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A message from Alex Demetre

Director
People & Corporate Services
SafeWork NSW



Dear colleague,

From 6 October 2026, a new [Travel Provisions Circular](#) sets out how SafeWork NSW pays allowances for approved overnight travel. This email explains what's changing, how past travel will be paid for inspectors, and what you may need to do.

Does this affect me?

This email applies to you only if you have travelled overnight for work since 1 January 2023 or expect to in the future.

1. Travel between 1 January 2023 and 30 June 2026: no action needed

Eligible inspectors will automatically receive a lump sum payment in the 8 October 2026 pay run. It will appear on your payslip as "Multi Meal & Inc Allow Top Up".

2. Travel between 1 July 2026 and 30 November 2026 using your PCard: action needed

You may be able to claim the difference between what you spent on your PCard and the full allowance you're eligible to receive.

To submit your claim:

- Complete the [travel diary](#)
- Attach evidence of your PCard spending and your managers approval
- Email financesafework@safework.nsw.gov.au with the subject line "PCard C26 Residual Claim" by 30 November 2026

Claims received by the deadline will be paid in the 3 December 2026 pay run. Any claims not received by this date, will need to be submitted through a payroll self-service ticket.

3. Travel from 6 October 2026: It's your choice how you are paid

You now have two options for pre-approved overnight travel payment reimbursements:

- **Claim the full allowance without using your PCard.** Submit your claim through [SAP Concur \(See fact sheet\)](#). Once approved, your claim will be paid in the next available pay run. Using this method means you cannot claim any expenses while travelling with your PCard.
- **Use your PCard while travelling and claim the difference.** Follow step 2 above until the system functionality has been turned on in December. Any residual payment will be paid in the 3 December 2026 pay run.

4. Coming in December: a simple way to claim if you use your PCard

Our SAP system cannot currently process part travel allowances, and part PCard payments. This is why we have developed the workaround as set out in step 2 above. In December, new functionality will enable this to take place all in the one system, reducing admin and processing time. We will let you know what's changing and when closer towards the go-live date.

For further information about eligibility and payment calculations, please refer to the [PCard and Travel Provisions FAQs](#) available on the SharePoint Knowledge Bank. If you have any questions after reviewing the FAQs, please contact financesafework@safework.nsw.gov.au.

Travel Provisions Circular update

We have received and reviewed the feedback provided through the consultation process. No substantial changes were required and the final [Travel Provisions Circular](#), along with more information about claiming travel allowances can be found on the Knowledge Bank under [Awards and Agreements](#).

Kind regards,

Alex Demetre

Director, People and Corporate Services

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