

PCard and Travel Provisions FAQs

The following frequently asked questions have been put together to help provide you with more information regarding travel expenses and the lump sum payment for inspectors.

Question	Answer																																																																								
Who is eligible?	Eligible employees are employees who are employed, or were previously employed, as a SafeWork NSW inspector who undertook at least one night of overnight travel between 1 January 2025 and 30 June 2026 and were an inspector when they undertook that travel.																																																																								
How much will I be eligible to receive?	Payments will be calculated by People and Corporate Services using relevant historical travel information, based on the number of eligible overnight travel nights recorded between 1 January 2023 and 30 June 2026, using the below tiered payment table: <table><tr><th>Tier</th><th>No of nights</th><th>Amount (\$)</th></tr><tr><td>1</td><td>1 to 5</td><td>300</td></tr><tr><td>2</td><td>6 to 10</td><td>500</td></tr><tr><td>3</td><td>11 to 15</td><td>750</td></tr><tr><td>4</td><td>15 to 20</td><td>1000</td></tr><tr><td>5</td><td>21 to 25</td><td>1250</td></tr><tr><td>6</td><td>26 to 30</td><td>1500</td></tr><tr><td>7</td><td>31 to 35</td><td>1750</td></tr><tr><td>8</td><td>36 to 40</td><td>2000</td></tr><tr><td>9</td><td>41 to 45</td><td>2250</td></tr><tr><td>10</td><td>46 to 50</td><td>2500</td></tr><tr><td>11</td><td>51 to 55</td><td>2750</td></tr><tr><td>12</td><td>56 to 60</td><td>3000</td></tr><tr><td>13</td><td>61 to 65</td><td>3250</td></tr><tr><td>14</td><td>66 to 70</td><td>3500</td></tr><tr><td>15</td><td>71 to 75</td><td>3750</td></tr><tr><td>16</td><td>76 to 80</td><td>4000</td></tr><tr><td>17</td><td>81 to 85</td><td>4250</td></tr><tr><td>18</td><td>86 to 90</td><td>4500</td></tr><tr><td>19</td><td>91 to 95</td><td>4750</td></tr><tr><td>20</td><td>96 to 100</td><td>5000</td></tr><tr><td>21</td><td>101 to 105</td><td>5250</td></tr><tr><td>22</td><td>106 to 110</td><td>5500</td></tr><tr><td>23</td><td>111+</td><td>5750</td></tr></table>	Tier	No of nights	Amount (\$)	1	1 to 5	300	2	6 to 10	500	3	11 to 15	750	4	15 to 20	1000	5	21 to 25	1250	6	26 to 30	1500	7	31 to 35	1750	8	36 to 40	2000	9	41 to 45	2250	10	46 to 50	2500	11	51 to 55	2750	12	56 to 60	3000	13	61 to 65	3250	14	66 to 70	3500	15	71 to 75	3750	16	76 to 80	4000	17	81 to 85	4250	18	86 to 90	4500	19	91 to 95	4750	20	96 to 100	5000	21	101 to 105	5250	22	106 to 110	5500	23	111+	5750
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When and how will payments be made?	The reimbursement will be made as a lump sum payment through the 8 October 2026 payroll run. It will appear on your payslip under the line-item description: "Multi Meal & Inc Allow Top Up"
What about travel expense claims from 1 July 2026	Inspectors undertaking approved overnight travel using their PCard between 1 July 2026 and 30 November 2026 will need to submit a claim before 30 November, to receive a lump sum payment through the 3 December 2026 payroll run. To submit your claim: • email financesafework@safework.nsw.gov.au with the subject line "PCard Residual Claim" by 30 November 2026 • attach a completed travel diary • attach evidence of manager approval. Employees using their PCard for approved overnight travel and claiming after 30 November 2026 can claim by: • submitting a HR & Payroll Help ticket through the Service Desk attaching a completed travel diary and evidence of manager approval. Note – residual payments are subject to tax.
What if I want to claim the full allowance for approved overnight travel from 6 October 2026 and not use my P Card?	Travel claims can be made through SAP Concur. Please refer to SAP Concur - Claim Travel Allowances.pdf for further information.
Who can I contact for queries about my payment?	Send queries to financesafework@safework.nsw.gov.au
Why are the lump sum and the residual claims subject to tax?	An exception to withholding tax only applies in special circumstances including that: <i>the payer expects expenses up to at least the amount of the allowance will be incurred by the employee for the travel and those expenses will be tax deductible to the employee.</i> In this case, no expense has been incurred by the employee as the original travel expense was paid by SafeWork via the employees' PCard.

	Tax will therefore be deducted. (<i>ATO Taxation Ruling TR 2004/6 and Legislative Instrument LI 2025/21</i>).
When will the Travel Provisions Circular go live?	6 October 2026