

Victoria Police Manual

The Victoria Police Manual is issued under the authority of the Chief Commissioner of Police in s.60, Victoria Police Act 2013. Non-compliance with or a departure from the Victoria Police Manual may be subject to management or disciplinary action. Employees must use VPM Professional and ethical standards to inform the decisions they make to support compliance.

Travel

Context

Victoria Police employees may be required to travel domestically, or internationally for operational or non-operational purposes. Reasons for travel may include:

- meeting with other law enforcement agencies and government departments
- participating in training, conferences and symposiums
- building stakeholder relationships
- for extradition or interview purposes
- inspecting or reviewing other jurisdictions facilities, equipment or products.

This policy outlines the principles and accountabilities that Victoria Police applies to its employees who travel for business purposes and the remuneration and general benefits available to them.

Policy at a glance

This policy includes:

- considerations on the use of business travel as an effective and economical method to conduct Victoria Police business
- application processes for domestic and international operational travel
- approval processes for attendance at large events
- approval processes for non-operational travel other than to attend large events
- the required internal and inter-agency consultation necessary for operational travel
- responsibilities of the employee and department business services team in seeking travel approval and making travel arrangements
- information on voluntary attendance at events in a personal capacity.

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Definitions

Best price of the day (airline bookings) - the lowest fare at the time of booking, provided that this fare is offered in conjunction with suitable travel times.

Best price of the day (hotel bookings) - the lowest rate available at suitable hotels within reasonable distance from the main location of government business. The travel approver will determine the most appropriate star rating, based on an assessment of government business requirements and total cost of travel for available hotels (typically, room rate plus transportation costs).

Domestic travel - includes both travel within Australia and to/from New Zealand.

Event - includes police and community events such as international or national conferences, externally organised leadership and professional development programs, sporting events, community engagement events, visits to other policing agencies and award ceremonies.

International travel - includes travel to/from Australia and a foreign jurisdiction (except New Zealand).

Non-operational travel - includes travel for purposes including attending events, national committee meetings, study tours, non-operational training, building stakeholder relations and inspection or review of facilities, equipment or products.

On duty - refers to the working hours of employment where an employee is required to report for work to perform duties of their role in accordance with the relevant enterprise agreement. This includes any periods of overtime required by the employer.

Operational travel - includes travel for purposes including interviewing offenders/witnesses, extraditions, operational training and providing support for emergencies.

Required to attend - refers to instances where a manager has directed an employee to attend an event as part of their duties.

Travel approver - refers to an employee who has the authority to approve staff domestic and/or international travel.

Voluntary attendance - refers to instances where an employee has elected to attend an event without approval that may broadly relate to their position or duties as an employee of Victoria Police, but it is not a requirement of their position to attend and on duty status has not been granted.

Scope and application

This instruction applies to all employees.

Responsibilities and procedures

1. Considerations of the need to travel

1.1 *General*

Employees may undertake domestic or international business travel provided that:

- travel will result in a return on investment for Victoria Police that exceeds the cost, or will deliver benefits more effectively than non-travel alternatives
- the duration of any domestic or international travel is adequate to complete the aims of the visit
- any personal travel taken before or after the Victoria Police funded travel must not have any detrimental effects on the business travel and be approved in accordance with section 10 of this policy
- the method of travel is the most economical and direct with consideration given to:
 - suitable travel time
 - air travel flight schedules
 - fare flexibility and class
- the accommodation is the lowest rate available at suitable hotels within a reasonable distance from the main location of Victoria Police business
- arrangements are in accordance with the Victorian Public Service (VPS) Travel Policy.

Assistance with application and itinerary preparation is available from the International and Domestic Liaison Unit (IDLU).

1.2 *Large events*

Events of interest to many Victoria Police employees where multiple employees from regions/commands/departments apply to travel to attend are considered large events. These large events are managed in a separate approval process to regular domestic or international travel.

Large events include, but are not limited to, the following:

- Pearls in Policing Conference
- Australasian Council of Women and Policing Conference (ACWAP)
- Leaders in Counter Terrorism Alumni Association (LinCT-AA) Conference
- Other events as nominated by the Chief Commissioner of Police (CCP).

For guidance regarding the application process to attend large events, refer to section 4 of this policy.

2. Domestic business travel

2.1 *Application for domestic travel*

Domestic travel includes intra/interstate travel and travel to New Zealand.

Employees applying for domestic travel must prepare and submit an Issue Cover Sheet (ICS), complete their own command, region or department domestic travel proforma, or use the standard report [Form 47] and include the following supporting information:

- the purpose of the travel
- reasons why non-travel alternatives are not suitable for the business purpose
- a proposed itinerary with venues and any people to be visited
- an estimate of travel expenses, including any course/conference fees
- any request for a class of travel above economy stating reasons for the request
- if two or more employees are seeking to travel to the same location and for the same purpose, why this is necessary.

2.2 *Approval for domestic travel for reasons other than attendance at large events*

Applications to travel domestically for operational and non-operational business must be approved as follows:

- travel must be applied for by one of the options mentioned in section 2.1 and submitted to the work unit manager
- if the travel is required as part of approved ongoing coursework for a specified period of time, or for duties associated with being a nominated chair or member of a national committee/working group, this should be noted on the application and raised with the relevant business manager
- the work unit manager must confirm available travel funds with the region/command/department business manager and note the confirmation of funding on the travel application before submitting it for approval
- approval can be given by:
 - a VPS manager or above with the financial delegation to approve intrastate, interstate or New Zealand travel; or
 - a senior sergeant or above with the financial delegation to approve intrastate, interstate or New Zealand travel
- divisional managers' travel must be approved by their assistant commissioner or executive director
- if a class of travel above economy has been requested, the approval for the class upgrade will need to be approved by the CCP
- approval for ongoing travel for approved coursework or for nominated committee/working group chair or member commitments, should be approved on the initial application, i.e., a new travel application to attend each committee meeting or course subject is not required.

2.3 *Specific requirements for New Zealand operational travel*

Employees travelling to interview a suspect/offender or extradite a person from New Zealand must contact the New Zealand Police Liaison Officer at PLO.Sydney@police.govt.nz prior to travel.

Refer to **VPM Extradition** for further information on travel considerations for extraditions.

3. International business travel

3.1 *Application for international travel*

Employees applying for operational or non-operational international travel must complete and submit an Application for International Travel Form [Form 1070] and include the following supporting information:

- the reason for travel, clearly indicating whether it is for operational or non-operational purposes
- why non-travel alternatives are not suitable for the business purpose
- a proposed itinerary with venues and any people to be visited
- details of any conferences/events being attended
- an estimate of travel expenses, including any course/conference fees
- any request for a class of travel above economy, for either operational or non-operational travel stating reasons for the request
- if two or more employees are seeking to travel to the same location and for the same purpose, why this is necessary.

IDLU should be consulted for assistance and advice when preparing applications for international business travel.

Some Victoria Police operational mobile technology must not be used internationally. Employees who require portable computing devices (PCD) including mobile phones, iPads and computers for their international travel must submit a Victoria Police portable computing devices PCD Overseas form, available on the ICT Portal, prior to travel. For more information see the Portable Computing Device – International/Overseas Travel page on the intranet.

3.2 *Approval for operational international travel*

Applications for international travel for operational purposes must be approved as follows:

- travel must be applied for on Form 1070 with supporting documentation and submitted to the work unit manager for recommendation
- the work unit manager must confirm the availability of travel funds from the region/command/department business manager and complete the Estimate of Costs section on Form 1070
- the application, with available funding confirmed, is submitted through line management to the executive director/assistant commissioner for their recommendation
- the application is submitted to the Deputy Commissioner, Public Safety and Security for approval
- if a class of travel above economy has been requested, the class upgrade will need to be approved by the CCP or their delegate.

3.3 *Specific requirements for operational international travel*

- Employees requiring government-to-government assistance when undertaking international travel for operational purposes should make a Mutual Assistance Request to the International Crime Cooperation Central Authority (ICCCA), Attorney-General's Department at iccca@ag.gov.au prior to travel. Refer to EAL-Mutual Assistance Requests on the intranet for more information.
- Employees travelling to extradite a person from a foreign country, other than New Zealand, must contact ICCCA at iccca@ag.gov.au prior to travel. Refer to **VPM Extradition** for further information on travel considerations for extraditions.
- Employees travelling internationally to conduct inquiries within an international policing jurisdiction may contact the National Operations State Service Centre (NOSSC) of Australian Federal Police (AFP) via email to NOSSC@afp.gov.au if they require international support. Refer to the Intelligence Collection and Liaison Unit (ICLU) page on the intranet and **VPMG Obtaining information from external organisations** for further information. For further information regarding the AFP's role in international inquiries, refer to www.afp.gov.au.

3.4 *Approval for non-operational international travel for reasons other than attending large events*

Applications for travel for non-operational purposes, including externally organised leadership and professional development programs and study tours, must be submitted on Form 1070 with supporting documentation and approved as follows:

- the employee's work unit manager recommends the travel and confirms the availability of travel funds from the region/command/department business manager, with the availability of funds noted on the Estimate of Costs section on Form 1070
- the application, with a completed Estimate of Costs section, is sent to the divisional superintendent/commander/director for recommendation and submitted through the chain of command to the CCP for consideration and approval
- divisional managers' travel must be recommended by their assistant commissioner/executive director before submitting the application through the chain of command to the CCP for approval
- the assistant commissioner/executive director must confirm with the region/command/department business manager that travel funding is available for their divisional manager's travel and complete the Estimate of Costs on Form 1070 before submitting the application through the chain of command to the CCP
- if a class of travel above economy has been requested, the class upgrade will need to be approved by the CCP or their delegate.

4. **Approval for travel to large events**

Applications to travel to attend large events must be approved as follows:

- for domestic travel, applications must be completed using one of the options mentioned in section 2.1 and submitted to the work unit manager indicating the event that travel is required for

- for international travel, complete Form 1070 with event details and supporting documentation and submit to the work unit manager
- the work unit manager must confirm available travel funds with the region/command/department business manager and note the confirmation of funding on the travel application, or for international travel, on the Estimate of Costs section on Form 1070, before recommending it for approval
- the application must then be submitted through line management to the divisional superintendent/commander/director who should seek confirmation from their assistant commissioner/executive director of the status of the event i.e., is the large event a nominated event needing deputy commissioner/secretary coordination
- the assistant commissioner/executive director should contact the Office of the Chief Commissioner of Police (OCCP) for confirmation of the status of the event and if required, the nominated deputy commissioner/secretary, noting only some events will require deputy commissioner/secretary coordination
- if the large event is not nominated as one that requires deputy commissioner/secretary coordination, managers should follow the approval process in section 2.2 of this policy for domestic travel, or section 3.4 of this policy for international travel
- if the event requires deputy commissioner/secretary coordination, the divisional superintendent/commander/director must note this on the employee's travel application or Form 1070, and submit the application through their chain of command to their line deputy commissioner/secretary
- the line deputy commissioner/secretary should forward the application to the deputy commissioner/secretary appointed by the CCP to coordinate applications for the event
- the assigned deputy commissioner/secretary will assist the CCP to assess any applications for CCP approval, with approval based on recommendations and service delivery requirements.

Receiving an offer of external funding to travel to an event is not a guarantee that CCP approval will be given for the employee to attend.

5. Requirements for employees holding a security clearance

Employees holding security clearances must complete a Change of Circumstances Notification Form, available on the intranet, when organising their travel and submit it to the Personnel Security Unit. See **VPMG Security clearances** for more information about reporting travel.

6. Travel approver responsibilities

The travel approver(s) for domestic and/or international travel must consider the following before approving travel:

- the employee has provided the appropriate, fully completed application form for the type of travel required and provided supporting documentation
- travel is the best option for the business purpose
- non-travel alternatives are unsuitable for the business purpose
- for events:

- whether costs and registration instructions have been included in the application
- if nominated by the OCCP as a large event requiring deputy commissioner/secretary management, that the application has been assessed by the deputy commissioner/secretary assigned to coordinate the event approvals
- written confirmation of the availability and origin of funding from the region/command/department business manager
- service delivery impacts
- employee health and safety
- travel time and the environmental impact of travel.

See **VPM On duty status** for more information regarding official attendance at events.

7. Responsibility for booking travel arrangements

- An employee must not make their own travel arrangements without prior approval unless a work unit exemption applies or unplanned after-hours operational travel is required. Victoria Police will not honour any preliminary commitment(s) made by the employee for planned travel.
- Domestic and international airfares should be booked in economy class unless an application to travel in premium economy or business class has been approved by the CCP or their delegate.
- Unless a work unit exemption applies, domestic and international travel arrangements must be booked by the employee's regional/departmental/command business services team using CTM, the Victorian Government contracted travel provider. CTM's contact details for booking travel are:
 - vicpol@travelctm.com or 03 9567 3677 during CTM business hours (8am-6pm Monday to Friday)
 - 03 8624 4569/1800 836 000 on weekdays 6pm-8am, weekends and Australian national public holidays.
- All travel arrangements must be booked using the 'best price of the day' guidelines. Bookings should take into account the flexibility needed within a fare to accommodate likely delays or changes to meeting times. Further details can be found at [www.procurement.vic.gov.au/State purchase contracts & registers/Travel management services](http://www.procurement.vic.gov.au/State_purchase_contracts_&_registers/Travel_management_services).
- Accommodation must be booked through CTM unless a work unit exemption applies. CTM will provide guidance to the travel approver on suitable locations and star rating of hotels within a reasonable distance from the main location of Victoria Police business.
- Employees with a disability seeking reasonable workplace adjustments to allow for suitable travel and accommodation should speak to their region/command/department business manager. Travel and working arrangements must be in accordance with VPM Reasonable workplace adjustment and as per the employee's Workplace Adjustment Passport if they have requested one.
- The region/command/department business manager can advise on and/or arrange:

- preferred suppliers for travel and accommodation
- types and cost limits for meals and entertainment
- travel insurance for personal belongings
- transport including taxis and pre-paid taxi vouchers, vehicle rental (if applicable) and public transport options
- use of corporate credit cards (if applicable)
- incidental expenses.

8. Australian Government travel advice for international travel

- Before travelling internationally, employees should consult the latest travel advice issued by the Department of Foreign Affairs and Trade at www.smartraveller.gov.au.
- Victoria Police is mindful that every country is unique in its approach to people that identify as LGBTIQ+. Victoria Police encourages LGBTIQ+ employees who are travelling internationally to check the latest Australian Government advice for LGBTIQ+ travellers at www.smartraveller.gov.au/before-you-go/who-you-are.

9. Conditions and entitlements

The conditions and entitlements for employees travelling internationally or domestically for work or leisure are outlined in the *Victoria Police (Police Officers, Protective Services Officers, Police Reservists and Police Recruits) Enterprise Agreement 2025 (Sworn Agreement)* and the *Victorian Public Service Enterprise Agreement 2024*. See **VPM Remuneration** for further information on employees' entitlements, other than for meal allowances and course/conference expenses, and **VPM On duty status** for information regarding official attendance at events.

9.1 Expenses

- Employees are entitled to continue a reasonable standard of living while undertaking business travel. Victoria Police may reimburse any expenses incurred that are 'reasonably necessary' such as out of pocket expenses associated with duties away from the normal work location that do not:
 - significantly increase an employee's income
 - make up for expenses normally incurred in personal life
 - subsidise a personal travel arrangement.
- Any expenses, or expenses in excess of a cost of living or incidental allowance received in advance, must be paid against an invoice or reimbursed against a receipt.
- Incidental expenses may be claimed as a reimbursement on completion of travel using the Personal Expenses Claim Form [Form 46] or may be paid in advance if prior approval is granted by the employee's region/command/department business manager. All expenses are payable in line with the employee's enterprise agreement. Refer to Chapter 7 of the Victoria Police Accounting Manual for more information.
- Any expenses incurred that are not reasonably necessary for business travel must be paid privately.
- Employees should seek advice from their region/command/department business manager regarding any allowances or reimbursements for intra or interstate travel. Allowances will be paid in accordance with Schedule C. Expense Related Allowances of the Sworn Agreement 2025.

- International travel allowances will be paid in accordance with the Employment Conditions Abroad (ECA) rates. Employees should contact their region/command/department business manager for further information.
- Information about reimbursements for Senior Executive Service Officers can be found in the Victorian Public Sector Commission VPS executive employment handbook.

9.2 *Gifts and benefits*

- Employees are not permitted to accumulate frequent flyer or any other reward points for business travel.
- If gifts, travel or hospitality costs are offered or funded by a host agency for domestic or international travel, employees must complete a Gifts, Benefits and Hospitality Declaration Form [Form 1387] within seven days of the offer being accepted or declined and submit to their line manager.
- Employees travelling on official business must comply with **VPM Conflict of interest** if offered gifts or other in-kind benefits.

9.3 *Letters of introduction*

- Employees travelling overseas in a personal or official capacity may wish to contact other law enforcement agencies (LEAs). The CCP may provide a letter of introduction to facilitate that visit if it is clearly related to work, study or research and the employee does not have a current professional contact or relationship within that organisation.
- For a letter of introduction, employees must submit a request through their line manager to the relevant department head for approval with details of the proposed travel including:
 - planned travel destinations
 - travel dates
 - which LEAs they are seeking to visit
 - what they hoping to achieve/benefits of the visit to the LEA

If approved, the department head must forward the request to the OCCP which issue the official letter(s).

- Receiving a CCP letter of introduction does not imply that the employee is required to visit the agency in an official capacity and entitled to remuneration.
- Employees should contact IDLU for assistance with identifying and liaising with the relevant area(s) of a LEA.

10. Applying for personal travel

10.1 *Personal travel*

Personal travel taken as an extension to business travel must not:

- be perceived as official travel being used to subsidise personal travel arrangements
- have any detrimental effects on Victoria Police business
- incur, or result in, additional costs to Victoria Police.

Approval for leave to be taken directly before or after business travel, must be approved by the relevant executive director/assistant commissioner. Family members must make and fund their own travel arrangements. See VPS Travel Policy for more information on approval of family members' travel.

10.2 *Voluntary attendance at events*

Employees voluntarily attending events are not entitled to payment of allowances under their respective enterprise agreements. Employees must use their own leave entitlements and fund their own travel, accommodation and other costs. See **VPM On duty status** and **VPM Leave** for more information.

10.3 *Recall to duty while undertaking personal travel*

Any request for an employee to be recalled to duty while undertaking personal travel overseas or intra/interstate requires approval from a department head. Employees should refer to their respective enterprise agreements for further information.

11. Lost, stolen or compromised Victoria Police devices while travelling internationally

If a PCD is lost, stolen or suspected of being compromised, it must be reported immediately to a supervisor, to the Security Incident Registry via SECURITY INCIDENTS-MGR and to Cyber Incident Management via IT-SECURITY INCIDENT-MGR. See the Portable Computing Device-International/Overseas intranet page for more information.

Related documents

- VPM Remuneration
- VPM Conflict of interest
- VPM Leave
- VPMG Obtaining information from external organisations
- Victorian Public Service Enterprise Agreement 2024
- Victoria Police (Police Officers, Protective Services Officers, Police Reservists and Police Recruits) Enterprise Agreement 2025
- VPS Travel Policy
- Victorian Public Sector Commission VPS executive employment handbook

Further advice and information

For further advice and assistance regarding these Policy Rules, contact your region/command/departamental business manager.

Update history

DATE UPDATED	SUMMARY OF CHANGE	FORCE FILE NUMBER
28/08/2025	First issue VPM Travel . Business travel removed from VPM Remuneration and updated for currency. New	FF- 217038

	process for approval of international travel, information added on expense related allowances from Schedule C. <i>Victoria Police (Police Officers, Protective Services Officers, Police Reservists and Police Recruits) Enterprise Agreement 2025</i> , allowances for international travel using Employment Conditions Abroad, management of lost, stolen or compromised Victoria Police devices when travelling internationally.	