



Personal Advice

One of the Independent Parliamentary Expenses Authority's (IPEA) key functions is to give personal advice to parliamentarians and their staff and former members of parliament about their use of parliamentary travel resources. This function is established by the IPEA Act 2017 (the Act).

What is personal advice?

IPEA's personal advice comes in the form of verbal or written guidance, or recommendations given for the use of parliamentary travel resources. IPEA can provide personal advice over the phone, in person or in writing.

Documents included in the provision of personal advice relating to parliamentary work related travel expenses and allowances are not subject to disclosure under the *Freedom of Information Act 1982*.

Types of personal advice

There are two kinds of personal advice:

- 1) General advice, and
- 2) Travel Advice Certificates.

1) General advice

IPEA provides general advice on a day-to-day basis over the phone, in person or in writing in relation to your inquiry. General advice can include simple and more complicated travel situations.

2) Travel Advice Certificates (TACs)

Should parliamentarians require more formal advice on the statutory compliance of planned travel they can request a TAC. A TAC provides clear, written advice about a specific travel enquiry **before** travel is undertaken. Please refer to the TAC factsheet for more detailed information.

Effect and limitations of personal advice

IPEA can only provide personal advice based on the information or detail made available, and withholding specifics of the nature of the travel may lead to incomplete or incorrect advice being provided. While in some circumstances a member may not incur a debt if IPEA gives incorrect personal advice, IPEA will consider the details of the request for personal advice, as well as the advice provided in making a ruling. Where personal advice was given by IPEA on the basis of false or misleading information the member may still incur a debt.

Please also refer to IPEA fact sheets: 'Rulings' and 'Travel Advice Certificates.'