



# CHARTER CERTIFICATION

## — PRESIDING OFFICERS, OPPOSITION OFFICE HOLDERS, LEADERS OF A MINORITY PARTY

**Office Holders may use charter transport (including aircraft, helicopters and other vehicles) for their personal transport in connection with their Office Holder duties.**

The entitlement to charter travel by the Leader of a Minority Party is a capped entitlement. The value of the entitlement is published in Monthly Management Reports.

This form should be completed for charter transport used when performing Office Holder duties.

This form is not to be used for charter travel for the service of the electorate (see form 37).

Please complete all relevant sections.

**A separate Charter Certification should be completed for each vehicle hired**, i.e. if a charter aircraft is hired to get you to a location and then a hire car is required, two Charter Certifications should be completed.

**The itinerary should only contain those legs which were travelled in the chartered vehicle.**

Please ensure that all individual legs are listed.

<p><b>Options for returning your completed form</b></p> <p>Scan and Email to: <a href="mailto:forms@ipea.gov.au">forms@ipea.gov.au</a>          or Post to: Independent Parliamentary Expenses Authority          One Canberra Avenue          FORREST ACT 2603</p>	<p><b>Enquiries:</b> Independent Parliamentary Expenses Authority          Email: <a href="mailto:enquiries@ipea.gov.au">enquiries@ipea.gov.au</a>          Phone: (02) 6215 3000</p>
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<b>OFFICE HOLDER'S DETAILS</b>	▶ Name	<input style="width: 100%;" type="text"/>
	▶ Title	<input style="width: 100%;" type="text"/>

<b>CHARTER DETAILS</b>	▶ Mode of transport:    Aircraft <input type="checkbox"/> Motor vehicle <input type="checkbox"/> Other <input type="checkbox"/> <input style="width: 100px;" type="text"/>
	▶ Travel booked through travel services provider?    Yes <input type="checkbox"/> No <input type="checkbox"/> ▶ Attach a copy of the charter invoice

Date	From	To

<b>ENTITLED PASSENGERS</b>	▶ Accompanied by:    Spouse <input type="checkbox"/>
	▶ <b>One member of your staff</b> <input type="checkbox"/> ▶ Give name <input style="width: 100%;" type="text"/>

▶ CONTINUED OVERLEAF

**OTHER ACCOMPANYING PASSENGERS**

► Details of passengers for whom debt recovery should occur

- Note:**
- Additional passengers may only accompany an Office Holder if no additional cost is involved.
  - It is the Office Holder's responsibility to advise accompanying passengers that recovery arrangements will apply for their portion of travel.
  - The Office Holder will be responsible for the cost of travel by accompanying passengers, where the Office Holder does not obtain prior consent of the accompanying passengers to paying their own travel costs.
  - The amount to be recovered from non-entitled accompanying passengers will be the equivalent scheduled commercial airfare, or where there are no scheduled services, the actual cost of the charter, pro rated for each passenger.

Name	Address	Legs of charter undertaken

**CERTIFICATION**

- I certify that I travelled on the charter and it was provided for official purposes.
- By signing this form, I acknowledge that:
- I understand that knowingly giving false or misleading information is a serious offence under the *Criminal Code Act 1995*.
  - I have read and understood the Privacy Collection Notice (see below).

**Signature of Office Holder**

Date