



PARLIAMENTARIAN'S TRAVEL DECLARATION

- Use this form to claim travelling allowance
- This form must be lodged within 60 days of travel
- Please ensure all relevant fields are completed
- Privacy Collection Notice – see page 2

Last name Home base / principal place of residence

First name

Options for returning your completed form
 Scan and Email to: forms@ipea.gov.au
 or Post to: Independent Parliamentary Expenses Authority
 One Canberra Avenue
 FORREST ACT 2603

Enquiries: Independent Parliamentary Expenses Authority
 Email: enquiries@ipea.gov.au
 Phone: (02) 6215 3000

TRAVEL DETAILS				TRAVELLING ALLOWANCE					
<ul style="list-style-type: none"> • Clearly identify each 'leg' of travel including those where TA is not being claimed • Non-consecutive nights must be identified by a separate line for each night/group of nights 				ACCOMMODATION TYPES: COMMERCIAL C NON-COMMERCIAL NC NOT REQUIRED (CANBERRA) NR		<ul style="list-style-type: none"> • Incorrect details will delay processing of this claim 		DOCUMENTARY EVIDENCE OF COMMERCIAL STAY Either: ATTACHED ATT AVAILABLE ON REQUEST* AOR NOT REQUIRED (CANBERRA) NR	
TRAVEL DATE	TRAVEL FROM	TRAVEL TO	SPECIFIC LOCATION STAYED I.E SUBURB/TOWN	TYPE OF ACCOM.	TRAVELLING ALLOWANCE STARTING DATE	NO. OF CONSECUTIVE NIGHTS	T.A. CLAUSE (SEE OVER)	NAME OF MEETING/COMMITTEE AND/OR REASON FOR CLAIM (must be completed)	ACCOM. RECEIPT

* Subject to post payment checking.

By signing this form, I acknowledge that:

- I declare that this travel was undertaken in my capacity as an elected representative and I acknowledge that a financial loading will be applied if subsequent adjustment to this travel claim is required.
- I declare that the information I have given is true and accurate. I certify that I have fulfilled all the requirements of the particular Remuneration Tribunal Determination clauses I have identified on this form.
- 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 page 2).

Signature

Date

TRAVELLING ALLOWANCE ENTITLEMENT		
DETERMINATION 2016/08 SUMMARY OF TRAVELLING ALLOWANCE CLAUSES		
Reason	Clauses	
	Minister/ Parl Sec Office Holder	Member/ Senator
Prime Minister	2.2	
Parliamentary sittings	3.8(a)	3.11(a)
Official business as a Minister or Office Holder	3.8(b)	
Parliamentary committee meetings or business	3.8(c)	3.11(b)
Meetings in Canberra of parliamentary party, its executive or committees	3.8(d)	3.11(d)
Parliamentary party executive meetings outside Canberra	3.8(e)	3.11(e)
Meetings other than in Canberra of parliamentary party, its executive or committees or attendance at the National and State conferences of a political party of which you are a member and direct travel to or from such meetings and meetings outside electorate on electorate business	3.8(f)*	3.11(f)*
Official government, parliamentary or vice-regal functions		3.11(g)
Minister acting as Prime Minister	3.9	
Representing a Minister or Presiding Officer		3.11(c)
Meetings of non-statutory body as representative of Parliament		3.11(h)
Meetings of government advisory committees or taskforces		3.11(i)
Required break in journey between Western Australia or Northern Territory and Canberra on parliamentary business where the break in journey was caused by there being no same-day connecting flight reasonably available	3.10	3.12
Overnight stay in electorate by a Member whose electorate is 10,000km ² or more in area, or a Senator, in a place other than home base		3.14*
Overnight transit stops by a Member whose electorate is 300,000km ² or more, where direct travel is not available within electorate		3.14.1*
Electorate business for Members whose electorate is less than 10,000km ² in area, where the electorate includes islands or separate regional areas located outside boundaries		3.14.2*
Member for Bowman visiting North Stradbroke Island on electorate business		3.14.3*
Senator or Member from the ACT attending parliamentary sittings		3.15(a)
Senator or Member from ACT attending meeting of parliamentary party, its executive or committees in Canberra		3.15(b)
Senator or Member from ACT attending parliamentary committee in Canberra		3.15(c)
Senator or Member from the ACT undertaking official business as a Minister or Office Holder in Canberra		3.15(d)
Senator for Northern Territory or Member for Lingiari visiting Cocos (Keeling) Islands or Christmas Island on electorate business		3.16(a)*
Senator for ACT or Member for Canberra visiting Norfolk Island on electorate business		3.16(b)*
Senator for Northern Territory or Member for Lingiari breaking journey to Cocos (Keeling) Islands or Christmas Island on electorate business		3.17
Senator or Member visiting an external territory (other than Antarctica) on parliamentary business		3.18
Senator or Member visiting an external territory on parliamentary committee business as submitted to the Special Minister of State		3.19
Leader of a recognised party of at least five members travelling as Leader		3.20*
Deputy Leader of a recognised party of at least five members travelling as Deputy Leader		3.21*
Chief/Primary Whips (Senate and House of Representatives) travelling to Canberra in connection with office	3.22	
Chief Government and Opposition Whips (House of Representatives) travelling outside home base or Canberra in connection with office	3.22.1*	
Chief Government and Opposition Whips (Senate) travelling outside home base or Canberra in connection with office	3.23.2*	
Whips travelling to Canberra in connection with office at the request or to replace the Chief Whip		3.23
Chairs of parliamentary committees when travelling on committee business		3.24
Shadow Ministers travelling in connection with office of shadow minister		3.25*
* Numerically limited entitlement		

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