



WoAG Travel Advice 2017/36

Subject: WoAG Accommodation – AusTender Reporting

Issue date: 17 October 2017

Chief Financial Officers and Travel Managers

This WoAG Travel Advice provides guidance on AusTender reporting requirements for the new Accommodation Program Management Services arrangement (Accommodation Program).

On 27 September 2017, the Department of Finance released WoAG Travel Advice 2017/31 announcing that fees under the Accommodation Program would commence on 16 October 2017.

In accordance with requirements of Clause 7.16 of the Commonwealth Procurement Rules (CPRs), Non-corporate Commonwealth Entities and participating Corporate Commonwealth Entities are required to report their estimated expenditure under the Accommodation Program for the period 16 October 2017 to 30 June 2020 (inclusive) on [AusTender](#). This must be completed **by cob Friday, 24 November 2017**.

Action Required:

Where the value of your entity's estimated expenditure on accommodation meets or exceeds the relevant reporting threshold of \$10,000 (refer Clause 7.17 of the CPRs):

- Report the value of the estimated expenditure for the period 16 October 2017 to 30 June 2020 (inclusive) against Standing Offer Notice [SON3453059](#).
- The value to be reported in your entity's Contract Notice (CN) should include the total estimated GST inclusive expenditure on all forms of domestic and international accommodation booked through AOT except hotel-based Venue Hire (i.e. individual traveller, groups, relocations, long-stay and conference-related).
 - There is no need to account for Transaction fees as these are bundled into the accommodation costs.
 - Hotel-based Venue Hire bookings are to be reported in separate Contract Notices.

Hints and Tips:

- Entities must include Standing Offer Number SON3453059 in the CN. This process will link relevant entity expenditure / reporting with the overarching Deed.
- Entities participating in the Accommodation Program must not report or establish separate Standing Offer Arrangements on AusTender for services obtained from AOT.
- Entities should not amend or close their existing CN against the outgoing Standing Offer Number SON590021.
- Review your Contract Notice at least annually and update as necessary.
- Any related domestic accommodation purchase orders and payments must be blocked from automatically reporting to AusTender from entity input systems (e.g. for SAP systems). The blocking code is 'Previously Gazetted'

Where can I get more information or assistance?

For further information on this Advice, please contact the WoAG Travel team.

For further information on entity reporting obligations, please refer to the [Commonwealth Procurement Rules, Buying for the Australian Government Guide](#), the AusTender Help Desk on 1300 651 698 or tenders@finance.gov.au