

FACT SHEET

Member Benefits

Travel Reform

TARGETING

All of Navy

WHEN

October 2022

YOU GET

Improved Travel processes.

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

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.
- 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: drnet/dfg/Travel/Pages/Updated-Travel-Payment-Methods.aspx



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