



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, the Leader or Deputy Leader of a Minority Party and Chairs of Parliamentary Committees when nominating an electorate employee to travel as directed anywhere in Australia on official business without debit from the electorate support budget.

SECTION 2 Presiding Officers, Whips or Shadow Ministers (other than an Opposition Office Holder) transferring travel entitlements held by a personal employee position to an electorate employee.

Note: The nomination of electorate employee travel entitlements is intended to be a settled arrangement, and should not be varied for at least one year while the occupant of that position remains employed.

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 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 or Chair of a Parliamentary Committee

▶ Nominated employee's name

SECTION 2

Transfer of travel entitlement – Presiding Officer, Whip or Shadow Minister

▶ Transfer of entitlement 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