

Government Sector Labour Relations

Shaping a contemporary government sector workforce

Circular 1/2025 – Guidance on the application of Annual Leave Travel Concession

Application

1. This Circular applies to all WA public sector employers respondent to the *Public Sector CSA Agreement 2024* (PSCA).

Background

2. As part of settling negotiations for the PSCA, Government committed to issuing advice on the correct application of Annual Leave Travel Concession (ALTC) provisions in CSA Instruments.
3. This Circular complements the ALTC provision set out in CSA Instruments and seeks to standardise practices across the public sector.
4. ALTC provisions in these Instruments are outdated and require modernisation. Government Sector Labour Relations (GSLR) is reviewing these provisions with the Civil Service Association.

Summary of Existing Provisions

5. ALTC is an entitlement provided to regional employees living and working in District Areas 3-6 for the cost of travelling from regional headquarters when proceeding on annual leave.
6. When an employee is eligible for an ALTC, it is also payable for the employee's dependants. The dependants must be travelling with the employee during a period of leave.

An "eligible dependant" is defined as:

- a. a partner who does not have an equivalent entitlement or similar benefit from their own employer; and/or
 - b. any child who relies on the officer for their main financial support and does not have an equivalent entitlement of any kind.
7. Employees may seek to use air, road, or a combination of air and road as the mode of travel. A combination of air and road travel is available when the officer and dependants travel concurrently.
 8. The quantum of an ALTC is:
 - a. for travel to all locations other than Geraldton, the actual costs incurred up to the maximum of a return fully flexible and refundable airfare to Perth for the employee, their partner and each of the employee's dependants.
 - b. for travel to Geraldton, the actual costs incurred up to the maximum of a return fully flexible and refundable airfare to Geraldton for the employee, their partner and each of the employee's dependants.
 9. ALTC is claimable once the employee has incurred the expense.

Instruction to Employers

Eligibility

10. Financial considerations for the test of dependency (see paragraph 6(b) of this Circular) only relates to the assessment of a dependent child. It is not applied when assessing the eligibility of an employee's partner.

Mode of Travel

11. Employers should approve all reasonable mode of travel requests.
12. The ALTC clause does not provide an additional entitlement to claim motor vehicle allowance for travel to an airport.
13. Where the employee drives to Perth but the dependants travel separately by Air, the ALTC will be provided for as "Air and Road" travel. The employee is able to claim full motor vehicle allowance rates for the car trip, and the dependents travelling by air can claim the cost of the airfares. The value of the concession cannot exceed the cost of a return fully flexible and refundable airfare to Perth.

Maximum Rate

14. Employers are to reference the "Y Class" airfare in substitution of the term "return fully flexible and refundable airfare" in these Instruments.
15. For avoidance of doubt, Y Class airfare rates are full-fare flexible economy rates. They are not the same as "Best Fare of the Day" rates which are used for work-related travel.
16. Employers are to obtain current Y class airfare rates through their approved travel provider for the purpose of processing an ALTC claim.

Payment

17. An ALTC should be paid ahead of the leave commencing for air travel. Where travel is by Road, the ALTC should be paid as soon as possible, and calculated in accordance with the motor vehicle allowance schedule in the applicable instrument.
18. Agencies should ensure HR systems provide an efficient process to allow applications for travel time bookings and acquittal of an ALTC to be processed. Agencies should endeavour to process the concession within two pay periods of the employee's application being submitted
19. Where the employee supplies evidence to claim ALTC, the employer must accept evidence that would satisfy a reasonable person. Without limiting the types of evidence that can be provided, this can include:
 - a. tax invoices, receipts, or booking confirmations;
 - b. a statutory declaration; or
 - c. mileage calculator results.
20. Evidence can pre-date the commencement of annual leave. Employers must not deny requests or withhold payment on incurred expenses solely because the annual leave has not commenced.

21. Where there is a variation in an approved claim (e.g. the trip is cancelled, a different mode of transport is used), it is the employee's responsibility to notify the employer as soon as practicable. Variation in claims must be reconciled.

Further Advice

Please contact your GSLR Adviser should you require further clarification.



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