Primary contact/traveller checklist

Official international travel for business and professional development

The following optional checklist is provided to support primary contacts/travellers to meet their responsibilities relating to official international travel for business and professional development. This checklist is designed to be used in conjunction with the [Official international travel for business and professional development procedure](https://ppr.mpe.qed.qld.gov.au/pp/official-international-travel-for-business-and-professional-development-procedure).

|  |
| --- |
| **1. Planning**  |
| **Primary contact must:** 1. Determine the suitability of travel
	* Identify whether travel is planned for a country/ies where a [Smartraveller](https://www.smartraveller.gov.au/) Level 4 *‘Do not travel’* warning is in place – travel cannot occur to these locations.
	* Follow the requirements of the whole-of-government [Air travel policy](https://www.forgov.qld.gov.au/_resources/documents/finance-and-procurement/travel/air-travel-policy.pdf) for official travel.
	* Obtain the minimum number of quotes in line with the [Purchasing and procurement procedure](https://ppr.mpe.qed.qld.gov.au/pp/purchasing-and-procurement-procedure).
	* Comply with the [Code of conduct for the Queensland public service](https://www.forgov.qld.gov.au/code-conduct-queensland-public-service) to support the best use of government resources.
	* Determine that the proposed itinerary is feasible.
	* Ensure there is an approved COVID Safe Industry Plan (or similar) in place for all accommodation. Homestays are not permitted.
	* Determine the need for Teacher Relief Scheme including the number of days and costs (school-based travellers).
	* Identify, manage and prepare a planned response for potential risks associated with the travel, accommodation, health and/or proposed activities in case of an emergency.
2. Complete and/or arrange all necessary travel documentation and vaccinations
3. Complete and/or arrange all necessary supporting documentation required for travel
	* Seek quote for the departments mandatory travel insurance and emergency assistance services with [GoSafe](https://www.gosafeinsurance.com.au/).
	* Ensure the P&C Association/School Council have provided a letter of support (school-based travellers) or a letter of support/invitation from the agent, sponsor or organisation, business unit plan (corporate users).

**Traveller must:** 1. Arrange necessary documentation required for travel

**Multiple travellers**Refer to the [Official international travel for business and professional development handbook](https://ppr.mpe.qed.qld.gov.au/attachment/official-international-travel-for-business-and-professional-development-handbook.docx) (the handbook) for information regarding multiple travellers.**Accompanied travel**Travellers may be accompanied, for example, by a family member or partner. Refer to the [handbook](https://ppr.mpe.qed.qld.gov.au/attachment/official-international-travel-for-business-and-professional-development-handbook.docx) for more information regarding accompanied travel. **Combining official travel and personal leave** Refer to the handbook for information regarding combining official travel and personal leave.  |
| **2. Applying**  |
| 1. Complete and submit all aspects of the International Travel Request through the Service Catalogue Online at least 10 weeks prior to the planned departure and attach all completed mandatory documents including:
* [Detailed itinerary](https://ppr.mpe.qed.qld.gov.au/attachment/itinerary-template.docx) (mandatory template in Word format) and emergency contact details
* Proposed flight schedule/quote with details of flight times, numbers and class of travel
* Estimated costings including flights, accommodation, registration fees, transport/transfer costs, taxes, insurance, food, grant/prize money, cultural gift or donation
* P&C Association/School Council letter of support (school based travellers) or a letter of support/invitation from the agent, sponsor or organisation, business unit plan (corporate users).
* GoSafe Insurance quote
* Hotel or accommodation establishment quote/s, including a copy of the COVID Safe Industry Plan (or similar)
* Any other relevant background information to support your request for international travel such as link to school or DoE priorities, conference program, presentation, research paper

Failure to provide sufficient information will delay the review and approval process. Refer to the [handbook](https://ppr.mpe.qed.qld.gov.au/attachment/official-international-travel-for-business-and-professional-development-handbook.docx) for more information regarding applying.  |
| **3. Travel arrangements – before and during travel** |
| **Before travel****Primary contact must:*** Submit a variation via the [International Travel Request](https://qldqed.service-now.com/sco?id=sc_cat_item&sys_id=913504671b19b0108bbac95c274bcbcf) (DoE employees only)through the departments Service Catalogue Online for approval where variations to travel are required
* Complete the [International Travel Request](https://qldqed.service-now.com/sco?id=sc_cat_item&sys_id=913504671b19b0108bbac95c274bcbcf) (DoE employees only) by selecting 'No' to 'Is this a new iTravel Request?' and referring to the existing iTravel Request number (eg: TRV000123) as soon as changes are known and attach documentation associated with the variation, such as:
* [Detailed itinerary](https://ppr.mpe.qed.qld.gov.au/attachment/itinerary-template.docx) (mandatory template in Word format) and emergency contact details
* Proposed flight schedule/quote with details of flight times, numbers and class of travel
* Estimated costings including flights, accommodation, registration fees, transport/transfer costs, taxes, insurance, food, grant/prize money, cultural gift and donation
* A letter of support from the P&C Association/School Council, principal or sponsor (school based travellers)
* A letter of support/invitation from the agent, sponsor or organisation, business plan (corporate travellers)
* GoSafe Insurance quote
* COVID Safe Industry Plan (or similar) accommodation quote, including a copy of the COVID safe plan
* Any other relevant background information to support your request for international travel such as link to school or DoE priorities, conference program, presentation, research paper
* Identify any new potential risks
* A copy of the initial approved International Travel Request

Failure to provide sufficient information will delay the review and approval process.Refer to the [handbook](https://ppr.mpe.qed.qld.gov.au/attachment/official-international-travel-for-business-and-professional-development-handbook.docx) for more information regarding Variations to approved travel. * Request the cancellation of the [International Travel Request](https://qldqed.service-now.com/sco?id=sc_cat_item&sys_id=913504671b19b0108bbac95c274bcbcf) (DoE employees only) by contacting the International Travel unit in the event travel gets postponed or cancelled
* Ensure final approval is received and documented prior to making any bookings or payments
	+ Book accommodation
	+ Book flights
	+ Ensure mandatory travel insurance coverage with [GoSafe](https://www.gosafeinsurance.com.au/) is in place.

**Traveller must:*** Ensure copies of their passports, visas, vaccinations and insurance policies are taken and held at the school, with family/friends and with other travel documentation.
* Ensure international roaming services have been checked with relevant mobile phone service provider.
* If required, submit the Travel Advance to allow for the appropriate transfer of money to personal account.
* Apply for access to Microsoft 365 applications and services by requesting a temporary exemption by logging a request via the Department of Education’s [Services Catalogue Online](https://qlddet.service-now.com/sco?id=catalogue_home) (school based travellers).

**During travel****Primary contact must:*** Ensure the primary contact is contactable at all times during the travel period should the travelling officer need to make any changes to travel arrangements.

**Traveller must:** * Contact their supervisor immediately in the event the traveller needs to return to Australia urgently and unexpectedly.
* Be contactable at all times.
* Monitor any health warnings issued by the [WHO](https://www.who.int/) or the [Australian Government Department of Health](https://www.health.gov.au/) and [Smartraveller](https://www.smartraveller.gov.au/) Travel advisories.
* Retain receipts for the purpose of corporate card reconciliations and travel claims.
 |
| **4. Post-travel requirements**  |
| **Primary contact must:** **1.** Provide any documentation to the traveller to support the [International Travel Report](https://intranet.qed.qld.gov.au/EducationDelivery/international/InternationalTravel/Pages/Schoolstudytours.aspx).**Traveller must:**1. Complete an [International Travel Report](https://intranet.qed.qld.gov.au/EducationDelivery/international/InternationalTravel/Pages/Schoolstudytours.aspx) in within two weeks of returning from overseas and submit to their supervisor for review.
2. Report any adverse events that occur during the travel to the supervisor:
3. Report incidents that may have occurred during the travel in accordance with the [Health, safety and wellbeing incident management procedure](https://ppr.mpe.qed.qld.gov.au/pp/health-safety-and-wellbeing-incident-management-procedure) or contact the relevant [Regional Senior Health and Safety Consultant](https://education.qld.gov.au/initiatives-and-strategies/health-and-wellbeing/workplaces/contacts).
4. Review and document processes and practices for future travel, and provide feedback to supervisor as relevant.
5. Claim reimbursement for any personal expenses incurred through [Promaster](https://intranet.qed.qld.gov.au/Services/Finance/expenditure/Pages/promaster.aspx), where deemed reasonable.

For more information about claiming work related expenses please refer to the [International travelling, reliving and living expenses directive](https://www.forgov.qld.gov.au/documents/directive/1011/international-travelling-relieving-and-living-expenses).  |