



Australian Government

Independent Parliamentary Expenses Authority

IPEA EDUCATION PROGRAM WORKBOOK

Travel international parliamentarians

LEARNING AREA

5





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Learner Induction:

Please ensure you have an appropriate learning environment before undertaking any training.

An appropriate learning environment would include the following:

- A quiet and undisturbed place
- A well-lit area
- A work station or suitable arrangements
- Comfortable temperature/climate conditions
- Access to amenities
- Access to lap-top, mobile phone—or portable device with internet connection
- Access to IPEA instructor or advice line for assistance
- Familiarity with emergency exits and procedures.

Learning Area Outline Descriptor:

This Learning Area will focus on the rules pertaining to international travel expenses connected to parliamentarians’.

This Learning Area will inform the learner about the rules pertaining to international travel expenses, and how it impacts upon their role in the parliamentary landscape.

The Learning Journey:

This Activity Objective will give the learner:

- An understanding of the role and functions of IPEA in helping parliamentarians and their staff in their roles
- Knowledge about The Parliamentary Business Resources framework, and how it impacts upon their role
- Greater appreciation for provisions, conditions and confirmations required for international travel
- Greater clarity around what is, and what is not acceptable international travel in terms of making a claim
- Clarity over differing roles applicable to parliamentarians depending on the nature of their international travel
- Greater clarity in terms of their role such as parliamentary duties, electorate duties, party political duties, and official duties
- An improved professional relationship between IPEA and its clients
- Confidence, by removing any confusion the learner may have about IPEA’s role and functions.

Targeted Learning Outcomes:

By the completion of this Learning Area, the learner will know:

- What conditions, provisions and confirmations are required for international travel
- International travel details for Parliamentary delegations
- International travel details for Ministers
- International travel details for Parliamentarians representing Ministers
- International travel details for Parliamentarian representing the Government or Australia
- International travel details for Presiding Officers and parliamentarians representing Presiding Officer
- International travel details for Leader and other Opposition parliamentarians
- International travel details for Leader and other Minority Party parliamentarians.



You can contact IPEA
for advice via:

Phone: (02) 6215 3000

Email: enquiries@ipea.gov.au



Section 1

Conditions, Provisions and Confirmations

Parliamentarians are able to undertake international travel for official parliamentary business.

The costs that can be met are based on the reason for travel, any other conditions determined by the travel approver, and the PBR framework*.

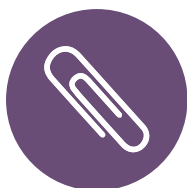
International travel is subject to the PBR Act principles of dominant purpose, value for money, conditions, good faith, and personal responsibility and accountability.

What do I need to do—prior to all trips?

- Seek the necessary approval well in advance of your proposed travel
- Book scheduled flights through travel provider (FCm)
- Advise IPEA of travel details and all travellers
- Contact the relevant area (International and Parliamentary Relations Office, Department of Foreign Affairs and Trade, Home Department) for assistance with other logistics
- Seek medical advice prior to your travel
- Ensure your passport has 6 months validity
- Obtain any relevant visas required for your travel
- Allowances are paid prior to travel once IPEA has all the required information
- Claims for reimbursement must be accompanied by receipts and can be submitted after your travel is completed



Note: For Presiding Officer, Opposition and Minority Party trips only—Check your budget has sufficient balance for your proposed travel.



Note: PBR framework*—refers to the Parliamentary Business Resources framework (PBR framework)

The PBR framework is made up of the:

- *Parliamentary Business Resources Act 2017* (PBR Act)
- *Parliamentary Business Resources Regulations* (PBR Regulations)
- Determinations made under the PBR Act

For more information on the framework, please consult Workbook #3 Framework – parliamentarians.

Travel contacts

IPEA Enquiries

Phone: (02) 6215 3000

Email: enquiries@ipea.gov.au

Travel Provider—FCm

Phone: 1300 762 027

Email: ipea@fcmtravel.com.au



Learning Activity 1.

Q1. Insert the missing word.

' _____ are able to undertake international travel for official parliamentary business.'

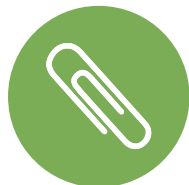
Q2. The cost that can be met for international travel are based on 3 things, what are they?

1. _____
2. _____
3. _____



Q3. Place in order the list of tasks to complete prior to international travel.

| Task to complete | Order (1st–9th) |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Seek the necessary approval well in advance of your proposed travel | |
| Book scheduled flights through travel provider (FCm) | |
| Advise IPEA of travel details and all travellers | |
| Allowances are paid prior to travel once IPEA has all the required information | |
| Contact the relevant area (International and Parliamentary Relations Office, Department of Foreign Affairs and Trade, Home Department) for assistance with other logistics | |
| Ensure your passport has 6 months validity | |
| Seek medical advice prior to your travel | |
| Obtain any relevant visas required for your travel | |
| Claims for reimbursement must be accompanied by receipts and can be submitted after your travel is completed | |



Note: For Presiding Officer, Opposition and Minority Party trips only—Check your budget has sufficient balance for your proposed travel.

Section 2

Parliamentary delegations

Parliamentary delegations are approved by the Presiding Officers based on an annual program.

Costs that can be met:

- Travel at no higher than business class
- Unscheduled commercial transport within and between overseas countries
- Accommodation costs, meal costs
- Pre-travel medical expenses, such as vaccinations
- Emergency medical, dental or hospital expenses
- Laundry and dry cleaning for parliamentarians
- An international travel incidental allowance of \$63 per day for parliamentarians
- A travel equipment allowance of \$430 once every 3 years.

Other provisions:

Parliamentarians travelling on an overseas delegation may extend their travel dates, and/or be accompanied or joined by their spouse. In order to extend travel or take their spouse, the parliamentarian must make a saving on airfares that would otherwise be claimed (known as the notional fare). The total costs must not exceed the notional fare.

Hospitality costs of up to \$2,500 may be claimed by the delegation, or \$5,000 if the delegation is led by a Presiding Officer.

Travel contacts

IPEA Enquiries

Phone: (02) 6215 3000

Email: enquiries@ipea.gov.au

Travel Provider—FCm

Phone: 1300 762 027

Email: ipea@fcmtravel.com.au

International and Parliamentary Relations Office

Phone: +61 (02) 6277 4340

Email: ipro@aph.gov.au



Learning Activity 2.

Q1. Insert the missing word.

Parliamentary delegations are approved by the _____ Officers based on an annual program.

Q2. Costs that can be met—True or False?

| Travel Cost example: | True | False |
|-----------------------------------------------------------------------------------|------|-------|
| Travel higher than business class | | |
| Unscheduled commercial transport within and between overseas countries | | |
| Accommodation costs | | |
| Meal costs | | |
| Pre-travel medical expenses, such as vaccinations, spray tan | | |
| Emergency medical, dental or hospital expenses | | |
| Laundry and dry cleaning for parliamentarians | | |
| An international travel incidental allowance of \$93 per day for parliamentarians | | |
| A travel equipment allowance of \$430 once every 3 years. | | |

Q3. Are the following statements True or False?

Parliamentarians travelling on an overseas delegation may extend their travel dates, and/or be accompanied or joined by their spouse. In order to extend travel or take their spouse, the parliamentarian must make a saving on airfares that would otherwise be claimed (known as the notional fare). The total costs must not exceed the notional fare.

| | |
|-------------|--------------|
| TRUE | FALSE |
|-------------|--------------|

Hospitality costs of up to \$5,000 may be claimed by the delegation, or \$12,500 if the delegation is led by a Presiding Officer.'

| | |
|-------------|--------------|
| TRUE | FALSE |
|-------------|--------------|



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Section 3

Ministers

The Prime Minister approves international travel for a Minister. International travel is subject to guidelines produced by the Department of the Prime Minister and Cabinet.

Costs that can be met:

- Travel at no higher than business class
- Unscheduled commercial transport within and between overseas countries
- Accommodation costs, meal costs
- Pre-travel medical expenses, such as vaccinations
- Emergency medical, dental or hospital expenses
- Laundry and dry cleaning
- An international travel incidental allowance of \$63 per day
- A travel equipment allowance of \$430 once every 3 years
- Laundry and dry cleaning for staff where travel lasts at least 7 days
- An international travel incidental allowance of \$40 per day for staff.

Other provisions include:

- The Minister's portfolio department may cover costs for official hospitality, gifts, meeting venues and facilities, overseas security requirements and departmental officials accompanying the Minister.

Travel approval

Department of the Prime Minister and Cabinet

Phone: (02) 6271 5736

Email: mintravel@pmc.gov.au

Travel contacts

IPEA Enquiries

Phone: (02) 6215 3000

Email: enquiries@ipea.gov.au

Travel Provider—FCm

Phone: 1300 762 027

Email: ipea@fcmtravel.com.au



Learning Activity 3.

Q1. Who approves international travel for a Minister?

Q2. Is the following statement True or False?

International travel is subject to guidelines produced by the Department of the Prime Minister and Cabinet.

| | |
|-------------|--------------|
| TRUE | FALSE |
|-------------|--------------|

Q3. Costs that can be met—True or False?

| Travel Cost example: | True | False |
|-----------------------------------------------------------------------------------|------|-------|
| Travel higher than business class | | |
| Unscheduled commercial transport within and between overseas countries | | |
| Accommodation costs | | |
| Meal costs | | |
| Pre-travel medical expenses, such as vaccinations, spray tan | | |
| Emergency medical, dental or hospital expenses | | |
| Laundry and dry cleaning | | |
| An international travel incidental allowance of \$93 per day for parliamentarians | | |
| A travel equipment allowance of \$430 once every 3 years. | | |
| Laundry and dry cleaning for staff where travel lasts at least 7 days | | |
| An international travel incidental allowance of \$60 per day for staff. | | |



Q4. Is the following statement True or False?

The Minister's portfolio department may cover costs for official hospitality, gifts, meeting venues and facilities, overseas security requirements and departmental officials accompanying the Minister.

TRUE

FALSE



Section 4

Parliamentarians representing Ministers

The Prime Minister approves travel for a parliamentarian representing a Minister. International travel is subject to guidelines produced by the Department of the Prime Minister and Cabinet.

Costs that can be met:

- Travel at no higher than business class
- Unscheduled commercial transport within and between overseas countries
- Accommodation costs, meal costs
- Pre-travel medical expenses, such as vaccinations
- Emergency medical, dental or hospital expenses
- Laundry and dry cleaning
- An international travel incidental allowance of \$63 per day
- A travel equipment allowance of \$430 once every 3 years
- Laundry and dry cleaning for staff where travel lasts at least 7 days
- An international travel incidental allowance of \$40 per day for staff.

Other provisions include:

The Prime Minister may approve costs for the parliamentarian's spouse and 1 member of the parliamentarian's staff.

Travel approval

Department of the Prime Minister and Cabinet

Phone: (02) 6271 5736

Email: mintravel@pmc.gov.au

Travel contacts

IPEA Enquiries

Phone: (02) 6215 3000

Email: enquiries@ipea.gov.au

Travel Provider – FCm

Phone: 1300 762 027

Email: ipea@fcmtravel.com.au

Learning Activity 4.

Q1. Who approves international travel for a parliamentarian representing a Minister?

Q2. Is the following statement True or False?

International travel is subject to guidelines produced by the Department of the Prime Minister and Cabinet.

| | |
|-------------|--------------|
| TRUE | FALSE |
|-------------|--------------|

Q3. Costs that can be met—True or False?

| Travel Cost example: | True | False |
|-----------------------------------------------------------------------------------|------|-------|
| Travel higher than business class | | |
| Unscheduled commercial transport within and between overseas countries | | |
| Accommodation costs | | |
| Meal costs | | |
| Pre-travel medical expenses, such as vaccinations, spray tan | | |
| Emergency medical, dental or hospital expenses | | |
| Laundry and dry cleaning | | |
| An international travel incidental allowance of \$93 per day for parliamentarians | | |
| A travel equipment allowance of \$430 once every 3 years. | | |
| Laundry and dry cleaning for staff where travel lasts at least 7 days | | |
| An international travel incidental allowance of \$60 per day for staff. | | |

Q4. Is the following statement True or False?

The Minister's portfolio department may cover costs for official hospitality, gifts, meeting venues and facilities, overseas security requirements and departmental officials accompanying the Minister.

| | |
|-------------|--------------|
| TRUE | FALSE |
|-------------|--------------|



Section 5

Parliamentarian representing the government or Australia

The Prime Minister approves travel for a parliamentarian to represent the government or Australia.

Costs that can be met:

- Travel at no higher than business class
- Unscheduled commercial transport within and between overseas countries
- Accommodation costs, meal costs
- Pre-travel medical expenses, such as vaccinations
- Emergency medical, dental or hospital expenses
- Laundry and dry cleaning
- An international travel incidental allowance of \$63 per day
- A travel equipment allowance of \$430 once every 3 years
- Laundry and dry cleaning for staff where travel lasts at least 7 days
- An international travel incidental allowance of \$40 per day for staff.

Travel approval

Department of the Prime Minister and Cabinet

Phone: (02) 6271 5736

Email: mintravel@pmc.gov.au

Travel contacts

IPEA Enquiries

Phone: (02) 6215 3000

Email: enquiries@ipea.gov.au

Travel Provider—FCm

Phone: 1300 762 027

Email: ipea@fcmtravel.com.au



Learning Activity 5.

Q1. Who approves international travel for a parliamentarian to represent the government or Australia?

Q2. Costs that can be met—True or False?

| Travel Cost example: | True | False |
|-----------------------------------------------------------------------------------|------|-------|
| Travel higher than business class | | |
| Unscheduled commercial transport within and between overseas countries | | |
| Accommodation costs | | |
| Meal costs | | |
| Pre-travel medical expenses, such as vaccinations, spray tan | | |
| Emergency medical, dental or hospital expenses | | |
| Laundry and dry cleaning | | |
| An international travel incidental allowance of \$93 per day for parliamentarians | | |
| A travel equipment allowance of \$430 once every 3 years. | | |
| Laundry and dry cleaning for staff where travel lasts at least 7 days | | |
| An international travel incidental allowance of \$60 per day for staff. | | |



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Section 6

Presiding Officers

Each Presiding Officer approve their overseas travel and/ or any other parliamentarian to represent them subject to an annual budget of \$250,000. Should a Presiding Officer change during a financial year, the incoming Presiding Officer is limited to the balance of the annual budget.

Costs that can be met:

- Travel at no higher than business class
- Unscheduled commercial transport within and between overseas countries
- Accommodation costs, meal costs
- Pre-travel medical expenses, such as vaccinations
- Emergency medical, dental or hospital expenses
- Laundry and dry cleaning
- An international travel incidental allowance of \$63 per day
- A travel equipment allowance of \$430 once every 3 years
- Laundry and dry cleaning for staff where travel lasts at least 7 days
- An international travel incidental allowance of \$40 per day for staff.

Travel contacts

IPEA Enquiries

Phone: (02) 6215 3000

Email: enquiries@ipea.gov.au

Travel Provider—FCm

Phone: 1300 762 027

Email: ipea@fcmtravel.com.au



Learning Activity 6.

Q1. Who approves international travel for a Presiding Officer?

Q2. Costs that can be met—True or False?

| Travel Cost example: | True | False |
|-----------------------------------------------------------------------------------|------|-------|
| Travel higher than business class | | |
| Unscheduled commercial transport within and between overseas countries | | |
| Accommodation costs | | |
| Meal costs | | |
| Pre-travel medical expenses, such as vaccinations, spray tan | | |
| Emergency medical, dental or hospital expenses | | |
| Laundry and dry cleaning | | |
| An international travel incidental allowance of \$93 per day for parliamentarians | | |
| A travel equipment allowance of \$430 once every 3 years. | | |
| Laundry and dry cleaning for staff where travel lasts at least 7 days | | |
| An international travel incidental allowance of \$60 per day for staff. | | |



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Section 7

Parliamentarians representing Presiding Officers

Each Presiding Officer approves their overseas travel and/or any other parliamentarian to represent them subject to an annual budget of \$250,000. Should a Presiding Officer change during a financial year, the incoming Presiding Officer is allocated the remaining budget—the limit applies to the office of the Presiding Officer, not the individual holding the office.

Costs that can be met:

- Travel at no higher than business class
- Unscheduled commercial transport within and between overseas countries
- Accommodation costs, meal costs
- Pre-travel medical expenses, such as vaccinations
- Emergency medical, dental or hospital expenses
- Laundry and dry cleaning
- An international travel incidental allowance of \$63 per day
- A travel equipment allowance of \$430 once every 3 years
- Laundry and dry cleaning for staff where travel lasts at least 7 days
- An international travel incidental allowance of \$40 per day for staff.

Travel contacts

IPEA Enquiries

Phone: (02) 6215 3000

Email: enquiries@ipea.gov.au

Travel Provider—FCm

Phone: 1300 762 027

Email: ipea@fcctravel.com.au



Learning Activity 7.

Q1. Who approves international travel for a parliamentarian representing a Presiding Officer?

Q2. Costs that can be met—True or False?

| Travel Cost example: | True | False |
|-----------------------------------------------------------------------------------|------|-------|
| Travel higher than business class | | |
| Unscheduled commercial transport within and between overseas countries | | |
| Accommodation costs | | |
| Meal costs | | |
| Pre-travel medical expenses, such as vaccinations, spray tan | | |
| Emergency medical, dental or hospital expenses | | |
| Laundry and dry cleaning | | |
| An international travel incidental allowance of \$93 per day for parliamentarians | | |
| A travel equipment allowance of \$430 once every 3 years. | | |
| Laundry and dry cleaning for staff where travel lasts at least 7 days | | |
| An international travel incidental allowance of \$60 per day for staff. | | |



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Section 8

Opposition Leader

The Leader of the Opposition approves travel for the Leader, subject to an annual budget based on the cost of 4 around the world airfares.

If during the financial year, a person becomes the Leader of the Opposition in the House of Representatives, the limit is to be adjusted in accordance with the following formula:

| | | |
|---------------------------------|---|------------------------------------------------------------------------------------|
| Limit for the financial year | X | Number of days left in the financial year after the party becomes Opposition |
| | | ————— 365 |



Note: An adjusted limit must be rounded up to the nearest dollar.

Costs that can be met (subject to the budget):

- Travel at no higher than business class
- Unscheduled commercial transport within and between overseas countries
- Accommodation costs, meal costs
- Pre-travel medical expenses, such as vaccinations
- Emergency medical, dental or hospital expenses
- Laundry and dry cleaning
- An international travel incidental allowance of \$63 per day
- A travel equipment allowance of \$430 once every 3 years
- Laundry and dry cleaning for staff where travel lasts at least 7 days
- An international travel incidental allowance of \$40 per day for staff.
- Travel costs for up to 2 staff accompanying the Leader or the parliamentarian.
Where 2 staff travel, only the cost of 1 staff member is deducted from the annual budget.

Travel approval

Opposition Leader, subject to the annual budget.

Travel contacts

IPEA Enquiries

Phone: (02) 6215 3000

Email: enquiries@ipea.gov.au

Travel Provider—FCm

Phone: 1300 762 027

Email: ipea@fcctravel.com.au



Learning Activity 8.

Q1. Who approves international travel for the Leader of the Opposition?

Q2. Costs that can be met—True or False?

| Travel Cost example: | True | False |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-------|
| Travel higher than business class | | |
| Unscheduled commercial transport within and between overseas countries | | |
| Accommodation costs | | |
| Meal costs | | |
| Pre-travel medical expenses, such as vaccinations, spray tan | | |
| Emergency medical, dental or hospital expenses | | |
| Laundry and dry cleaning | | |
| An international travel incidental allowance of \$93 per day for parliamentarians | | |
| A travel equipment allowance of \$430 once every 3 years. | | |
| Laundry and dry cleaning for staff where travel lasts at least 7 days | | |
| An international travel incidental allowance of \$60 per day for staff. | | |
| Travel costs for up to 2 staff accompanying the Leader or the parliamentarian. Where 2 staff travel, only the cost of 1 staff member is deducted from the annual budget | | |



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Section 9

Opposition parliamentarians

The Leader of the Opposition approves travel for any other Opposition parliamentarian, subject to an annual budget based on the cost of 4 around the world airfares.

Costs that can be met (subject to the budget):

- Travel at no higher than business class
- Unscheduled commercial transport within and between overseas countries
- Accommodation costs
- Meal costs
- Pre-travel medical expenses, such as vaccinations
- Emergency medical, dental or hospital expenses
- Laundry and dry cleaning
- An international travel incidental allowance of \$63 per day
- A travel equipment allowance of \$430 once every 3 years
- Laundry and dry cleaning for staff where travel lasts at least 7 days
- An international travel incidental allowance of \$40 per day for staff
- Travel costs for up to 2 staff accompanying the parliamentarian.

Travel approval

Opposition Leader, subject to the annual budget.

Travel contacts

IPEA Enquiries

Phone: (02) 6215 3000

Email: enquiries@ipea.gov.au

Travel Provider—FCm

Phone: 1300 762 027

Email: ipea@fcctravel.com.au



Learning Activity 9.

Q1. Who approves international travel for an Opposition parliamentarian?

Q2. Costs that can be met—True or False?

| Travel Cost example: | True | False |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-------|
| Travel higher than business class | | |
| Unscheduled commercial transport within and between overseas countries | | |
| Accommodation costs | | |
| Meal costs | | |
| Pre-travel medical expenses, such as vaccinations, spray tan | | |
| Emergency medical, dental or hospital expenses | | |
| Laundry and dry cleaning | | |
| An international travel incidental allowance of \$93 per day for parliamentarians | | |
| A travel equipment allowance of \$430 once every 3 years. | | |
| Laundry and dry cleaning for staff where travel lasts at least 7 days | | |
| An international travel incidental allowance of \$60 per day for staff. | | |
| Travel costs for up to 2 staff accompanying the Leader or the parliamentarian. Where 2 staff travel, only the cost of 1 staff member is deducted from the annual budget | | |



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Section 10

Minority Party Leader

The Leader of a Minority Party approves travel for the Leader, subject to an annual budget based on the cost of 1 around the world airfare.

If during the financial year the Leader of Minority Party changes, the Leader receives a pro rata budget based on the number of days in office. The limit is to be adjusted in accordance with the following formula:

$$\text{Limit for the financial year} \times \frac{\text{Number of days left in the financial year after the party becomes Opposition}}{365}$$



Note: An adjusted limit must be rounded up to the nearest dollar.

Costs that can be met (subject to the budget):

- Travel at no higher than business class
- Unscheduled commercial transport within and between overseas countries
- Accommodation costs
- Meal costs
- Pre-travel medical expenses, such as vaccinations
- Emergency medical, dental or hospital expenses
- Laundry and dry cleaning
- An international travel incidental allowance of \$63 per day
- A travel equipment allowance of \$430 once every 3 years
- Laundry and dry cleaning for staff where travel lasts at least 7 days
- An international travel incidental allowance of \$40 per day for staff
- Travel costs for up to 2 staff accompanying the Leader or the parliamentarian.
Where 2 travel, only the cost of 1 staff member is deducted from the annual budget.

Travel approval

Minor Party Leader, subject to the annual budget.

Travel contacts

IPEA Enquiries

Phone: (02) 6215 3000, Email: enquiries@ipea.gov.au

Travel Provider—FCm

Phone: 1300 762 027, Email: ipea@fcmtravel.com.au



Learning Activity 10

Q1. Who approves international travel for the Minority Party Leader?

Q2. Costs that can be met—True or False?

| Travel Cost example: | True | False |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-------|
| Travel higher than business class | | |
| Unscheduled commercial transport within and between overseas countries | | |
| Accommodation costs | | |
| Meal costs | | |
| Pre-travel medical expenses, such as vaccinations, spray tan | | |
| Emergency medical, dental or hospital expenses | | |
| Laundry and dry cleaning | | |
| An international travel incidental allowance of \$93 per day for parliamentarians | | |
| A travel equipment allowance of \$430 once every 3 years. | | |
| Laundry and dry cleaning for staff where travel lasts at least 7 days | | |
| An international travel incidental allowance of \$60 per day for staff. | | |
| Travel costs for up to 2 staff accompanying the Leader or the parliamentarian. Where 2 staff travel, only the cost of 1 staff member is deducted from the annual budget | | |



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Section 11

Minority Party parliamentarians

The Leader of a Minority Party approves travel for or any other Minority Party parliamentarian, subject to an annual budget based on the cost of 1 around the world airfare.

Costs that can be met (subject to the budget):

- Travel at no higher than business class
- Unscheduled commercial transport within and between overseas countries
- Accommodation costs
- Meal costs
- Pre-travel medical expenses, such as vaccinations
- Emergency medical, dental or hospital expenses
- Laundry and dry cleaning
- An international travel incidental allowance of \$63 per day
- A travel equipment allowance of \$430 once every 3 years
- Laundry and dry cleaning for staff where travel lasts at least 7 days
- An international travel incidental allowance of \$40 per day for staff
- Travel costs for up to 2 staff accompanying the Leader or the parliamentarian.

Travel approval

Minor Party Leader, subject to the annual budget.

Travel contacts

IPEA Enquiries

Phone: (02) 6215 3000

Email: enquiries@ipea.gov.au

Travel Provider—FCm

Phone: 1300 762 027

Email: ipea@fcmtravel.com.au



Learning Activity 11.

Q1. Who approves international travel for a Minority Party parliamentarian?

Q2. Costs that can be met—True or False?

| Travel Cost example: | True | False |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-------|
| Travel higher than business class | | |
| Unscheduled commercial transport within and between overseas countries | | |
| Accommodation costs | | |
| Meal costs | | |
| Pre-travel medical expenses, such as vaccinations, spray tan | | |
| Emergency medical, dental or hospital expenses | | |
| Laundry and dry cleaning | | |
| An international travel incidental allowance of \$93 per day for parliamentarians | | |
| A travel equipment allowance of \$430 once every 3 years. | | |
| Laundry and dry cleaning for staff where travel lasts at least 7 days | | |
| An international travel incidental allowance of \$60 per day for staff. | | |
| Travel costs for up to 2 staff accompanying the Leader or the parliamentarian. Where 2 staff travel, only the cost of 1 staff member is deducted from the annual budget | | |



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Section 12



FAQ's:

Am I covered by insurance whilst traveling on official overseas travel?

Yes.

Senators and Members Insurance

Group insurance policies are commercially-sourced through the Commonwealth's commercial insurance broker. The insurance contract is between the insurance company and the insured individual and any claims should be placed directly with the insurer.

Insurance is subject to conditions and exclusions. It is your responsibility to understand the scope and limitations of the cover.

Gallaghers—(02) 9242 2051

MOP(S) Act Staff Insurance

MOP(S) Act Staff travelling on official business overseas are covered under the Commonwealth's policy with Comcover.

Claims Department:

Phone: 1800 651 540

Email: claims@comcover.com.au

For details on insurance for MOP(S) Act Staff, please refer to the Enterprise Agreement Guidelines.

What should I do in an emergency whilst overseas?

Contact International SOS on: +61 (02) 9372 2468 or visit their website.

International SOS provides practical and effective support including:

- Emergency medical and security advice
- Arranging an ambulance and transport to the nearest hospital or clinic
- Arranging medical evacuation or repatriation, with medical escort if required, to a suitable medical facility.

International SOS has exclusive access to dedicated ambulances, air ambulances and portable medical equipment that converts any aircraft into an intensive care unit.



How do I claim reimbursement for my passport and visa expenses?

You are provided with a form when you are notified of your allowances prior to travel. Complete and return this form with receipts for all claims upon your return to Australia.

What do I do if I need to get vaccinations before going overseas?

You should seek medical advice prior to travelling overseas as some vaccinations may be required. Keep your receipts and you can claim reimbursement for these medical expenses upon your return.

What should I do if I need to change my itinerary whilst overseas?

In the first instance, contact FCm to discuss changes to your flights. FCm seeks IPEA's approval. Depending on the itinerary change, IPEA may need to seek agreement from the original travel approver for additional funding etc.

What does the incidental travel allowance cover?

The Incidental Travel Allowance is provided to cover expenses such as, but not limited to:

- Currency conversion fees,
- Personal telephone calls,
- Postage,
- Newspapers,
- Magazines,
- Refreshments outside of meal times such as morning and afternoon tea,
- All mini-bar items,
- Tips and gratuities.

Answers to Learning Activities:

Learning Activity 1.

Q1. Insert the missing word.

Parliamentarians are able to undertake international travel for official parliamentary business.

Q2. The cost that can be met for international travel are based on 3 things, what are they?

1. **Reason for travel;**
2. **Any other conditions determined by the travel approver; and,**
3. **PBR framework.**

Q3. Place in order the list of tasks to complete prior to international travel.

| Task to complete | Order (1st–9th) |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Seek the necessary approval well in advance of your proposed travel | 1 |
| Book scheduled flights through travel provider (FCm) | 2 |
| Advise IPEA of travel details and all travellers | 3 |
| Allowances are paid prior to travel once IPEA has all the required information | 4 |
| Contact the relevant area (International and Parliamentary Relations Office, Department of Foreign Affairs and Trade, Home Department) for assistance with other logistics | 5 |
| Ensure your passport has 6 months validity | 6 |
| Seek medical advice prior to your travel | 7 |
| Obtain any relevant visas required for your travel | 8 |
| Claims for reimbursement must be accompanied by receipts and can be submitted after your travel is completed | 9 |



Learning Activity 2.

Q1. Insert the missing word.

Parliamentary delegations are approved by the **Presiding** Officers based on an annual program.

Q2. Costs that can be met—True or False?

| Travel Cost example: | True | False |
|-----------------------------------------------------------------------------------|------|-------|
| Travel higher than business class | | ✓ |
| Unscheduled commercial transport within and between overseas countries | ✓ | |
| Accommodation costs | ✓ | |
| Meal costs | ✓ | |
| Pre-travel medical expenses, such as vaccinations, spray tan | | ✓ |
| Emergency medical, dental or hospital expenses | ✓ | |
| Laundry and dry cleaning for parliamentarians | ✓ | |
| An international travel incidental allowance of \$93 per day for parliamentarians | | ✓ |
| A travel equipment allowance of \$430 once every 3 years. | ✓ | |

Q3. Are the following statements True or False?

Parliamentarians travelling on an overseas delegation may extend their travel dates, and/or be accompanied or joined by their spouse. In order to extend travel or take their spouse, the parliamentarian must make a saving on airfares that would otherwise be claimed (known as the notional fare). The total costs must not exceed the notional fare.

| | |
|-------------|--------------|
| TRUE | FALSE |
|-------------|--------------|

Hospitality costs of up to \$5,000 may be claimed by the delegation, or \$12,500 if the delegation is led by a Presiding Officer.'

| | |
|-------------|--------------|
| TRUE | FALSE |
|-------------|--------------|



Learning Activity 3.

Q1. Who approves international travel for a Minister? **The Prime Minister**

Q2. Is the following statement True or False?

International travel is subject to guidelines produced by the Department of the Prime Minister and Cabinet.

| | |
|-------------|--------------|
| TRUE | FALSE |
|-------------|--------------|

Q3. Costs that can be met—True or False?

| Travel Cost example: | True | False |
|-----------------------------------------------------------------------------------|------|-------|
| Travel higher than business class | | ✓ |
| Unscheduled commercial transport within and between overseas countries | ✓ | |
| Accommodation costs | ✓ | |
| Meal costs | ✓ | |
| Pre-travel medical expenses, such as vaccinations, spray tan | | ✓ |
| Emergency medical, dental or hospital expenses | ✓ | |
| Laundry and dry cleaning | ✓ | |
| An international travel incidental allowance of \$93 per day for parliamentarians | | ✓ |
| A travel equipment allowance of \$430 once every 3 years. | ✓ | |
| Laundry and dry cleaning for staff where travel lasts at least 7 days | ✓ | |
| An international travel incidental allowance of \$60 per day for staff. | | ✓ |

Q4. Is the following Statement True or False?

The Minister's portfolio department may cover costs for official hospitality, gifts, meeting venues and facilities, overseas security requirements and departmental officials accompanying the Minister.

| | |
|-------------|--------------|
| TRUE | FALSE |
|-------------|--------------|



Learning Activity 4.

Q1. Who approves international travel for a parliamentarian representing a Minister?

The Prime Minister

Q2. Is the following statement True or False?

International travel is subject to guidelines produced by the Department of the Prime Minister and Cabinet.

| | |
|-------------|--------------|
| TRUE | FALSE |
|-------------|--------------|



Q3. Costs that can be met—True or False?

| Travel Cost example: | True | False |
|-----------------------------------------------------------------------------------|------|-------|
| Travel higher than business class | | ✓ |
| Unscheduled commercial transport within and between overseas countries | ✓ | |
| Accommodation costs | ✓ | |
| Meal costs | ✓ | |
| Pre-travel medical expenses, such as vaccinations, spray tan | | ✓ |
| Emergency medical, dental or hospital expenses | ✓ | |
| Laundry and dry cleaning | ✓ | |
| An international travel incidental allowance of \$93 per day for parliamentarians | | ✓ |
| A travel equipment allowance of \$430 once every 3 years. | ✓ | |
| Laundry and dry cleaning for staff where travel lasts at least 7 days | ✓ | |
| An international travel incidental allowance of \$60 per day for staff. | | ✓ |

Q4. Are the following statements True or False?

The Minister’s portfolio department may cover costs for official hospitality, gifts, meeting venues and facilities, overseas security requirements and departmental officials accompanying the Minister.

| | |
|-------------|--------------|
| TRUE | FALSE |
|-------------|--------------|

Learning Activity 5.

Q1. Who approves international travel for a parliamentarian to represent the government or Australia?

The Prime Minister

Q2. Costs that can be met—True or False?

| Travel Cost example: | True | False |
|-----------------------------------------------------------------------------------|------|-------|
| Travel higher than business class | | ✓ |
| Unscheduled commercial transport within and between overseas countries | ✓ | |
| Accommodation costs | ✓ | |
| Meal costs | ✓ | |
| Pre-travel medical expenses, such as vaccinations, spray tan | | ✓ |
| Emergency medical, dental or hospital expenses | ✓ | |
| Laundry and dry cleaning | ✓ | |
| An international travel incidental allowance of \$93 per day for parliamentarians | | ✓ |
| A travel equipment allowance of \$430 once every 3 years. | ✓ | |
| Laundry and dry cleaning for staff where travel lasts at least 7 days | ✓ | |
| An international travel incidental allowance of \$60 per day for staff. | | ✓ |



Learning Activity 6.

Q1. Who approves international travel for a Presiding Officer?

Presiding Officer

Q2. Costs that can be met—True or False?

| Travel Cost example: | True | False |
|-----------------------------------------------------------------------------------|------|-------|
| Travel higher than business class | | ✓ |
| Unscheduled commercial transport within and between overseas countries | ✓ | |
| Accommodation costs | ✓ | |
| Meal costs | ✓ | |
| Pre-travel medical expenses, such as vaccinations, spray tan | | ✓ |
| Emergency medical, dental or hospital expenses | ✓ | |
| Laundry and dry cleaning | ✓ | |
| An international travel incidental allowance of \$93 per day for parliamentarians | | ✓ |
| A travel equipment allowance of \$430 once every 3 years. | ✓ | |
| Laundry and dry cleaning for staff where travel lasts at least 7 days | ✓ | |
| An international travel incidental allowance of \$60 per day for staff. | | ✓ |



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Learning Activity 7.

Q1. Who approves international travel for a parliamentarian representing a Presiding Officer?

Presiding Officer

Q2. Costs that can be met—True or False?

| Travel Cost example: | True | False |
|-----------------------------------------------------------------------------------|------|-------|
| Travel higher than business class | | ✓ |
| Unscheduled commercial transport within and between overseas countries | ✓ | |
| Accommodation costs | ✓ | |
| Meal costs | ✓ | |
| Pre-travel medical expenses, such as vaccinations, spray tan | | ✓ |
| Emergency medical, dental or hospital expenses | ✓ | |
| Laundry and dry cleaning | ✓ | |
| An international travel incidental allowance of \$93 per day for parliamentarians | | ✓ |
| A travel equipment allowance of \$430 once every 3 years. | ✓ | |
| Laundry and dry cleaning for staff where travel lasts at least 7 days | ✓ | |
| An international travel incidental allowance of \$60 per day for staff. | | ✓ |



Learning Activity 8.

Q1. Who approves international travel for the Leader of the Opposition?

The Leader of the Opposition

Q2. Costs that can be met—True or False?

| Travel Cost example: | True | False |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-------|
| Travel higher than business class | | ✓ |
| Unscheduled commercial transport within and between overseas countries | ✓ | |
| Accommodation costs | ✓ | |
| Meal costs | ✓ | |
| Pre-travel medical expenses, such as vaccinations, spray tan | | ✓ |
| Emergency medical, dental or hospital expenses | ✓ | |
| Laundry and dry cleaning | ✓ | |
| An international travel incidental allowance of \$93 per day for parliamentarians | | ✓ |
| A travel equipment allowance of \$430 once every 3 years. | ✓ | |
| Laundry and dry cleaning for staff where travel lasts at least 7 days | ✓ | |
| An international travel incidental allowance of \$60 per day for staff. | | ✓ |
| Travel costs for up to 2 staff accompanying the Leader or the parliamentarian. Where 2 staff travel, only the cost of 1 staff member is deducted from the annual budget | ✓ | |



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Learning Activity 9.

Q1. Who approves international travel for an Opposition parliamentarian?

The Leader of the Opposition

Q2. Costs that can be met—True or False?

| Travel Cost example: | True | False |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-------|
| Travel higher than business class | | ✓ |
| Unscheduled commercial transport within and between overseas countries | ✓ | |
| Accommodation costs | ✓ | |
| Meal costs | ✓ | |
| Pre-travel medical expenses, such as vaccinations, spray tan | | ✓ |
| Emergency medical, dental or hospital expenses | ✓ | |
| Laundry and dry cleaning | ✓ | |
| An international travel incidental allowance of \$93 per day for parliamentarians | | ✓ |
| A travel equipment allowance of \$430 once every 3 years. | ✓ | |
| Laundry and dry cleaning for staff where travel lasts at least 7 days | ✓ | |
| An international travel incidental allowance of \$60 per day for staff. | | ✓ |
| Travel costs for up to 2 staff accompanying the Leader or the parliamentarian. Where 2 staff travel, only the cost of 1 staff member is deducted from the annual budget | ✓ | |



Learning Activity 10.

Q1. Who approves international travel for the Minority Party Leader?

The Minority Party Leader

Q2. Costs that can be met—True or False?

| Travel Cost example: | True | False |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-------|
| Travel higher than business class | | ✓ |
| Unscheduled commercial transport within and between overseas countries | ✓ | |
| Accommodation costs | ✓ | |
| Meal costs | ✓ | |
| Pre-travel medical expenses, such as vaccinations, spray tan | | ✓ |
| Emergency medical, dental or hospital expenses | ✓ | |
| Laundry and dry cleaning | ✓ | |
| An international travel incidental allowance of \$93 per day for parliamentarians | | ✓ |
| A travel equipment allowance of \$430 once every 3 years. | ✓ | |
| Laundry and dry cleaning for staff where travel lasts at least 7 days | ✓ | |
| An international travel incidental allowance of \$60 per day for staff. | | ✓ |
| Travel costs for up to 2 staff accompanying the Leader or the parliamentarian. Where 2 staff travel, only the cost of 1 staff member is deducted from the annual budget | ✓ | |



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Learning Activity 11.

Q1. Who approves international travel for a Minority Party parliamentarian?

The Minority Party Leader

Q2. Costs that can be met—True or False?

| Travel Cost example: | True | False |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-------|
| Travel higher than business class | | ✓ |
| Unscheduled commercial transport within and between overseas countries | ✓ | |
| Accommodation costs | ✓ | |
| Meal costs | ✓ | |
| Pre-travel medical expenses, such as vaccinations, spray tan | | ✓ |
| Emergency medical, dental or hospital expenses | ✓ | |
| Laundry and dry cleaning | ✓ | |
| An international travel incidental allowance of \$93 per day for parliamentarians | | ✓ |
| A travel equipment allowance of \$430 once every 3 years. | ✓ | |
| Laundry and dry cleaning for staff where travel lasts at least 7 days | ✓ | |
| An international travel incidental allowance of \$60 per day for staff. | | ✓ |
| Travel costs for up to 2 staff accompanying the Leader or the parliamentarian. Where 2 staff travel, only the cost of 1 staff member is deducted from the annual budget | ✓ | |



Resources:

Resources available include:

- The IPEA ED website <https://www.ipea.gov.au/ed>
- The IPEA: A Quick reference guide to Travel related expenses for parliamentarians and their staff (handbook)
- IPEA Training Resources: Publications, Factsheets, FAQ's and Power-point presentations i.e. 'International Travel'—Factsheet: https://www.ipea.gov.au/sites/default/files/international_travel_fact_sheet.pdf
- IPEA Training Sessions, Education Sessions, Face-to-face, One-on-one, Drop-in sessions, Electorate Office Visits, and/or Webinars
- *Parliamentary Business Resources Act 2017* (PBR Act)
- *Parliamentary Business Resources Regulations* (PBR Regulations)
- Determinations made under the PBR Act

How to contact IPEA for further assistance?

Email: enquiries@ipea.gov.au

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