



## ELECTORATE EMPLOYEE TRAVEL NOMINATION

In accordance with the determination regarding staff travel arrangements made under the *Members of Parliament (Staff) Act 1984*, this form is to be used by:

**SECTION 1 Ministers, Parliamentary Secretaries, Opposition Office Holders, a Leader or Deputy Leader of a Minority Party and Chairs of Parliamentary Committees**, or, with the approval of the Special Minister of State, **Chairs of Parliamentary Sub-Committees** may nominate an electorate employee to travel as directed anywhere in Australia on official business without debit from the electorate support budget.

**SECTION 2 Presiding Officers, Deputy Presiding Officers, Parliamentary Secretaries, Whips or Shadow Ministers** may nominate a personal employee whose travel costs will be deducted from the electorate support budget in place of a nominated electorate employee.

Other than Parliamentary Secretaries, parliamentarians may only make a nomination under one of these sections.

**Note:** The nomination of employees under the Determination is intended to be a settled arrangement, and should not be varied for at least **12 months** while the occupant of that position remains employed.

**Returning your completed form**

Scan and Email to: [forms@ipea.gov.au](mailto:forms@ipea.gov.au)

**Enquiries:** Independent Parliamentary Expenses Authority

Email: [enquiries@ipea.gov.au](mailto:enquiries@ipea.gov.au)

Phone: (02) 6215 3000

▶ Employer name

▶ Date of effect

▶ Is this replacing an existing nomination? No

Yes  ▶ Name of ceasing nominated employee

▶ Please complete SECTION 1 **or** SECTION 2

**SECTION 1**

**Nominated electorate employee of a Minister, Parliamentary Secretary, Opposition Office Holder, Leader or Deputy Leader of a Minority Party, Chair of a Parliamentary Committee or Chair of a Parliamentary Sub-Committee**

▶ Nominated employee's name

**SECTION 2**

**Transfer of travel resources – Presiding Officer, Deputy Presiding Officer, Parliamentary Secretary, Whip or Shadow Minister**

▶ Transfer of travel resources from: (name of person currently occupying the personal employee position)

to: (name of person currently occupying the electorate employee position)

**SIGNATURE**

▶ 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 Employer or Authorised Person**

Date

Name