

Travel Procedure Schedule 1 - Class of Travel

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(1) Class of Travel eligibility:

Staff Level	International Travel	Domestic Travel
DOA 3	Economy Class	Economy Class
DOA 2, DOA 1 and above	Business Class - where flight exceeds 6 hours	Economy Class
All other staff	Economy Class	Economy Class
External Job applicants/invited guests of equivalent to DOA 1	At the discretion of approving VCE member	At the discretion of approving VCE member

Status and Details

Status	Current
Effective Date	8th March 2023
Review Date	30th August 2023
Approval Authority	Senior Policy Advisor
Approval Date	14th June 2022
Expiry Date	Not Applicable
Policy Owner	Teresa Finlayson Chief Operating Officer
Policy Author	Elise Cockerill Executive Director, Property Services Group
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