SafeWork NSW

NSW GOVERNMENT

Travel Provisions Circular

Version number: 0.1

September 2026

Acknowledgement of Country

SafeWork NSW acknowledges the Traditional Custodians of the lands where we work and live. We celebrate the diversity of Aboriginal peoples and their ongoing cultures and connections to the lands and waters of NSW.

We pay our respects to Elders past and present and acknowledge the Aboriginal and Torres Strait Islander people that contributed to the development of this Policy.

We advise this resource may contain images, or names of deceased persons in photographs or historical content.

Travel Provisions Circular

Published by SafeWork NSW

safework.nsw.gov.au

First published: September 2026

More information

Please contact Finance inbox for more information.

Copyright and disclaimer

Responsible owner

Key Contact	Details
Business Unit	Finance
Email	financesafework@safework.nsw.gov.au

1 Scope

This Travel Provisions Circular is applicable to SafeWork NSW employees (Clerk and Inspectors) for their travel expenses including accommodation, meals and incidentals. This document replaces all existing departmental and divisional travel policies and circulars related to the cost of overnight and one day travel, including accommodation, meal and incidental expenses.

1.1 Business Rules

1.1.1 Flights and Accommodation bookings are to be made through the NSW Government Travel Service Provider only.

1.1.2 SafeWork NSW PCards may be used by non-executive employees to pay for work-related travel expenses, including meals and any other incidental expenses.

1.1.3 Public Sector Senior Executive (PSSE) employees, including employees acting in PSSE roles, are required to use PCards for work-related travel expenses, unless it is not possible or impractical to do so, and with prior approval.

1.1.4 Meal purchases for work-related travel, including travel requiring overnight accommodation and one day travel, not requiring accommodation, are permitted to the maximum value equal to the relevant allowance for the location and type of travel as specified by the relevant Award and NSW Treasury at the time of travel.

1.1.5 Where any inconsistency occurs between the rate specified in the relevant Award and the rate specified by NSW Treasury, the higher rate will apply.

1.1.6 Appropriate tax implications will apply to any payments.

2 Guidelines

2.1 Involving Overnight Accommodation

For non-executive employees, meal allowances may be claimed following travel undertaken, provided the travel conditions set out in the relevant Award are met. Where meals are provided by SafeWork NSW at a temporary work location, there is no entitlement to payment of the meal allowance.

2.2 Claiming the allowance in full

If a meal is purchased personally (i.e. not using a PCard), the employee is entitled to reimbursement of the full meal allowance specified in the relevant Award. In this case, employees are not required to provide proof of purchase to receive the full meal allowance.

2.3 Claiming the allowance in part

2.3.1 If a meal is purchased using a PCard, the employee may claim any residual between the cost of the meal and the full allowance. This is subject to the provision of appropriate evidence of the actual PCard expenditure.

2.3.2 All PCard expenditure must also be reconciled in the appropriate payment system (SAP Concur). Appropriate tax implications will apply to any payments.

2.4 Claiming for Residual Part-day Travel

For ease of administration, an allowance is claimable for any residual part day travel after overnight accommodation per 26.8.1 of the Conditions Award. This excludes morning and afternoon tea.

2.5 Incidentals

2.5.1 The incidental allowance claimed for overnight travel under clause 26.8 of the Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009 (the Conditions Award), as set out in Item 3 of Table 1, is payable in full.

2.5.2 If incidentals are purchased using a PCard, any residual between the cost of the incidentals and the full allowance may be claimed by an employee, subject to the provision of evidence of the actual PCard expenditure. Appropriate tax implications will apply to any payments.

2.6 Implications

2.6.1 Each Division and Related Entity should ensure non-executive employees with a business requirement for travel are provided with the option to be issued with and use a SafeWork NSW PCard for work related travel expenses. A business requirement for travel is more than once per quarter or more than 6 times per annum.

2.6.2 PSSE employees will be issued with a SafeWork NSW PCard and are required to use the PCard for work related travel expenses unless it is not possible or impractical to do so.

2.6.3 Travellers are not allowed to claim or combine any alcohol or tobacco products with business travel expenses.

2.6.4 Tips in restaurants are not allowable expenses for domestic travel.

2.6.5 Where the travelling allowances payable to an officer are insufficient to cover actual expenses incurred, the Director, People and Corporate Services may approve an additional payment to meet those expenses (except in the case of the Director, People and Corporate Services variations which should be considered by the Commissioner). Justification for the expenses must be in respect of the entire period of travel and not only in respect of particular segments of the journey.

2.6.6 Travel expense provisions for contractors, consultants and external service providers have not changed as a result of this business rule.

2.7 Exemptions

2.7.1 A cash withdrawal to allow for payment of travel expenses can be made if the work-related travel requires travel expenses to be incurred at a geographical location without credit card facilities, to a maximum value equal to the relevant allowance for the location and type of travel as specified by NSW Treasury.

2.7.2 Any cash withdrawals must be in accordance with the Purchasing Card Policy and claimed/reconciled via SafeWork NSW's expense management system.

2.7.3 Expenses for travel by contractors, consultants and external service providers must be submitted and approved in accordance with the terms and conditions for expenses defined in the respective engagement contract.

2.8 Claim Procedures

2.8.1 Full day travel claims: Refer to the pdf guide SAP Concur – Claim Travel Allowances.

2.8.2 Residual Travel Allowance claims: Submit a 'HR & Payroll Help" ticket to the Service Desk. A completed travel diary and evidence of manager approval must be attached to the ticket.

3 Legislative and Policy Framework

This Policy should be read together with the relevant sections of any applicable legislation, awards and/or policies:

DCS Travel and Transport Policy
DCS Purchasing Card Policy
DCS Code of Ethics and Conduct
Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009
Crown Employees (Department of Customer Service - SafeWork NSW Inspectors 2007) Reviewed Award

4 Document Control

4.1 Document Approval

Name and Position	Signature	Date
Alexander Demetre Director, People & Corporate Services		
Dr. Petrina Casey Executive Director, Strategic & Corporate Services		

4.2 Review Date

This policy will be reviewed in **September 2028.**

It may be reviewed earlier in response to post-implementation feedback from Business Units.

SafeWork NSW