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NSW Police Force

NSW Police Force Overseas Travel Guidelines

Office of the Commissioner

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Document Properties

Title	NSW Police Force Overseas Travel Guidelines
Subject	A guide for NSW Police Force members to follow whenever proposing to make an application to travel overseas for a work-related purpose.
Command responsible	Office of the Commissioner
Authorisation	The Minister's or Commissioner's approval is required for overseas travel.
Security Classification / Information Management Markings	OFFICIAL
Publication date	August 2011
Current version number	2.0
Review date	August 2023
Document number	
Copyright statement	Copyright of this document is vested in the Commissioner of Police. © [2021]
Suitable for Public Disclosure	YES

Modification History

Version #	Version / approval date	Author/Position	Summary of changes
1.0	March 2011		Latest publication of the <i>NSW Police Force Overseas Travel Guidelines</i> .
2.0	August 2021	OOC	Review of document <i>NSW Police Force Overseas Travel Guidelines</i> . Information abridged and updated. No significant amendments.

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1. Purpose

The NSW Police Force recognises that officers, both sworn and unsworn, need to travel overseas from time to time in connection with their duties. When such travel is proposed, the NSW Police Force has an obligation to ensure that the proposal is properly assessed, the reasons fully documented, and the costs contained.

2. Scope

These guidelines have been prepared to assist NSW Police Force staff to complete and submit overseas travel applications. It is important that they be read prior to submitting an overseas travel application. Applications may not be considered if they are incomplete, not prepared in the required format or within the required timeframe. Approval for overseas travel will require the support of an officer's chain of command through to the relevant Deputy Commissioner, Commissioner and Minister.

3. Types of official overseas travel

Official overseas travel can be either "[operational](#)" or "[non-operational](#)".

[Operational travel](#) is undertaken to advance a specific investigation (e.g. interviewing witnesses, taking statements, conducting extraditions).

[Non-operational travel](#) is undertaken for reasons other than advancing investigations but may deliver an operational benefit to the NSW Police Force at some point in the future. Examples of non-operational travel include attendance at conferences and meetings, visits to overseas law enforcement agencies, and inspections undertaken as part of tender evaluation proceedings.

In keeping with this distinction, the forms must indicate if the application is for [operational travel](#) or [non-operational travel](#).

4. Applications

4.1. When a travel application is required

A travel application must be completed whenever NSW Police Force members are proposing to travel overseas for a work-related purpose. Travel is deemed to have a work related purpose if the applicant seeks to represent – or could reasonably be seen to represent - the NSW Police Force in an official capacity OR if the applicant has been granted, by invitation or some other means, an opportunity for professional development that owes to the applicant being a police officer or a member of the NSW Police Force (see Non-operational overseas travel for further details).

There is no exemption from the requirement to complete an application if the costs of the work-related travel are being covered (in whole or part) by an agency external to the NSW Police Force. Similarly, there is no exemption if the NSW Police Force member is meeting their own travel costs.

4.2. Format of travel applications

Completed travel application forms, whether operational or non-operational, must be accompanied by a briefing in the standard NSW Police Force format (i.e. issue, background, comment, recommendation - “IBCR”). The briefing should provide a summary account of the reasons for, and the timing and benefits of, the proposed travel. The briefing should provide for Deputy Commissioner, Commissioner and Minister comment in the signature block.

4.3. Submission date

To allow sufficient time for the application to be properly considered, a completed application should be received in the Ministerial and Executive Services, Office of the Commissioner, no later than six weeks prior to anticipated departure. It is acknowledged that in the case of operational travel (e.g. urgent investigations/extraditions) this timetable may not be met. In such circumstances, the earliest possible contact should be made with the Executive Officer/Staff Officer in the relevant Deputy Commissioner’s Office.

4.4. Economy

Overseas travel by NSW Police Force staff is a closely scrutinised public expense reported in the NSW Police Force Annual Report. It is expected that applicants – and their managers - make every effort to keep the frequency, duration and cost of overseas travel to a minimum. Applications can be rejected on cost benefit grounds.

4.5. Notification of approval and duty status

The Minister's or Commissioner's approval is required for overseas travel. The applicant and the applicant's commander/manager will be advised of the decision, usually by email, as soon as practicable. Applicants must not make any commitments, make travel related payments or undertake work related overseas travel without the Minister's or Commissioner's prior approval.

The notification of approval will also assign the "duty status" that will apply when an officer is away. The travelling officer will typically be considered "on duty". In some instances, for example for approved scholarship related overseas travel, the travelling officer can be granted Special Leave. On occasions, travel might be approved on the basis that it be undertaken in a private capacity, with the applicant travelling in their own time and at their own expense.

The Commissioner has the prerogative to specify the type of duty status that applies for a segment of a trip, not the whole trip. It may be, for example, that an officer is approved to be "on duty" for the duration of an overseas conference but not the remaining period while away. Information on leave types and duty status is contained in the [NSW Government Personnel Handbook](#).

4.6. Conduct

When travelling overseas, all members of the NSW Police Force are reminded of the requirement to conduct themselves in accordance with the [NSW Police Force Code of Conduct and Ethics](#).

4.7. Questions and clarifications

Read in conjunction with the NSW Department of Premier and [Cabinet Circular 2013-08 Official Travel within Australia and Overseas](#) and the [NSW Government Personnel Handbook](#), the Overseas Travel Guidelines should answer the majority of questions applicants will have about completing and submitting an overseas travel application. In situations where they do not, applicants are encouraged to seek clarification on overseas travel policy from the Ministerial and Executive Services, Office of the Commissioner, by emailing [#Secretariat](#).

5. Operational Overseas Travel

The form should indicate [Operational Overseas Travel](#) whenever the proposed travel is undertaken for the purpose of advancing a specific investigation. The main reasons for operational overseas travel are interviewing witnesses, taking statements and conducting extraditions. Less common types of overseas operational travel are for the purpose of making probity inquiries of gaming licence applicants, conveying evidence for the purpose of scientific analysis and providing expert opinion/testimony as part of legal proceedings.

While legitimate reasons for undertaking overseas operational travel may arise outside of the above circumstances, these will be rare and, in all cases, should be discussed with the Deputy Commissioner's Office prior to submitting a travel application.

5.1. Completing the application form

Set out below is material to assist applicants when completing the [Overseas Travel Application Form](#). The front page of the form, the cover sheet, provides for summary information on the proposed travel and approval of the travel application by those in the applicant's chain of command. The other seven sections of the application are designed to capture more detailed information on the background and purpose of the travel.

5.1.1. Objectives, itinerary and background

The objectives of the travel should be specific (e.g. travel to Portugal to extradite John Smith in relation to the murder of Alicia Smith). A short background to the proposed travel, sufficient to provide the reader with essential context, should also be included. If inquiries are being undertaken overseas at the request of the Director of Public Prosecutions (DPP), such requests should be referred to in the application and copies of relevant correspondence attached.

To minimise investigative risk, the application should contain only that amount of background information necessary for the reader's proper understanding. Take care not to divulge information that might compromise an investigation or that is inappropriate to disclose to staff external to the NSW Police Force. If you consider that there is information appropriate to be considered within NSW Police Force but not outside, include this as a clearly marked attachment.

Commanders/Managers must satisfy themselves that the visit genuinely needs to occur and that all alternatives to travel have been thoroughly explored and rejected as unsuitable. Alternatives include, but are not necessarily restricted to, exchange via written correspondence, telephone, teleconference, email, inquiries using the Internet or the conduct of interviews/collection of evidence/exhibits by another jurisdiction.

5.1.2. Applicant(s)

Provide the name and rank/job title of the officer(s) seeking to travel. Outline why they are the most appropriate to undertake the travel, including, where relevant, information on their involvement in the investigation.

5.1.3. Financial issues

(a) Funding

Specify how the travel is being funded, including the relevant NSW Police Force cost centre if the cost is being met internally. If a command other than the applicant's is funding the travel, written confirmation from that command should be provided with the application together with that command's cost centre.

If the proposed travel is being wholly or partially funded externally, then relevant documentation from the funding agency should be attached to the application. In considering external funding, applicants and their managers need to be mindful of any real or potential conflicts of interest that may arise. Reading the corporate policies [NSW Police Force Code of Conduct and Ethics](#), [Conflicts of Interest Policy](#) and [Sponsorship, Donation & Fundraising Policy](#) is recommended.

In the absence of an identified cost centre or source of external funding, it will be assumed that the applicant's command will be meeting the full cost of the travel. Funding for extraditions and significant major overseas inquiries may be available from an account overseen by the appropriate Office of the Deputy Commissioner. Contact the Ministerial and Executive Services, Office of the Commissioner, by email to [#Secretariat](#) to establish whether the proposed operational travel qualifies and if funds are available.

(b) Booking flights, accommodation and rental vehicles

Flight, accommodation and vehicle rental bookings must be made through FcM Travel Solutions (FcM) as the NSW Government approved supplier. The arrangements for booking of approved air travel will be made at the business unit. The travel arranger will need to quote FcM with an account number for the business unit and provide the details of the passenger (personnel number) and details of the proposed trip. FcM will then seek the lowest cost flight and book the ticket with the relevant airline. FcM will contact the nominated travel arranger at the business unit with the details and issue an E-ticket.

The NSW Department of Premier and Cabinet issues an annual circular on daily allowances to officers traveling overseas on official business. Separate award rates apply for SES personnel and non-SES personnel ([see Circular 2021-03 Meal, Travelling and Other Allowances for 2020-21](#)).

Chief Executives and Senior Executive Service members may be able to fly business class or premium economy for all official overseas travel.

Applicants should not make bookings until formal notification of travel approval is received from the Office of the Commissioner.

(c) Accountability

Applicants must comply with all relevant personnel and accounting procedures, consistent with the [NSW Police Force Travel and Transport Policy](#).

(d) Seeking and claiming expenses

For all travel expenses, including advance payments, scanned copies of

- Ministerial approval;
- Travel itinerary including accommodation quotes; and
- Briefings to chain of command indicating funding sources

need to be submitted to Shared Services, five working days prior to departure by email to [#AS-Travel](#) (EN: 28266).

Generally, Shared Services can arrange an advance payment equivalent to 100% of the anticipated accommodation cost and 80% of the anticipated award rate meals and incidentals cost.

For post payment, officers should contact Shared Services by emailing [#AS-Travel](#) (EN: 28266) with their notice of application approval from the Minister/Commissioners, *with signature*, to arrange for the particulars of the travel to be entered into SAP. This will facilitate completion of the Travel Expense Diary in SAP following the officer's return.

Within 10 days of returning from overseas travel, officers must complete the overseas travel diary and forward approved diary and all supporting documents, including all receipts for expenses, to Shared Services for processing in SAP. It is not necessary to submit receipts for meals. Note that when calculating trip costs, the trip commences when the officer arrives at their overseas location and finishes upon departure from their overseas location. When there is a domestic leg to a journey (e.g. travel from a remote location to Sydney to facilitate transfer to an overseas flight), then the first part of the trip is treated as domestic travel and requires that the travelling officer log a separate trip in the Travel Management module of SAP.

Payment of any actual expenses in addition to the approved award rate will be subject to the production of receipts, unless the Commissioner is prepared to accept other evidence from the

officer. Holders of NSW Police Force corporate credit cards are required to observe all of the conditions set out in the [NSW Police Force Corporate Credit Card Procedures](#) when using their cards while on official overseas travel.

5.1.4. Compliance with international protocols

Prior to travelling overseas to conduct investigative inquiries, undertake extraditions or seek evidence, applicants must contact the Major Incident Legal Advice Section (MILAS), Police Prosecutions Command by email to [#MILAS](#).

The Major Incident Legal Advice Section will ensure that appropriate international law enforcement protocols are followed. Contact should be made with the Major Incident Legal Advice Section as early as possible once it is realised that the investigation may require overseas travel. In many countries it is a criminal offence to engage in law enforcement activities without that country's approval, and some inquiries may require a formal application.

The Major Incident Legal Advice Section will email you a request form for you to complete and return, which will provide it with the necessary information to make inquiries on your behalf with the relevant agencies, and to ensure you have all the necessary approvals. In addition, the Major Incident Legal Advice Section has many contacts in other agencies which can greatly assist you in the smooth running of the international aspects of your investigation.

5.1.5. Health, safety and insurance

Applicants for operational overseas travel must canvass the security and health environment for all the countries they intend visiting. Relevant information can be obtained from the [Department of Foreign Affairs and Trade](#) (DFAT) website. Applicants should note in the application that this material has been reviewed and, where relevant, complied with.

If vaccinations or medical advice on health issues in the countries you intend visiting are required, consult a local General Practitioner. Essential predeparture medical related costs (e.g. typhoid vaccination, anti-malarial medication) can be recovered by applicants through Employee Reimbursements in SAP. This should be done after the medical receipts are submitted for approval to the travelling officer's manager. Once approved by the Manager in SAP, funds are deposited directly into the travelling officer's bank account.

Where appropriate, International Certificates of Vaccination should be carried when travelling.

While overseas, medical, including emergency medical, and personal effects coverage are provided for by the Treasury Managed Fund for those officers travelling on duty (refer to the [NSW Government Personnel Handbook](#)). Separate private insurance is only needed for any

personal leave component or when the travel is being undertaken under Special Leave provisions. Such insurance is *strongly recommended* in such circumstances.

5.1.6. Extending travel

When leave in conjunction with official travel is sought, the details should be specified in the covering briefing that accompanies the application and a specific recommendation included for the consideration of the Minister. Each application for leave will be considered by the Minister on its merits. It should be noted that while the Minister may approve recreational leave taken overseas before or after a trip, this practice is not encouraged (refer to the [NSW Government Personnel Handbook](#)).

Should the duration of travel need to be extended due to factors outside of the applicant's control, an interim approval from a senior officer with appropriate delegation needs to be organised in writing (via electronic or other means) at the earliest opportunity, with notification to the Minister to be provided by the Office of the Commissioner. The rank of the authorising officer should be Assistant Commissioner (or administrative equivalent).

5.1.7. Attachments

Relevant attachments should be listed and provided with the application. At a minimum, these must include:

- Personal data – personal details including passport number and expiry date, and vaccination details. Note that passports must be valid for at least six months after travel;
- Security alerts – relevant current information/alerts issued by the Department of Foreign Affairs and Trade for the destination countries;
- Itinerary – dates of travel, dates of visits to organisations/attendance at meetings, and contact officers' phone numbers and addresses while overseas. In the case of urgent operational travel, it is acknowledged that some of this information may not be able to be provided until a point after the application is considered. In such circumstances, the information should be provided to the Ministerial and Executive Services, Office of the Commissioner as soon as possible; and
- Covering IBCR report.

Examples of other documents you may need to attach to the application are copies of correspondence from the Office of the Director of Public Prosecutions (ODPP) and written advice confirming the availability of funding from sources other than your own Command/Business Unit.

Inquiries on any aspect of operational overseas travel not addressed in these guidelines should be directed to the Ministerial and Executive Services, Office of the Commissioner, by email to [#Secretariat](#).

6. Non-operational Overseas Travel

Non-operational travel, though not conducted to advance an investigation, should not ordinarily be proposed unless there is a benefit to the NSW Police Force. In general, applicants need to demonstrate that the benefit will result in some operational improvement, albeit possibly at a point in the future, identifying specific changes in staff, systems or resources the travel will promote.

From time to time the Commissioner and/or Minister might also approve nonoperational overseas travel when it is appropriate or stands to enhance the NSW Police Force's professional reputation (e.g. attending funeral or commemoration ceremony, accepting an international policing award).

Officers approved to undertake no-noperational overseas travel are required to submit a report (in IBCR format with attachments as appropriate) on the travel to the Commissioner of Police within one month of the return date. The report must address the objectives and the outcomes of the travel. If there are recommendations resulting from the travel, these should be specific and set out relevant considerations (such as costs, resources, legal reforms, timeframes) associated with their implementation.

6.1. Completing the application form

Set out below is material to assist applicants to complete the [Overseas Travel Application Form](#). The front page of the form, the cover sheet, provides for summary information on the proposed travel and approval of the travel application by those in the applicant's chain of command. The other seven sections of the application are designed to capture more detailed information on the background and purpose of the travel.

The material that follows should be read in full as it provides guidance on common types of non-operational travel such as conference attendance/participation, agency visits and travel funded by scholarships.

As approval for non-operational overseas travel can legitimately be sought for a great variety of reasons, it is acknowledged that these guidelines will not cover every circumstance. For that reason you should contact the Ministerial and Executive Services, Office of the Commissioner, by email to [#Secretariat](#) should you require clarification on any aspect of completing the application form. The [NSW Government Personnel Handbook](#) is also a useful reference.

6.1.1. Objectives, itinerary and background

The objectives of the travel should be specific and linked to a future benefit to the NSW Police Force. If the projected benefits are not of an operational kind, then this should be stated and the objectives and justification for the travel made clear.

Applicants should include information on where they are going and for how long. If the proposed travel is to more than one destination and/or involves multiple work-related activities, then a detailed itinerary should be attached to the application.

A short background to the proposed travel, sufficient to provide the reader with essential context, should also be included.

Commanders/Managers must satisfy themselves that the visit genuinely needs to occur and that all alternatives to travel have been thoroughly explored and rejected as unsuitable. Alternatives include, but are not restricted to, exchange via written correspondence, telephone, teleconference, video conference, email or inquiries using the Internet.

(a) Conference travel

NSW Government policy is that official attendance at overseas conferences¹ should be kept to a minimum. The NSW Police Force's requirement for funded attendance at an overseas conference is the presentation of a paper. Ideally, the paper should be invited rather than volunteered. However, volunteered papers highlighting activities or outcomes which enhance the reputation of the State of NSW and the NSW Police Force may be suitable for consideration for approval in some instances.

Regardless of whether a conference presentation has been invited, applicants need to address why participation in the conference will have operational benefit and why receiving copies of conference proceedings will not suffice.

The [NSW Police Force Policy for Speaking at or Attending Conferences](#) sets out additional requirements for applicants to meet and should be read in conjunction with these guidelines. These requirements apply equally to NSW Police Force officers (sworn and unsworn) intending to deliver a paper at an international conference in their own time and at their own expense.

¹ "Conference" includes any forum of short duration held for experts and practitioners to present, showcase and exchange ideas about a topic, and to learn about new developments in the field. A conference paper includes oral and electronic presentations (e.g. a PowerPoint presentation) given at a conference and/or material presented in published proceedings.

Officers proposing to present a conference paper in their own time and at their own expense are required to obtain approval from the Commissioner when the presentation is related to their NSW Police Force role or to NSW Police Force operations more generally. This should be done via a formal submission through chain of command accompanied by a completed non-operational overseas travel application form. In circumstances where an officer is uncertain whether their presentation is work related, clarification should be sought from the Ministerial and Executive Services, Office of the Commissioner by emailing [#Secretariat](#).

In addition to having the authority to approve or decline a conference presentation, Commanders/Managers can also require that it be modified. The notification and decision principles set out in the [NSW Police Force Policy for Speaking at or Attending Conferences](#) apply, including the obligation to present the relevant Deputy Commissioner with a copy of the proposed conference paper for consideration and approval of content. This holds irrespective of how the conference travel and attendance is funded. Failure to comply with the policy may constitute a breach of the [NSW Police Force Code of Conduct and Ethics](#) and may lead to managerial action. Managers need to ensure that all proposed conference papers are of international quality, are appropriate for the conference audience, and respect the sensitivity of operational information.

(b) Agency visits

Prior to making any arrangements or preparing an overseas travel application, an officer intending to visit an overseas law enforcement agency for a non-operational purpose should seek in-principle approval from the Commissioner. The in-principle approval should be obtained in writing via chain of command.

Applicants must provide the justification for all proposed meetings and consultations, identifying agencies, agency personnel and proposed dates. There needs to be an explanation of why it is in the NSW Police Force's interests for the visits to occur. That explanation needs to address why the travel objectives, for example meeting some knowledge gap, could not be achieved via written correspondence, telephone, teleconference, video conference, email or inquiries using the Internet.

If the purpose of the trip is to provide expert advice, applicants are expected to negotiate a fee for their services to cover the costs of the travel and absence from their normal duty. Justification needs to be provided for not levelling a fee.

If the visits are part of contractual arrangements with a product supplier or are being undertaken as part of a tender evaluation, this should be clearly indicated, and relevant documents appended to the application.

Should the Commissioner provide in principle approval for agency visits, then formal contact with the overseas jurisdiction(s) can be initiated. The form this contact takes will depend on the purpose of the visit, the type and location of the agency, the rank of the officer who is proposed make the visit and existing protocols. Instructions on how to proceed will be conveyed by the Ministerial and Executive Services, Office of the Commissioner. For further clarification email [#Secretariat](#). It must be emphasised that the Commissioner's in-principle approval provides permission to make arrangements and submit a non-operational overseas travel application. It is not formal approval to travel and applicants must not make commitments that assume approval. Before formal approval can be considered, applicants must submit a fully completed travel application form for consideration through chain of command to the Commissioner, if the travel and proposed agency visit are proposed to be undertaken on the applicant's own time and expense, and to the Minister, if remuneration is sought from the NSW Police Force.

Under no circumstances should applicants contact Australian or foreign consular offices directly when arranging agency visits. Protocol in such matters should be observed at all times (see also [NSW Government Personnel Handbook](#)).

(c) Scholarships

With the exception of travel undertaken for the Churchill Fellowship or Michael O'Brien Scholarship awards, overseas travel subsidised and undertaken as part of a scholarship is ordinarily not eligible to qualify as official NSW Police Force approved overseas travel. An officer undertaking such travel must do so on their own time. Furthermore, if the proposed travel has a policing related purpose or if access to overseas agencies derives from an individual's status as a member of the NSW Police Force, the Ministerial and Executive Services, Office of the Commissioner, must be advised by way of formal briefing through chain of command as soon as possible and by no later than eight weeks prior to the planned departure date. The briefing should identify the proposed travel itinerary, the provider of the scholarship and whether, and to whom, a report on travel has to be provided. Depending on the circumstances, the Office of the Commissioner may recommend changes to the itinerary or stipulate that the scholarship holder advises the overseas agencies and personnel that their travel is without official support from the NSW Police Force. If the Office of the Commissioner considers the scholarship related travel stands to significantly advance the objectives of the NSW Police Force, then provision may be made for the scholarship holder to be granted Study Leave² or Special Leave for some, or all, of the overseas travel. In such

² For Administrative Officers, the Commissioner can grant Study leave in accordance with the Crown Employees (NSW Police Force Administrative Officers and Temporary Employees) Award 2009.

cases, the officer will be required to complete and submit through chain of command to the Minister the [overseas travel application form](#).

In keeping with normal practice, recipients of the Churchill Fellowship or Michael O'Brien Scholarship must complete and submit an [overseas travel application form](#). If the travel is approved, the scholarship/fellowship holder will be required to seek Special Leave to undertake their overseas travel. They will not be considered "on duty" (see [NSW Government Personnel Handbook](#)).

As with official overseas travel, officers travelling on scholarships should ensure compliance with international protocols when seeking to visit overseas agencies.

6.1.2. Applicant(s)

Provide the name and rank/title of the those seeking to travel. Outline why the applicants are the most appropriate to undertake the travel.

6.1.3. Financial issues

(a) Funding

Specify how the travel is being funded, including the relevant NSW Police Force cost centre if the cost is being met internally. If a command other than the applicant's is funding the travel, written confirmation from that command should be provided with the application together with that command's cost centre.

If the proposed travel is being wholly or partially funded externally, then relevant documentation from the funding agency should be attached to the application. In considering external funding, applicants and their managers need to be mindful of any real or potential conflicts of interest that may arise. Reading the corporate policies [NSW Police Force Code of Conduct and Ethics](#), [Conflicts of Interest Policy](#) and [Sponsorship, Donation & Fundraising Policy](#) is recommended.

In the absence of an identified cost centre or source of external funding, it will be assumed that the applicant's command will be meeting the full cost of the travel.

(b) Booking flights, accommodation and rental vehicles

Flight, accommodation and vehicle rental bookings must be made through FcM Travel Solutions (FcM) as the NSW Government approved supplier. The arrangements for booking of approved air travel will be made at the business unit. The travel arranger will need to quote FcM with an account number for the business unit and provide the details of the passenger (personnel number) and details of the proposed trip. FcM will then seek the lowest cost flight

and book the ticket with the relevant airline. FcM will contact the nominated travel arranger at the business unit with the details and issue an E-ticket.

The NSW Department of Premier and Cabinet issues an annual circular on daily allowances to officers traveling overseas on official business. Separate award rates apply for SES personnel and non-SES personnel ([see Circular 2021-03 Meal, Travelling and Other Allowances for 2020-21](#)).

Chief Executives and Senior Executive Service members may be able to fly business class or premium economy for all official overseas travel.

Applicants should not make bookings until formal notification of travel approval is received from the Office of the Commissioner.

(c) Accountability

Applicants must comply with all relevant personnel and accounting procedures, consistent with the [NSW Police Force Travel and Transport Policy](#).

(d) Seeking and claiming expenses

For all travel expenses, including advance payments, scanned copies of

- Ministerial approval;
- Travel itinerary including accommodation quotes; and
- Briefings to chain of command indicating funding sources

need to be submitted to Shared Services, five working days prior to departure by email to [#AS-Travel](#) (EN: 28266).

Generally, Shared Services can arrange an advance payment equivalent to 100% of the anticipated accommodation cost and 80% of the anticipated award rate meals and incidentals cost.

For post payment, officers should contact Shared Services by emailing [#AS-Travel](#) (EN: 28266) with their notice of application approval from the Minister/Commissioners, *with signature*, to arrange for the particulars of the travel to be entered into SAP. This will facilitate completion of the Travel Expense Diary in SAP following the officer's return.

Within 10 days of returning from overseas travel, officers must complete the overseas travel diary and forward approved diary and all supporting documents, including all receipts for expenses, to Shared Services for processing in SAP. It is not necessary to submit receipts for meals. Note that when calculating trip costs, the trip commences when the officer arrives at

their overseas location and finishes upon departure from their overseas location. When there is a domestic leg to a journey (e.g. travel from a remote location to Sydney to facilitate transfer to an overseas flight), then the first part of the trip is treated as domestic travel and requires that the travelling officer log a separate trip in the Travel Management module of SAP.

Payment of any actual expenses in addition to the approved award rate will be subject to the production of receipts, unless the Commissioner is prepared to accept other evidence from the officer. Holders of NSW Police Force corporate credit cards are required to observe all of the conditions set out in the [NSW Police Force Corporate Credit Card Procedures](#) when using their cards while on official overseas travel.

6.1.4. Compliance with international protocols

Non-operational travel will not necessarily require that the applicant involve external agencies such as the Australian Federal Police or Interpol or an Australian consular post when making travel arrangements. However, this will depend on the purpose of the visit, the countries/agencies it is planned to visit and miscellaneous other factors.

It is recommended that when proposed travel will take the applicant to overseas justice agencies, the applicant should seek clarification from the Australian Federal Police through its National Operations State Service Centre (NOSSC) to determine whether any security clearance is required. Some agencies require Embassy verified clearances prior to approving travel and these can take several weeks to issue.

The Australian Federal Police National Operations State Service Centre (NOSSC) can be reached on (02) 5127 0000 or by emailing NOSSC@afp.gov.au.

6.1.5. Health, safety and insurance

Applicants for non-operational overseas travel must canvass the security and health environment for all the countries they intend visiting. Relevant information can be obtained from the Department of Foreign Affairs and Trade (DFAT) Internet site. Applicants should note in the application that this material has been reviewed and, where relevant, complied with.

Where vaccinations or medical advice on health issues are required in the countries you intend, consult a local General Practitioner. Essential predeparture medical related costs (e.g. typhoid vaccination, anti-malarial medication) can be recovered by applicants through Employee Reimbursements in SAP for officers approved to travel “on duty”. This should be done after the medical receipts are submitted for approval to the travelling officer’s manager. Once approved by the Manager in SAP, funds are deposited directly into the travelling officer’s bank account.

Where appropriate, International Certificates of Vaccination should be carried when travelling.

While overseas, medical, including emergency medical, and personal effects coverage are provided by the Treasury Managed Fund for those officers travelling on duty (see the [NSW Government Personnel Handbook](#)). Separate private insurance is only needed for any personal leave component (i.e. private travel) or when the travel is being undertaken under Special Leave provisions. Such insurance is strongly recommended in such circumstances.

6.1.6. Extending travel

When leave in conjunction with official travel is sought, the details should be specified in the covering briefing that accompanies the application and a specific recommendation included for the consideration of the Minister³. Each application for leave will be considered by the Minister on its merits. It should be noted that while the Minister may approve recreational leave taken overseas before or after a trip, this practice is not encouraged (see the [NSW Government Personnel Handbook](#)).

Should the duration of travel need to be extended due to factors outside of the applicant's control, an interim approval from a senior officer with appropriate delegation needs to be organised in writing (via electronic or other means) at the earliest opportunity⁴, with notification to the Minister to be provided by the Office of the Commissioner. The rank of the authorising officer should be Assistant Commissioner (or administrative equivalent).

6.1.7. Attachments

Relevant attachments should be listed and provided with the application. At a minimum, these must include:

- Personal data – personal details including passport number and expiry date, and vaccination details. Note that passports must be valid for at least six months after travel;
- Security alerts – relevant current information/alerts issued by the Department of Foreign Affairs and Trade for the destination countries;
- Itinerary – dates of travel, dates of visits to organisations/attendance at meetings, contact officers' phone numbers and addresses and dates of any proposed leave⁵;
- Conference agenda (if applicable) outlining proposed topics and presenters; and

³ This is only a requirement when the cost of the official travel is being funded in whole or in part by the NSW Police Force and/or the officer is travelling while on duty or on Special Leave.

⁴ This is only a requirement when the cost of the official travel is being funded in whole or in part by the NSW Police Force and/or the officer is travelling while on duty or on Special Leave.

⁵ Officers travelling on their own time and expense need only provide details on the scheduling of the official part of their trip (e.g. on the date of conference presentation which is the subject of the application). No personal details or details of travel documentation need to be included.

- Accompanying IBCR report.

Examples of other documents you may need to attach to the application are copies of invitations/acknowledgements from overseas law enforcement agencies and written advice confirming the availability of funding from sources other than your own Command/Business Unit.

Inquiries on any aspect of overseas travel not addressed in these guidelines should be directed to the Ministerial and Executive Services, Office of the Commissioner, by emailing [#Secretariat](#).



OVERSEAS TRAVEL APPLICATION

Please consult the [NSW Police Force Overseas Travel Guidelines](#) prior to completing this application form.

Travel Type: ☐ Operational ☐ Non-Operational

Name	Position/Rank	Reg No.	Unit/Branch
Contact Number		Email	
Work Phone / Mobile Number			

Name	Position/Rank	Reg No.	Unit/Branch
Contact Number		Email	
Work Phone / Mobile Number			

Note: Items marked with an asterisk () do not need to be completed by officers proposing to undertake travel on their own time and at their own expense*

Departure Date	Return Date	Countries to be Visited		
Airfare Cost (incl class of travel)*	Accommodation Cost*	Meals & Incidentals*	Total Cost*	Cost Centre*
\$ Class:	\$	\$	\$	

Departure Date	Return Date	Countries to be Visited		
Airfare Cost (incl class of travel)*	Accommodation Cost*	Meals & Incidentals*	Total Cost*	Cost Centre*
\$ Class:	\$	\$	\$	

Applicants must complete each of the following sections, except those marked If Applicable

Background, Objectives and Itinerary
Reason the applicants are the most appropriate to undertake the travel

OFFICIAL: Sensitive



OFFICIAL: Sensitive

NSW POLICE FORCE

OVERSEAS TRAVEL APPLICATION

Financial Issues

Compliance with International Protocols

Health, Safety and Insurance

Leave (if applicable)

Attachments (please list all attachments)

Applicant One signature: _____ Applicant Two signature: _____

APPROVAL

1. Supported by:
(Assistant Commissioner or Equivalent)

_____/_____
Rank Name Signature

2. Supported by:
(Deputy Commissioner)

_____/_____
Rank Name Signature

3. Approved by:
(Commissioner)

_____/_____
Rank Name Signature

4. Supported by:
(Police Minister)

Name Signature

OFFICE USE ONLY

Travel Register
Noted:

Duty Status:

OFFICIAL: Sensitive