



Public Sector Labour Relations
24 April 2018

CIRCULAR TO DEPARTMENTS AND ORGANISATIONS NO. 7 OF 2018

TRAVEL ALLOWANCE – CHRISTMAS AND COCOS (KEELING) ISLANDS

This Circular replaces Circular to Departments and Authorities – No. 1 of 2017. The purpose of this Circular is to provide travel allowance rates for Western Australian Government employees travelling to Christmas or Cocos (Keeling) Islands in the course of their employment.

The following rates are effective from the date of this Circular, and apply only for reimbursement of expenses incurred by the employee. Where the agency has incurred the expense (e.g. via corporate credit card), no additional allowance will be paid.

Christmas Island

Item	Daily Rate
Commercial Accommodation	\$180
Meals	\$109.35
Incidentals	\$19.35

Cocos (Keeling) Islands

Item	Daily Rate
Commercial Accommodation	\$285
Meals	\$109.35
Incidentals	\$19.35

Where an officer's reasonable expenses for a whole trip are not covered by the allowances prescribed in this Circular, the employee shall be reimbursed the excess expenditure upon the production of receipts to the satisfaction of the Employer – consistent with subclause 54(6) of the *Public Service Award 1992*.

Please contact your Labour Relations Adviser if you require further information.

Alex Lyon
A/EXECUTIVE DIRECTOR
PUBLIC SECTOR LABOUR RELATIONS
24 April 2018