

## FACT SHEET

### Pay and Financial Benefits

#### Travel Reform

**The revised travel processes will reduce administration for Official Business Travel and allow greater flexibility in accessing meals and incidental allowances.**

Status: Implemented  
Lead: Deputy Chief of Navy

#### TARGETING

All of Navy

#### WHEN

October 2022

#### YOU GET

Improved Travel processes

### Benefits

- A reduction in the administrative burden of travel.
- A more consistent, equitable approach to the payment of approved budgets for meals and incidentals
- Travellers will have more access to meals and incidentals benefits.

### Key Improvements

- Individual domestic travellers with an approved CMS travel plan can use their DTC to withdraw cash, or use a hybrid approach of cash and card payment, up to their approved budget for meals and incidentals.
- Group travel size has been reduced from 30 to 2 travellers. The Official responsible for arranging the group travel will facilitate payment of meals and incidentals directly into traveller's nominated bank account.
- Short notice group travel (within 3 business days) can use DTC to withdraw as cash the approved budget for meals and incidentals.
- 4 Individual international travellers with an approved travel plan can access their approved budget for meals and incidentals by either:
  - Direct deposit in to your nominated bank account through the Pay Someone App; or
  - Use a hybrid approach using your DTC of cash and card payment.
- Further reform will see personnel able to change their CMS supervisor to a designated person in their workplace.

### Traveller Actions: Travel Period Greater than 7 Days

In order to reduce the occurrence of significant overpayments and the associated financial burden to the traveller if the travel period is shortened.

- All travel for periods greater than 7 days must:
  - Schedule weekly payments via the Pay Someone App to occur on days 3, 4, 11, 18 etc. until travel is completed; or
  - Only withdraw as cash each 7 day period, up to the approved weekly budget for meals and incidentals.
- All travel plans created and approved outside of CMS must have the After Travel Certification completed within 7 days of completion of the trip.

### More Information

Further information regarding the travel reforms is available from the Travel Connect website on the DRN: <http://dmet/dfg/Travel/Pages/Travel-updates.aspx>



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