



## Travel Advice Certificates

### What is a Travel Advice Certificate?

A Travel Advice Certificate (TAC) provides parliamentarians with formal written advice about planned travel. A TAC provides clear advice on whether specific travel does or does not meet the requirements of the PBR framework **before** travel is undertaken. A TAC is signed by IPEA's CEO.

### How to request a Travel Advice Certificate?

To give IPEA sufficient time to provide a written response, requests must be submitted at least **2 working days** before the commencement of travel. IPEA cannot guarantee you will receive a timely reply if you submit your request less than two working days before you travel.

To request a TAC, please email [enquiries@ipea.gov.au](mailto:enquiries@ipea.gov.au) providing the following information:

- Travel details (itinerary including locations and dates)
- Details of parliamentary business to be undertaken
- Other relevant information.

Please provide IPEA with all the details of your query. This will help us to clearly understand your particular situation, and provide robust and accurate advice. In some circumstances, you may need to provide us with more details on a particular part of your proposed travel. IPEA will contact you if this is required.

### What happens if the advice was incorrect?

If the parliamentarian follows IPEA's advice in the TAC, and the advice is later found by IPEA to be incorrect, they do not need to repay any debts incurred at Commonwealth expense, or pay a loading of 25 per cent..

The *Parliamentary Business Resources Act 2017* (the PBR Act) provides:

*No debts arise as a result of incorrect personal advice given by IPEA.*

However, if IPEA's advice was based on misleading, false or incomplete information, the parliamentarian is not protected from incurring a debt and potentially a penalty. IPEA's application of this provision is dependent on the quality of the information it receives when preparing its advice. For more information, please read the 'Personal Advice' fact sheet.

### Can a TAC be used again or by another parliamentarian for the same travel?

No, each TAC is relevant to the specific query posed, and is not a precedent for subsequent travel, or advice to other parliamentarians. Any changes to the details of the activity, for example changes to travel dates, times or events attended, may change the TAC. In the event travel plans or the situation



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changes, an updated online form must be submitted for reassessment. If you have further queries, please contact IPEA on (02) 6215 3000 or [enquiries@ipea.gov.au](mailto:enquiries@ipea.gov.au)