**PALM scheme international airfares and domestic transportation matrix (travel matrix)**

This document provides Pacific Australia Labour Mobility (PALM) scheme employers with the maximum one-way and return international airfare and domestic transportation amounts for the purposes of PALM scheme worker deductions and reimbursements in chapter 7 of the PALM scheme guidelines. It includes amounts for meals and accommodation, where these are required.

Employers should use the closest comparable regional destination listed below to determine the appropriate cap for their location. Instructions for how to apply the travel matrix are below the tables.

**Table 1: maximum one-way international airfares and domestic transportation**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|   | **Regional destination**  | **Timor-Leste**  | **Fiji**  | **Tonga**  | **Vanuatu**  | **Tuvalu**  | **Nauru**  | **Samoa**  | **Solomon Islands**  | **Kiribati**  | **Papua New Guinea**  |
| ACT  | **Canberra**  | $1,000 | $650 | $1,100 | $800 | $1,250 | $1,550 | $1,050 | $950 | $1,150 | $800 |
| NSW  | **Griffith**  | $1,000 | $900 | $1,050 | $850 | $1,650 | $1,700 | $1,250 | $1,100 | $1,450 | $800 |
| **Moree**  | $1,100 | $950 | $1,050 | $800 | $1,900 | $2,050 | $1,300 | $1,200 | $1,800 | $750 |
| **Coffs Harbour**  | $1,000 | $850 | $1,100 | $850 | $1,650 | $1,850 | $1,250 | $1,100 | $1,700 | $800 |
| NT  | **Darwin**  | $450 | $800 | $1,100 | $900 | $1,650 | $1,800 | $1,500 | $1,000 | $1,350 | $850 |
| **Alice Springs**  | $950 | $900 | $1,300 | $1,050 | $1,850 | $2,350 | $1,550 | $1,200 | $1,750 | $900 |
| SA  | **Renmark**  | $900 | $850 | $1,100 | $800 | $1,550 | $1,800 | $1,350 | $1,000 | $1,500 | $950 |
| **Adelaide**  | $850 | $650 | $1,050 | $800 | $1,250 | $1,600 | $1,150 | $850 | $1,350 | $700 |
| **Port Augusta**  | $850 | $650 | $1,050 | $800 | $1,250 | $1,600 | $1,150 | $850 | $1,350 | $700 |
| TAS  | **Launceston** | $950 | $750 | $1,000 | $800 | $1,450 | $1,600 | $1,150 | $1,000 | $1,250 | $700 |
| **Hobart**  | $900 | $800 | $1,050 | $850 | $1,550 | $1,500 | $1,150 | $1,000 | $1,250 | $750 |
| VIC  | **Mildura**  | $900 | $850 | $1,100 | $800 | $1,550 | $1,800 | $1,350 | $1,000 | $1,500 | $950 |
| **Shepparton**  | $750 | $650 | $900 | $650 | $1,300 | $1,450 | $1,050 | $950 | $1,250 | $650 |
| **Pakenham**  | $750 | $650 | $900 | $650 | $1,300 | $1,450 | $1,050 | $950 | $1,250 | $650 |
| WA  | **Margaret River**  | $850 | $850 | $1,200 | $950 | $1,600 | $1,900 | $1,200 | $1,050 | $1,450 | $800 |
| **Broome**  | $1,050 | $1,200 | $1,700 | $1,100 | $2,300 | $2,350 | $1,450 | $1,450 | $1,950 | $1,050 |
| **Pinjarra**  | $850 | $850 | $1,200 | $950 | $1,600 | $1,900 | $1,200 | $1,050 | $1,450 | $800 |
| **Katanning**  | $850 | $850 | $1,250 | $950 | $1,600 | $1,900 | $1,250 | $1,100 | $1,450 | $800 |
| QLD  | **Cairns**  | $1,100 | $700 | $1,250 | $800 | $1,500 | $1,500 | $1,100 | $650 | $1,150 | $600 |
| **Bundaberg**  | $1,050 | $800 | $1,050 | $950 | $1,450 | $1,650 | $1,300 | $850 | $1,750 | $600 |
| **Toowoomba**  | $1,300 | $1,000 | $1,200 | $1,100 | $1,600 | $1,550 | $1,500 | $1,050 | $1,850 | $850 |
| **Townsville**  | $950 | $700 | $1,050 | $850 | $1,500 | $1,450 | $1,050 | $850 | $1,200 | $500 |
| **Rockhampton**  | $950 | $800 | $1,100 | $800 | $1,550 | $1,600 | $1,250 | $850 | $1,300 | $550 |
| **Kilcoy**  | $750 | $700 | $950 | $800 | $1,300 | $1,250 | $1,050 | $650 | $850 | $450 |

**Table 2: maximum return international airfares and domestic transportation**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|   | **Regional Destination**  | **Timor-Leste**  | **Fiji**  | **Tonga**  | **Vanuatu**  | **Tuvalu**  | **Nauru**  | **Samoa**  | **Solomon Islands**  | **Kiribati**  | **Papua New Guinea**  |
| ACT  | **Canberra**  | $2,000 | $1,300 | $2,200 | $1,600 | $2,500 | $3,100 | $2,100 | $1,900 | $2,300 | $1,600 |
| NSW  | **Griffith**  | $2,000 | $1,800 | $2,100 | $1,700 | $3,300 | $3,400 | $2,500 | $2,200 | $2,900 | $1,600 |
| **Moree**  | $2,200 | $1,900 | $2,100 | $1,600 | $3,800 | $4,100 | $2,600 | $2,400 | $3,600 | $1,500 |
| **Coffs Harbour**  | $2,000 | $1,700 | $2,200 | $1,700 | $3,300 | $3,700 | $2,500 | $2,200 | $3,400 | $1,600 |
| NT  | **Darwin**  | $900 | $1,600 | $2,200 | $1,800 | $3,300 | $3,600 | $3,000 | $2,000 | $2,700 | $1,700 |
| **Alice Springs**  | $1,900 | $1,800 | $2,600 | $2,100 | $3,700 | $4,700 | $3,100 | $2,400 | $3,500 | $1,800 |
| SA  | **Renmark**  | $1,800 | $1,700 | $2,200 | $1,600 | $3,100 | $3,600 | $2,700 | $2,000 | $3,000 | $1,900 |
| **Adelaide**  | $1,700 | $1,300 | $2,100 | $1,600 | $2,500 | $3,200 | $2,300 | $1,700 | $2,700 | $1,400 |
| **Port Augusta**  | $1,700 | $1,300 | $2,100 | $1,600 | $2,500 | $3,200 | $2,300 | $1,700 | $2,700 | $1,400 |
| TAS  | **Launceston**  | $1,900 | $1,500 | $2,000 | $1,600 | $2,900 | $3,200 | $2,300 | $2,000 | $2,500 | $1,400 |
| **Hobart**  | $1,800 | $1,600 | $2,100 | $1,700 | $3,100 | $3,000 | $2,300 | $2,000 | $2,500 | $1,500 |
| VIC  | **Mildura**  | $1,800 | $1,700 | $2,200 | $1,600 | $3,100 | $3,600 | $2,700 | $2,000 | $3,000 | $1,900 |
| **Shepparton**  | $1,500 | $1,300 | $1,800 | $1,300 | $2,600 | $2,900 | $2,100 | $1,900 | $2,500 | $1,300 |
| **Pakenham**  | $1,500 | $1,300 | $1,800 | $1,300 | $2,600 | $2,900 | $2,100 | $1,900 | $2,500 | $1,300 |
| WA  | **Margaret River**  | $1,700 | $1,700 | $2,400 | $1,900 | $3,200 | $3,800 | $2,400 | $2,100 | $2,900 | $1,600 |
| **Broome**  | $2,100 | $2,400 | $3,400 | $2,200 | $4,600 | $4,700 | $2,900 | $2,900 | $3,900 | $2,100 |
| **Pinjarra**  | $1,700 | $1,700 | $2,400 | $1,900 | $3,200 | $3,800 | $2,400 | $2,100 | $2,900 | $1,600 |
| **Katanning**  | $1,700 | $1,700 | $2,500 | $1,900 | $3,200 | $3,800 | $2,500 | $2,200 | $2,900 | $1,600 |
| QLD  | **Cairns**  | $2,200 | $1,400 | $2,500 | $1,600 | $3,000 | $3,000 | $2,200 | $1,300 | $2,300 | $1,200 |
| **Bundaberg**  | $2,100 | $1,600 | $2,100 | $1,900 | $2,900 | $3,300 | $2,600 | $1,700 | $3,500 | $1,200 |
| **Toowoomba**  | $2,600 | $2,000 | $2,400 | $2,200 | $3,200 | $3,100 | $3,000 | $2,100 | $3,700 | $1,700 |
| **Townsville**  | $1,900 | $1,400 | $2,100 | $1,700 | $3,000 | $2,900 | $2,100 | $1,700 | $2,400 | $1,000 |
| **Rockhampton**  | $1,900 | $1,600 | $2,200 | $1,600 | $3,100 | $3,200 | $2,500 | $1,700 | $2,600 | $1,100 |
| **Kilcoy**  | $1,500 | $1,400 | $1,900 | $1,600 | $2,600 | $2,500 | $2,100 | $1,300 | $1,700 | $900 |

**Accommodation cap**

If unavoidable overnight accommodation costs are incurred during the worker’s journey from their port of departure to the placement location, the maximum amount that can be deducted from workers is **$160 per night per room.** This is in addition to the flight caps outlined in tables 1 and 2 above.

Workers can only be charged for the actual cost of the room or the cap, whichever is lower. Where rooms are shared by workers, the actual cost of the room or the cap, whichever is lower, must be split evenly between the workers.

**Meal caps**

Where a worker requires meals during their journey due to an overnight stay, extended layover or if not provided as part of the airfare and the employer has paid these costs, the following caps apply with regards to amounts that can be deducted from the worker. Workers can only be charged for the actual cost of the meals or the cap, whichever is lower.

Breakfast - $32.00

Lunch - $36.00

Dinner - $61.00

The caps have been determined using the Australian Taxation Office’s [determination for reasonable travel and meal allowance expenses](https://www.ato.gov.au/law/view/pdf/pbr/td2023-003.pdf).

**Using the travel matrix**

The costs in the travel matrix are for international airfares and domestic transport. Domestic transport includes all travel costs from the arrival airport to the worker’s accommodation or workplace location. **To calculate the amount that may be deducted from PALM scheme workers for travel costs, or claimed from the Department of Employment and Workplace Relations through a** [**reimbursement of travel costs**](https://www.palmscheme.gov.au/resources/travel-cost-reimbursement-short-term-palm-scheme-workers) **claim:**

1. Calculate the actual cost of the one-way or return international airfare and domestic transportation.
2. Reduce the amount by $300 to account for the PALM scheme employer contribution (applied once per worker for the total return travel costs).
3. Use the tables to determine the maximum amount that can be recouped from workers for international airfares and domestic transportation.

Notes:

* 1. Use the closet final travel location, which may not be the same as the final worksite location.
	2. The matrix does not capture every location and only the most common. If the relevant region is not listed on the matrix, use the closest comparable region.
	3. If the worksite is in or close to a capital city that is not included in the travel matrix, the lowest regional cap for the relevant state should be applied.
1. If accommodation is required, workers can only be charged for the actual cost of the room or the cap of $160 per night per room, whichever is lower.
2. Where rooms are shared by workers, the actual cost of the room or the cap, whichever is lower, must be split evenly between the workers.
3. If meals are required, workers can only be charged for the actual cost or the caps outlined above, whichever is lower.
4. If any amount is left over, from **either** the flight and/or accommodation costs, it must be borne by the PALM scheme employer.

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| **Examples of applying the matrix**The total one-way travel cost for a long-term worker from Port Vila, Vanuatu travelling to Hobart is $1,000$1,000 minus $300 (PALM scheme employer contribution) = $700 The total cost of lunch for the worker during the flight is $25 (as this was not provided)The matrix cap for travel is $850The matrix cap for meals (lunch) is $36.00The PALM scheme employer can recoup **$725** (flight and meal costs) back from the workerThe total one-way travel cost for a long-term worker from Tarawa, Kiribati travelling to Broome is $1,900 with an overnight stay in Perth at $180$1,900 minus $300 (PALM scheme employer contribution) = $1,600 The matrix cap for travel is $1,950The matrix cap for accommodation is $160The PALM scheme employer can recoup **$1,760** back from the worker (flight and accommodation costs)The PALM scheme employer must bear the cost of the $20 difference between the actual accommodation cost and matrix capThe total return travel cost for a short-term worker from Dili, Timor-Leste travelling to Alice Springs is $1,450$1,450 minus $300 (PALM scheme employer contribution) = $1,150 The matrix cap is $1,900The PALM scheme employer can recoup **$1,150** back from the workerThe total one-way cost for a long-term worker from Nuku’alofa, Tonga travelling to Renmark is $1,700$1,700 minus $300 (PALM scheme employer contribution) = $1,400 The matrix cap is $1,100The PALM scheme employer can recoup **$1,100** back from the worker The PALM scheme employer must bear the cost of the additional **$300** |

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**Costs above the matrix cap for employers in remote locations**

PALM scheme employers who are located in a *remote* or *very remote* region (as defined by the [Australian Statistical Geography Standard (ASGS) Edition 3](https://www.abs.gov.au/statistics/standards/australian-statistical-geography-standard-asgs-edition-3/jul2021-jun2026/remoteness-structure/remoteness-areas)) and face significant unavoidable expenses above the applicable matrix amount may submit a request for a one-off increase to the cap.

Employers must submit a request to the department, including evidence that the proposed cost is the best value for money and is considered a reasonable transport option for the worker.

**Document history**

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| Date | Summary of changes | Authorised by |
| July 2024 (1 August 2024 commencement) | * Matrix expanded to top regional and rural locations.
* All costs re-costed and updated based on market rates.
* Accommodation and meals separated out from general travel costs.
 | First Assistant Secretary, Pacific Labour Operations Division, DEWR |
| June 2023 | * Removed reference to quarantine arrangements and obligations.
* Updated the purpose of the matrix and added note regarding matrix being under review.
* Simplified information around Nauru and Tuvalu flight costs.
 | Director, Operational Policy Team, DEWR |