



**MINISTERS OF STATE**

**CHARTER CERTIFICATION**

**Ministers may use charter transport (including aircraft, helicopters and other vehicles) for their personal transport in connection with their Ministerial duties.**

Please complete all relevant sections.

**A separate Charter Certification should be completed for each vehicle hired**, i.e. if a charter aircraft is hired to get you to a location and then a hire car is required, two Charter Certifications should be completed.

**The itinerary should only contain those legs which were travelled in the chartered vehicle.**

Please ensure that all individual legs are listed.

<p><b>Options for returning your completed form</b>          Scan and Email to: <a href="mailto:forms@ipea.gov.au">forms@ipea.gov.au</a>          or Post to: Independent Parliamentary Expenses Authority          One Canberra Avenue          FORREST ACT 2603</p>	<p><b>Enquiries:</b> Independent Parliamentary Expenses Authority          Email: <a href="mailto:enquiries@ipea.gov.au">enquiries@ipea.gov.au</a>          Phone: (02) 6215 3000</p>
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**MINISTER'S DETAILS**

▶ Name

▶ Title

**CHARTER DETAILS**

▶ Mode of transport: Aircraft  Motor vehicle  Other

▶ Travel booked through travel services provider? Yes  No  ▶ Attach a copy of the charter invoice

Date	From	To

**ENTITLED PASSENGERS**

▶ Accompanied by: Spouse

Members of your staff  ▶ Give names

Other Senators and Members  ▶ Give names

▶ CONTINUED OVERLEAF

**OTHER ACCOMPANYING PASSENGERS**

► Details of dependant child(ren) or passengers for whom debt recovery should occur

- Note:**
- Additional passengers may only accompany a Minister if no additional cost is involved.
  - It is the Minister's responsibility to advise accompanying passengers that recovery arrangements will apply for their portion of travel.
  - The Minister will be responsible for the cost of travel by accompanying passengers, where the Minister does not obtain prior consent of accompanying passengers to paying their own travel costs.
  - The amount to be recovered from non-entitled accompanying passengers will be the equivalent scheduled commercial airfare, or where there are no scheduled services, the actual cost of the charter, pro rated for each passenger.
  - Travel on Ministerial Charter by a Minister's dependent children will be a debit against the additional entitlement for travel by dependent children provided by the *Parliamentary Entitlements Act 1990*.

Name	Address	Legs of charter undertaken	Dependant child
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

► Details of other passengers for whom cost recovery should be waived and justification

Name	Justification		
	a) relevant to the purpose of the travel	b) compassionate reasons	c) public interest reasons
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**CERTIFICATION**

► I consider that:

- scheduled services were not available, or
- the use of scheduled services would have prevented me from keeping an official commitment, or
- the use of scheduled services would not have been the most cost effective manner of travel.

► I certify that:

- I travelled on the charter and it was provided for official purposes
- the inclusion of the passenger(s) listed above did not result in the need for a more expensive charter aircraft/vehicle, and
- travel by the passenger(s) listed above was for the reasons indicated.

► 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 Minister**

Date