



SENATORS AND MEMBERS

SPECIAL CHARTER CERTIFICATION

The Special Minister of State may approve the use of charter transport within Australia in special cases such as where there are no scheduled commercial services or where the use of scheduled commercial services would result in undue delays.

Please complete all relevant sections.

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

Please ensure that all individual legs are listed.

<p>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</p>	<p>Enquiries: Independent Parliamentary Expenses Authority Email: enquiries@ipea.gov.au Phone: (02) 6215 3000</p>
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SENATOR/MEMBER	▶ Name	<input style="width: 100%;" type="text"/>
	▶ State/Electorate	<input style="width: 100%;" type="text"/>

CHARTER DETAILS	▶ Mode of transport: Aircraft <input type="checkbox"/> Motor vehicle <input type="checkbox"/> Other <input type="checkbox"/> <input style="width: 100px;" type="text"/>
	▶ Travel booked through travel services provider? Yes <input type="checkbox"/> No <input type="checkbox"/> ▶ Attach a copy of the charter invoice

Date	From	To

OTHER PASSENGERS

▶ Details of passengers for whom cost recovery should occur or for where the cost should be applied to a separate entitlement (such as an accompanying family member or MOP(S) Act employee).

- Note:**
- Additional passengers may only accompany a Senator or Member if no additional cost is involved.
 - It is the Senator or Member's responsibility to advise accompanying passengers that recovery arrangements will apply for their portion of travel.
 - The Senator or Member will be responsible for the cost of travel by accompanying passengers, where the Senator or Member 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 lesser of Motor Vehicle Allowance that would have been payable for the journey, or the actual cost of the charter, pro-rated for each passenger.

Name	Relationship to Senator or Member (e.g. employee)	Address	Legs of charter undertaken

▶ CONTINUED OVERLEAF

CERTIFICATION

- ▶ I certify that:
 - the charter was in accordance with an approval provided by the Special Minister of State
 - I personally travelled on the transport described above, and
 - the inclusion of the passengers listed above did not result in the need for a more expensive charter aircraft/vehicle.
- ▶ 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
Senator/Member**

Date