



Travel—family reunion

A parliamentarian's family may travel at Commonwealth expense to accompany or join the parliamentarian when they are travelling within Australia away from their home base to conduct parliamentary business.

Family includes the parliamentarian's spouse or nominee, dependent children and other eligible family member/s nominated by the parliamentarian.

Family reunion travel can be accessed where:

- the parliamentarian is travelling for the dominant purpose of conducting parliamentary business, and
- the family member/s travels to accompany or join the parliamentarian, and
- travel is for the dominant purpose of facilitating the family life of the parliamentarian.

There are 2 types of family reunion travel which have different limits or caps.

1. Travel to Canberra and within the local area (cost based limit)

This allows family members to travel between the family member's or the parliamentarian's home base and Canberra or places in the State or Territory for which the parliamentarian is a senator, or in which their electorate is located.

The annual cost based limit is the value of 9 business class return airfares to Canberra for the parliamentarian's spouse or nominee plus 3 economy class return airfares to Canberra for each dependent child. Travel is from their respective home base.

2. Australia-wide travel (trip based cap)

This may be used for family members to travel anywhere in Australia to accompany or join the parliamentarian when they are on parliamentary business.

The annual trip based cap is a total of 3 return business class airfares—in total, not each family member—on scheduled commercial transport.

What other costs are covered?

Nominated family members may travel to and from the airport using a COMCAR, taxi, regulated rideshare or by their private vehicle. This can be with the parliamentarian or independently.

A spouse or nominee may also use COMCAR independently of the parliamentarian to travel to and from their accommodation in Canberra and Parliament House.

There are additional family travel expenses available for family of senior office holders or where a spouse or nominee is invited to a prescribed event or function. For details please contact IPEA.

Booking

Family travel (flights) must be booked through CTM. They will need to quote their Travel Profile Number (TPN) or use the parliamentarian's office general TPN.

Did you know?

CTM can arrange other modes of transport on scheduled services, including air, sea, train and coach. They also provide an accommodation booking service (a personal expense) and assistance with other travel related services.

Contact Corporate Travel Management (CTM):

Email: ipea@travelctm.com

Phone: 1800 187 584

CTM operates 24 hours per day, 7 days a week, 365 days a year.



Nominating a family member

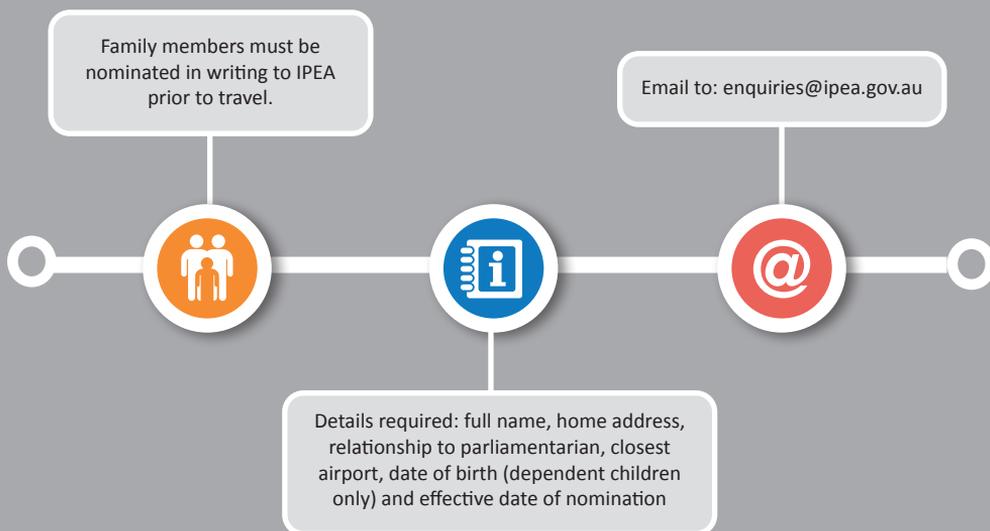
Before accessing family reunion travel, a parliamentarian must nominate their family members in writing to IPEA at: enquiries@ipea.gov.au

The nomination must include the family member's:

- full name
- home address
- relationship to the parliamentarian
- closest airport
- date of birth (for dependent children only), and
- effective date of nomination.

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NOMINATING



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BOOKING

For all scheduled flights (QANTAS, Virgin, etc) you must book through CTM. The office's general Travel Profile Number (TPN) may be used for bookings

Ground transport between accommodation and Parliament House may only be used when travelling with the parliamentarian, or by the parliamentarian's spouse or nominee* when travelling independently



Nominated family members may use COMCAR, taxis or rideshare to travel to and from the airport with the parliamentarian, or independently

*Spouse includes de facto. Nominee is a person of choice other than a spouse.

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CLAIMING A REIMBURSEMENT FOR TRAVEL RELATED EXPENSES

Out of pocket costs for taxis and/or ride-sharing to travel to and from the airport to connect with flights or for airport parking may be claimed from IPEA



Claim your travel expenses by completing the parliamentary travel expenses reimbursement claim form and submitting to: forms@ipea.gov.au

You must provide supporting evidence for each claim, including tax invoices and receipts