2017–2020](#)
- [AFP Executive Level Enterprise Agreement 2019–2021](#)
- [AFP \(Overseas Conditions of Service\) Determination \(No 1\) 2013](#)
- [AFP Commissioner's Financial Instructions](#)
- [AFP National Guideline on information security](#)
- [AFP National Guideline on using the AFP corporate credit card](#)

## Other sources

- [Resource Management Guide 404: Domestic Travel Policy](#)
- [Resource Management Guide 405: Official international travel –use of the best fare of the day](#)
- [Travel](#)
- [International Travel Approval Process](#)
- [Medical preparation for overseas travel and deployments](#)

## 23. Shortened forms

<b>AFP</b>	Australian Federal Police
<b>ATO</b>	Australian Taxation Office
<b>CFIs</b>	Commissioner's Financial Instructions
<b>EFTPOS</b>	electronic funds transfer at point of sale
<b>FBT</b>	fringe benefits tax
<b>GST</b>	goods and services tax
<b>ITAF</b>	international travel approval form
<b>LAFHA</b>	living away from home allowance
<b>EL</b>	executive-level



<b>PGPA Act</b>	<i>Public Governance, Performance and Accountability Act 2013</i>
<b>RMG</b>	Resource Management Guide
<b>SES</b>	Senior Executive Service
<b>WoAG</b>	Whole-of-Australian Government

## 24. Definitions

**AFP appointee** means a deputy commissioner, an AFP employee, special member or special protective service officer and includes a person:

- engaged overseas under s. 69A of the [Australian Federal Police Act 1979](#) (Cth) (AFP Act) to perform duties as an AFP employee
- seconded to the AFP under s. 69D of the AFP Act
- engaged under s. 35 of the AFP Act as a consultant or contractor to perform services for the AFP and determined under s. 35(2) of the AFP Act to be an AFP appointee.

(See s. 4 of the AFP Act.)

**AFP corporate credit card** is issued to AFP appointees to pay for official expenses in accordance with the [AFP National Guideline on using the AFP corporate credit card](#). The AFP has two corporate cards, the Diners virtual card and the Citi Mastercard card in hand.

**AOT** is the Commonwealth's accommodation provider for domestic travel purposes (including Australia's external territories).

**Cooking facilities**, for the purpose of this document, consist of an area or room equipped as a kitchen for the storage and preparation of food within a dwelling. This is more than a bar fridge and microwave and may be a kitchenette or full kitchen.

**Debt** is any public monies required to be paid back to the AFP in accordance with the PGPA Act and any internal AFP policies.

**Deviation** is:

- altering the departure or arrival date/time/location of the official travel
- the addition of another destination or a route variation to the most direct available route required for the official travel (regardless of who meets the costs of the transport etc.)
- adding an overnight stay that is not part of the normal routing of the trip or is not associated with a layover/transit that extends beyond 10 consecutive hours.

**Domestic living away from home (LAFH) travel** means official travel to any destination within Australia and its external territories for more than 21 days.

**Domestic travel** means official travel to any destination within Australia and its external territories for 21 days or less.

**Expenses** that may be approved for official travel are:

- airfares
- accommodation
- official passports, visas or other official travel documents
- hire cars, ride-sourcing services, ferries, train and airport shuttles
- parking and fuel
- taxes and tolls.

**External territories**, for the purpose of this guideline, are Christmas Island, Cocos (Keeling) Islands and Norfolk Island.

**Fraedom** is the travel and expense management tool used by the AFP to acquit corporate credit card transactions and create and manage travel requisitions.

**Fraedom app** is used to capture travel receipts, acquit and approve transactions. It is available from the Apple Apps store, Google Play or iTunes. It can be used on personal and official mobile phones or devices.

**Geographical region** is more than 100 kilometres driving distance between two locations, or as determined by a delegate.

**International best fare of the day** is the lowest fare available on the day the travel is booked on a regular scheduled service (not a charter flight) that suits the practical business needs of the traveller and maximises overall value for money for the total cost of the trip.

**International travel** is official travel of 21 days or less outside Australia not defined as domestic travel.

**Living away from home allowance** is a fortnightly allowance paid to an AFP appointee to compensate for additional expenses incurred and any disadvantages suffered because the AFP appointee is required to live away from their usual place of residence in order to perform their employment-related duties for more than 21 days. The 21 days are calculated on periods of not less than 24 hours.

**Lowest practical fare** is the lowest fare available at the time the travel is booked on a regular service (not a charter flight) that suits the practical official business needs of the traveller.

**Official business** includes, but is not limited to, conferences, training courses, operational exercises, functions or any other event related to official travel.

**Official travel** is all travel by AFP appointees for, or on behalf of, the AFP which is authorised by a relevant delegate.

**Per diem** is a monetary amount (pro rata based on time of travel) provided to AFP appointees on official travel for 21 days or less and must include at least one overnight stay. The per diem is paid in accordance with the [CFIs](#) and with the ATO's tax determination for reasonable travel and overtime meal allowance expense amounts.

**Proper use** is the efficient, effective, economical and ethical use or management of public resources (as defined as in s. 8 of the [PGPA Act](#).)

**QBT** is the Commonwealth's contracted travel management company.

**Reasonable cost** means all AFP travel-related expenses pre-approved to effectively and efficiently conduct AFP business.

**Relevant delegate** means the approver with financial management responsibility for the cost centre for which the travel is being approved. This official is identified in the Schedule of Delegations and Authorisations (Annex A) of the [CFIs](#) as having delegation to approve spending associated with domestic and international travel.

**Ride-sourcing services** is a generic name for a range of services which can also be known as ride-sharing, ride-booking, taxi, point to point or ride-hailing. Ride-sourcing is defined as an ongoing arrangement where:

- a driver makes a car available for public hire
- a passenger uses a website or smartphone app provided by a third party to request a ride
- the driver uses the car to transport the passenger for payment with a view to profit.

**Travel allowance** – See **Per diem**

**Whole of Australian Government (WoAG) travel arrangements** are coordinated procurements established by the Department of Finance per section 4 of the [Commonwealth Procurement Rules – 14 December 2020](#) and are mandatory for all Commonwealth entities in accordance with the [PGPA Act](#).