



## Travel Advice Certificates

### What is a Travel Advice Certificate?

IPEA provides Travel Advice Certificates (TACs) to enable Senators, Members and their staff to have formal written advice on the statutory compliance of planned travel. A TAC provides clear, written advice about a specific travel enquiry **before** travel is undertaken.

### How to request a Travel Advice Certificate?

To give IPEA sufficient time to provide you with a considered, written response, please submit your request at least **two 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 send an email to [enquiries@ipea.gov.au](mailto:enquiries@ipea.gov.au) providing the following information:

- Your question (For example, Can I travel from Adelaide, where I travelled at personal expense for a holiday, to Canberra for Parliamentary business at Commonwealth expense?)
- Travel details (your itinerary inclusive of locations and dates)
- Details of parliamentary business to be undertaken (meetings, appointments, etc.)
- Other relevant information.

When submitting the online form, 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.

### Benefits of requesting Travel Advice Certificates?

A TAC gives a member clear advice about whether proposed travel either meets or does not meet the requirements of the new expenses framework.

If you follow IPEA's advice in the TAC, and the advice is later found by IPEA to be incorrect, you will not need to repay any debts incurred at Commonwealth expense, or pay a loading of 25 per cent on the travel debt.

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 or false information you would not be protected from incurring a debt. IPEA's application of this provision is dependent on the quality of the information it receives when preparing its advice. For more information, please visit IPEA's website and review the 'Personal Advice' fact sheet.



Australian Government

Independent Parliamentary  
Expenses Authority

**Travel Advice Certificates are individualised:**

Each TAC is relevant to the specific query posed, and should not be used as a precedent for subsequent travel, or advice to other members. 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 changes, it is advisable you submit an updated online form. We also encourage you to speak to us if you have queries.