



MOP(S) ACT EMPLOYEES

**TRAVEL PROFILE NUMBER AND
CABCHARGE REQUEST**

Note: If you change employer, your current Travel Profile Number and Cabcharge card will remain active and be transferred to your new office.

Returning your completed form

Scan and email to: forms@ipea.gov.au

Enquiries: Independent Parliamentary Expenses Authority

Email: enquiries@ipea.gov.au

Phone: (02) 6215 3000

EMPLOYER DETAILS

▶ Employer name

▶ Employer state

EMPLOYEE'S DETAILS

▶ Title Mr Mrs Ms Miss Other

▶ Full name

▶ Email address

▶ Mobile phone number

▶ Date commenced employment

REQUIREMENTS

▶ Travel Profile Number required? No Yes

▶ Cabcharge Card required?
No Yes ▶ Select ONE: Digital Fastcard **OR** Physical card ▶ Preferred postal address

ACKNOWLEDGEMENT OF GUIDELINES FOR USE OF CABCHARGE

▶ I acknowledge that:

I have read and understood the [Guidelines for the Use of Cabcharge Cards](#) (the Guidelines).

I have read and understood the [Cabcharge Conditions of Use](#).

I understand that failing to comply with the Guidelines and/or the Cabcharge Conditions of Use may render me personally liable for any non-compliant fares.

▶ A Cabcharge card will be issued once this completed form has been returned to Independent Parliamentary Expenses Authority.

SIGNATURES

▶ 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 (below).

Signature of Employee Date

▶ I consent to the employee receiving the Travel Profile Number and/or Cabcharge card requested on this form.

Signature of Employer or Authorised Person Date

Name

Privacy Collection Notice — Consistent with the *Privacy Act 1988*, the Independent Parliamentary Expenses Authority (IPEA), collects, uses and discloses the personal information provided in this form to administer and monitor work expenses of Parliamentarians and their employees under the parliamentary work expenses framework. Expenditure information 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 as authorised by law. Further details on the IPEA's collection, use and disclosure of personal information is available in the full Privacy Policy at www.ipea.gov.au/privacy-policy. Any enquiries can be submitted to privacy@ipea.gov.au.