

SENATORS AND MEMBERS

NOTIFICATION OF ATTENDANCE AT PARLIAMENTARY COMMITTEE MEETINGS

	Ing your completed form forms@ipea.gov.au Independent Parliamentary Expenses Authority One Canberra Avenue FORREST ACT 2603	Enquirie Email: Phone:	es: Independent Parliamentary Expenses Authority enquiries@ipea.gov.au (02) 6215 3000		thority	
ABOUT THIS FORM The following information sought is in respect of claims made by Senators or Members for Travelling Allowance for attending Parliamentary Committee meetings. Details should be provided for each day the Committee meets.						
DETAILS Name of Committee						
Date of meeting			Date of meeting			
Meeting venue			Meeting venue			
Start time	Finish time		Start time		Finish time	
Senators or Members who attended			Senators or Members who attended			
Note: Information is NOT required in respect of Committee meetings held in Canberra on sitting days.						
Senators and Members who are not members of the Committee but attend and are eligible to attend meetings of the Committee under Standing Orders or a Resolution of Appointment should also be listed and identified by an asterisk.						
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 Committee Secretary					Date
	·					/ /
	Printed name					

Privacy Collection Notice — Consistent with the *Privacy Act 1988*, the Independent Parliamentary Expenses Authority (IPEA) uses the personal information provided in this form to facilitate the administration and monitoring of work expenses for Parliamentarians and their employees under the parliamentary work expense framework. Details of the related expenditure may be tabled in Parliament, published on the IPEA website, or provided to the Special Minister of State, the Department of Finance, relevant service providers, or publicly, as authorised by law. Further details on the collection, storage and use of personal information is available in the full Privacy Notice at www.ipea.gov.au/privacy.html