



Australian Government

Independent Parliamentary Expenses Authority

IPEA EDUCATION PROGRAM WORKBOOK

Travel staff

LEARNING AREA

6





Contents:

Learner Induction:	iv
Learning Area Outline—Descriptor:	iv
The Learning Journey:	iv
Targeted Learning Outcomes:	iv
Section 1	
Conditions, provisions and confirmations	1
Learning Activity 1	2
Section 2	
Scheduled commercial transport	4
Learning Activity 2	5
Section 3	
Travel allowance	6
Learning Activity 3	7
Section 4	
Booking & Claiming	8
Learning Activity 4	9
Section 5	
Taxi, Ridesharing, Cars with driver	10
Learning Activity 5	11
Section 6	
Personal stopover	12
Learning Activity 6	13
Section 7	
FAQ's:	14
Answers to Learning Activities:	17
Resources:	22
How to contact IPEA for further assistance?	22

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 staff travel expenses.

This Learning Area will inform the learner about the rules pertaining to staff 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 the conduct of parliamentary business
- Greater appreciation for provisions, conditions and confirmations required for staff travel
- Greater clarity around what is, and what is not acceptable staff travel in terms of making a claim

- Clarity over additional provisions MOP(S) Act Staff may be entitled to with regards to staff travel
- An improved professional relationship between IPEA and its clients (parliamentarians and their staff)
- 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:

- The relevant legislation regarding staff supporting parliamentarians
- Information relating to staff travel
- The 2 types of staff travel claims: Advance and Acquittal
- How to book staff travel
- How to lodge a claim for staff travel
- What constitutes a staff members 'work base'
- Information regarding 'other costs' that staff may be entitled to
- The specifics around 'stopovers' when using staff travel
- Where to go for assistance with staff travel queries.



You can contact IPEA for advice via:

Phone: (02) 6215 3000

Email: enquiries@ipea.gov.au



Section 1

Conditions, provisions & confirmations

Staff employed by parliamentarians are covered by the *Members of Parliament (Staff) Act 1984* (MOP(S) Act). Under the MOP(S) Act, 2020/15—Staff Travel Determination and Relief Staff Arrangements sets out the travel arrangements for the staff of parliamentarians.

General requirements include:

- Staff may only travel with their parliamentarian’s approval and at their direction. The travel must only be undertaken for ‘official business’, such as in support of the parliamentarian’s parliamentary business.
- Electorate staff may travel on official business anywhere in Australia subject to there being funds available in the parliamentarian’s electorate support budget (ESB).
- Travel must be by the most direct, efficient route available. For all travel, you must ensure that your choices are efficient, effective, economical and ethical.
- Staff must not travel at Commonwealth expense for their personal benefit.

Personal staff may travel on official business anywhere in Australia. Their travel is limited to claiming a maximum of 120 nights of travelling allowance in Canberra per financial year (for those staff not based in Canberra). Where a personal staff member has a non-standard work base, the 120 nights includes travelling allowance claims to the parliamentarian’s office location and Canberra.

What is meant by work base?

Work base is defined as the place where a staff member spends most time on duty, as agreed between the staff member and the parliamentarian. It is the staff member’s responsibility and personal cost to get themselves to and from work.

Particular care should be taken when nominating the work base of casual or short-term non-ongoing staff who will be directed to travel. When a staff member is directed to travel away from their work base for most of their time on duty, that other location becomes their work base. When this occurs, the staff member becomes liable for all the travel expenses incurred, including flights, travelling allowance and car transport as it is their responsibility to get themselves to and from work.

Commencing and Ceasing official travel

Staff must commence or cease their official travel at either their home base, work base or location they have been directed to travel on official business.

Personal advice

IPEA provide personal advice to parliamentarians and their staff on travel related queries.

Personal advice is available under the IPEA Act.

All personal advice requested from IPEA:

- Is exempt from release under the *Freedom of Information Act 1982* (FOI Act) (along with the advice itself);
- Provided with as much detail as possible; and
- Travel Advice Certificates (TAC's) are available.



Learning Activity 1.

Conditions, provisions & confirmations

Q1. Is the following statement True or False?

'Staff supporting parliamentarians are covered by the Members of Parliament (Staff) Act 1984 (MOP(S) Act). Under the MOP(S) Act, 2020/15 - Staff Travel Determination and Relief Staff Arrangements sets out the travel arrangements for the staff of parliamentarians.'

TRUE	FALSE
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Q2. Insert the missing words into the following statements:

- (a) Staff may only travel with their parliamentarian's approval and at their direction. The travel must only be undertaken for ' _____ ', such as in support of the parliamentarian's parliamentary business.
- (b) Electorate staff may travel on official business anywhere in Australia subject to there being funds available in the parliamentarian's _____
_____.



(c) Travel must be by the most direct, efficient route available. For all travel, you must ensure that your choices are _____, _____, _____ and _____.

(d) Staff must not travel at Commonwealth expense for their _____ benefit.

Q3. For Personal staff not based in Canberra, what is maximum number of nights of travelling allowance in Canberra per financial year that can be claimed?

20	100	120
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Work base

Q4. Complete this sentence:

Work base is defined as the place where a staff member spends _____
_____.

Section 2

Scheduled commercial transport

When travelling on scheduled commercial transport:

- Flights must be booked through FCm Travel Solutions, and staff will need to quote a Travel Profile Number (TPN). Staff may request a personal TPN from IPEA. All offices are provided with a general TPN.
- Electorate staff travel costs will generally be deducted from the Electorate Support Budget (ESB).
- Personal staff, and nominated electorate staff, are not subject to the ESB.

Nominated electorate staff

Some office holders may nominate an electorate staff member to travel without debit to the ESB.

Other office holders who employ personal staff may swap the travel provisions between personal and electorate, so that the personal employee’s travel is debited from the ESB.

Assistant Ministers may nominate and swap.

The nomination or swap is to be a settled arrangement, that is, the expectation is that the nomination would not change within 12 months.

Reference: The Electorate Employee Travel Nomination form to the right.

Personal employee travel

Schedule A: Domestic travel

Section 3:

- May be anywhere in Australia for official business
- Is not debited from the ESB.
- Must be at economy class
 - Except staff above the level of Adviser.
 - Except staff travelling on the same flight as a Minister, Assistant Minister, Opposition Office Holder or Presiding Officer (Adviser and below), who may travel at the same class to accompany their Office Holder if there is a working need to do so.

Reference: MAPS/Finance Site: Staff Travel Determination and Relief Staff Arrangements



Learning Activity 2.

Scheduled commercial transport

Q1. Is the following statement True or False?

When travelling on scheduled commercial transport, flights must be booked through FCm Travel Solutions, and staff will need to quote a Travel Profile Number (TPN). Staff may request a personal TPN from IPEA.

TRUE	FALSE
-------------	--------------

Nominated electorate staff

Q2. Insert the correct answer into the blank space.

The nomination or swap is to be a settled arrangement, that is, the expectation is that the nomination would not change within _____ months.

Personal employee travel

Q3. Is the following statement True or False?

Personal staff must travel at economy class.

TRUE	FALSE
-------------	--------------



Section 3

Travel allowance

Staff may claim travelling allowance for overnight accommodation, meals and incidental expenses when directed to travel away from their work base on official business by their employing parliamentarian.

There are 3 rates of travelling allowance:

- Commercial—commercial accommodation provided by hotels, motels, or serviced apartments.
- Non Commercial—homes of relatives and/or friends and Airbnb or Stayz accommodation.
- Canberra—a flat nightly rate when staying in either commercial or non-commercial accommodation in Canberra.

Travelling allowance can be paid as an advance (a claim signed and submitted prior to completion of the travel) or as an acquittal (a claim made after completion of the travel).

Advance travelling allowance claim and an Acquittal travelling allowance claim

A travelling allowance claim is considered an *advance* if it has been approved by an Authorised Officer or the employing parliamentarian **before** the last date of travel.

Advance travel allowance claims have 2 steps:

1. Submitting a claim approved before the last date of travel.
2. Returning the acquittal form following completion of travel.

The acquittal form tells IPEA that you undertook the travel in line with your claim or allows you to modify your claim if travel plans changed.

Travel allowance rates vary depending on the travel location. The current rates are published at 'Employees Travelling Allowance Rates—Current' on the IPEA website.

Travel expenses

Staff may:

- Claim the cost of tolls, parking, and excess baggage when travelling on official business.
- **Not** claim airport valet parking expenses.
- Claim rail fares, ferries, buses and other public transport costs for official travel.
- Claim reimbursement of hire car costs and the fuel costs for hire cars.
- Use PEMS to claim.



Learning Activity 3.

Travel allowance

Q1. Is the following statement True or False?

Staff can claim commercial travelling allowance when staying with friends or relatives.

TRUE	FALSE
-------------	--------------

Q2. Insert the missing words into the following statements:

- (a) Travelling allowance can be paid as an advance (a claim signed and submitted _____ to completion of the travel) or as an acquittal (a claim made _____ completion of the travel).
- (b) The acquittal form tells IPEA that you undertook the travel in line with your claim or allows you to _____ your claim if travel plans changed.'

Travel expenses

Q3. Insert the missing word into the following statement:

Staff may use _____ to claim.



Section 4

Booking and claiming

Staff must book their flights through FCm Travel Solutions and will need to quote a Travel Profile Number (TPN). Staff may request a personal TPN from IPEA. Each parliamentarian is also provided a general TPN that can be used by staff who do not have an individual profile.

Contact FCm Travel Solutions

Email: ipea@fcmtravel.com.au

Phone: 1300 762 027

The FCm helpdesk operates 24 hours per day, 7 days a week.

Did you know?

FCm can arrange all modes of transport on scheduled services, including air, sea, train and coach. They also provide an accommodation booking service and assistance with other travel related services such as self-drive hire car bookings.

Claiming

Staff claiming expenses have 2 methods available to them (either PEMS or PDF form):

1. Staff may submit a claim via PEMS. Alternatively, staff may complete either:
 - 2 a. Staff Travelling and/or Motor Vehicle Allowance Claim form; or
 - b. Staff Travel Expenses Reimbursement Claim form.

The completed form and relevant supporting documentation, such as accommodation receipts, must be scanned and emailed to: forms@ipea.gov.au

IPEA periodically reviews travel claims. Offices must retain original travel claims and receipts until an audit is conducted or the employing parliamentarian leaves Parliament, whichever is sooner.



6



Learning Activity 4.

Booking

Q1. Staff must book their flights through _____.

Q2. When booking flights, staff must quote a _____
_____.

Claiming

Q3. Staff claiming expenses can do so via 2 methods—PEMS and _____ form.



Note: With options 2 or 3—the form must be signed by the staff member and approved and dated by their parliamentarian or authorised officer.

Section 5

Taxis, Ridesharing, Cars with driver

Employees directed to travel on official business may use car transport in certain circumstances:

- Chauffeur driven hire cars should only be used where the cost is equal or less expensive than taxis.
- Ridesharing costs for official travel will be reimbursed by IPEA.

A Cabcharge card is available from IPEA on request.

Self-drive Hire Cars

Employees may hire a car (e.g. Hertz) through FCm to undertake official business, with some limitations:

- 10 day maximum hire period.
- A vehicle cannot be hired in Canberra or another city where the employer has a Commonwealth funded office.
- Vehicles should be rented with the highest level of insurance.
- We ask that vehicles are returned refuelled.
- Refuelling costs may be claimed from IPEA.

Reference: FAQ – Self-Drive Hire Cars:

https://www.ipea.gov.au/sites/default/files/final_fact-sheet_self-drive_hire_car_faq_2018.pdf

Cabcharge

Staff are able to be provided with a Cabcharge card for taxi travel at the request of their parliamentarian or authorised person. Staff may not use taxis, regulated ridesharing services, hire cars or short-term self-drive hire cars at Commonwealth expense for private use.

This includes travel between their home and their work base or between accommodation and work when travelling on parliamentary or electorate business away from their work base.

Exceptions apply when the staff member is travelling on official business and:

- The trip is approved for personal safety reasons (for example, where the risk to personal safety is significantly increased due to the requirement to work late)
- The staff member is travelling on official business and scheduled public transport services are not readily available
- The staff member is travelling on official business and is carrying luggage to/from the office for the purpose of the trip.

IPEA conducts regular reviews of Cabcharge usage. Reports detailing the use of Cabcharge will be sent to parliamentarians to certify their staff are using their Cabcharge in accordance with the required provisions.

Full travel details for MOP(S) Act Staff are set out in 'Determination 2020/15: Staff Travel and Relief Staff Arrangements'.



Learning Activity 5.

Taxis, Ridesharing, Cars with driver

Q1. True or False? Is the following statement correct?

Employees directed to travel on official business may use car transport in certain circumstances.

TRUE	FALSE
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Self-drive Hire Cars

Q2. Please complete the table below: True or False?

Employees may hire a car (e.g. Hertz) through FCM to undertake official business, with some limitations:

Expense items	True	False
14 day maximum hire period.		
A vehicle cannot be hired in Canberra or another city where the employer has a Commonwealth funded office.		
Vehicles should be rented with the lowest level of insurance.		
We ask that vehicles are returned refuelled.		
Refuelling costs cannot be claimed from IPEA.		

Cabcharge

Q3. Circle the correct answer.

Yes or No? Is it fair to assume the following example would be accepted as a Cabcharge exception?

A staff member is leaving a work location and there is no scheduled public transport services readily available in the area.

YES	NO
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Section 6

Personal stopover

When can a personal stopover be taken?

Personal stopovers are personal time spent in a destination where you have been directed to travel for official business. You may also take a personal stopover at a usual point en route to the final travel destination.

A staff member planning to take a personal stopover must:

- Seek approval from their employing parliamentarian prior to travel.
- Ensure the stopover is taken in a destination where they have been directed to travel on official business, or a usual point on the way to this destination.
- Ensure the stopover does not exceed a maximum of 2 nights.
- Not access annual leave in conjunction with the stopover.
- Cover any additional costs, such as accommodation, taxis and additional flight costs (when compared to a non-stopover or 'through fare' where available).



Learning Activity 6.

Personal stopover

Q1. Insert the missing word.

Personal stopovers are personal time spent in a destination where you have been directed to travel for _____ business. You may also take a personal stopover at a usual point en route to the final travel destination.

Q2. Please select True or False for the following statements?

A staff member planning to take a personal stopover must:	True	False
<ul style="list-style-type: none">Seek approval from their employing parliamentarian, spouse, and or partner prior to travel		
<ul style="list-style-type: none">Ensure the stopover is taken in a destination where they have been directed to travel on official business, or a usual point on the way to this destination		
<ul style="list-style-type: none">Ensure the stopover does not exceed a maximum of 3 nights		
<ul style="list-style-type: none">Not access annual leave in conjunction with the stopover		
<ul style="list-style-type: none">Cover any additional costs, such as accommodation, taxis and additional flight costs (when compared to a non-stopover or 'through fare' where available).		



Section 7



FAQ's:

How do I book my travel?

When directed to travel on official business, flights must be booked through IPEA's travel service provider, Flight Centre Management (FCm). FCm can also assist with accommodation arrangements.

How do I claim my travel expenses?

Staff make their own accommodation bookings and receive travelling allowance for each overnight stay away from their work base on official business. Travelling allowance may be paid in advance or after travel has been completed.

What is the difference between an advance travelling allowance claim and an acquittal travelling allowance claim?

A travelling allowance claim is considered an advance if it has been approved by an Authorised Officer or the employing parliamentarian **before** the last date of travel.

Advance travel allowance claims have 2 steps:

1. Submitting a claim approved before the last date of travel.
2. Returning the acquittal form following completion of travel.

The acquittal form tells IPEA that you undertook the travel in line with your claim or allows you to modify your claim if travel plans changed.

What is a Travel Profile Number?

A Travel Profile Number (TPN) is an identification number used to book travel services through FCm. There are 2 types of TPN:

Individual TPN: an individual's identification number used to book their travel through FCm. A staff member can request an individual TPN by completing the FCm Travel Profile Number and Cabcharge Request form.

General TPN: this is the office's general identification number used to book travel for those that do not have their own TPN, for example new staff. When IPEA receives a ticket booked using the General TPN, it assesses the traveller's details to ensure travel expenses are attributed to the correct budget (if relevant).



Can I stay in an AirBnB?

In almost all instances, Airbnb provides residential (non-commercial) accommodation, not commercial accommodation. IPEA generally only pays the non-commercial rate for each overnight stay booked through Airbnb. If you believe your Airbnb accommodation may satisfy the requirements of commercial accommodation, please contact IPEA prior to your travel for confirmation.

When can I claim taxis and similar expenses? (e.g. Cabcharge card, reimbursement for taxis or ridesharing)

A staff member may be directed to undertake travel that requires the use of a car with driver service. When directed to do so, a Cabcharge card may be used, or alternatively, you may cover the cost and seek reimbursement.

You can claim travel to and from:

- The airport when travelling for official business.
- Official meetings.
- Other official business as directed by your employer.

It is a staff member's responsibility, and their cost, to transport themselves to and from work for their normal hours of duty. You cannot claim:

- Travel between your work and home.
- Travel between your work and accommodation, including when travelling on official business away from your work base.

There are exemptions, which must be approved by your employing parliamentarian if:

- The trip is approved for personal safety reasons (for example, where the risk to personal safety is significantly increased due to the requirement to work late).
- Scheduled public transport services are not readily available.
- Carrying luggage to and/or from the office for the purpose of the trip.

When can I take a personal stopover?

Personal stopovers are personal time spent in a destination where you have been directed to travel for official business. You may also take a personal stopover at a usual point en route to the final travel destination.

A staff member planning to take a personal stopover must:

- Seek approval from their employing parliamentarian prior to travel.
- Ensure the stopover is taken in a destination where they have been directed to travel on official business, or a usual point on the way to this destination.
- Ensure the stopover does not exceed a maximum of 2 nights.
- Not access annual leave in conjunction with the stopover.
- Cover any additional costs, such as accommodation, taxis and additional flight costs (when compared to a non-stopover or 'through fare' where available).

I am planning travel for personal reasons before or after my official travel, can I do this?

Official travel at Commonwealth expense must begin or end at your work base, your home address, or a place you have travelled to on official business.

Unless exceptional circumstances apply, if you have travelled to a location for personal reasons, you are required to cover the cost of travel to either return to your work base, or the cost to travel to the place of official business. Exceptional circumstances include an urgent and unplanned recall to duty from private travel.

A staff member planning to travel at Commonwealth expense must ensure:

- The travel is approved by their employer or Authorised Officer.
- The purpose of the travel is for approved official business.
- Travel is from their home address or work base, or the place to which they have travelled on official business.
- Return travel is to their home address or work base.



Answers to Learning Activities:



Learning Activity 1.

Conditions, provisions & confirmations

Q1. Is the following statement True or False?

'Staff supporting parliamentarians are covered by the Members of Parliament (Staff) Act 1984 (MOP(S) Act). Under the MOP(S) Act, 2020/15—Staff Travel Determination and Relief Staff Arrangements sets out the travel arrangements for the staff of parliamentarians.'

TRUE	FALSE
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Q2. Insert the missing words into the following statements:

- (a) Staff may only travel with their parliamentarian's approval and at their direction. The travel must only be undertaken for **official business** such as in support of the parliamentarian's parliamentary business.
- (b) Electorate staff may travel on official business anywhere in Australia subject to there being funds available in the parliamentarian's **electorate support budget** (ESB).
- (c) Travel must be by the most direct, efficient route available. For all travel, you must ensure that your choices are **efficient, effective, economical** and **ethical**.
- (d) Staff must not travel at Commonwealth expense for their **personal** benefit.

Q3. For Personal staff not based in Canberra, what is maximum number of nights of travelling allowance in Canberra per financial year that can be claimed?

20	100	120
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Work base

Q4. Complete this sentence:

Work base is defined as the place where a staff member spends **most time on duty**.



Learning Activity 2.

Scheduled commercial transport

Q1. Is the following statement True or False?

When travelling on scheduled commercial transport, flights must be booked through FCM Travel Solutions, and staff will need to quote a Travel Profile Number (TPN). Staff may request a personal TPN from IPEA.

TRUE	FALSE
-------------	--------------

Nominated electorate staff

Q2. Insert the correct answer into the blank space.

The nomination or swap is to be a settled arrangement, that is, the expectation is that the nomination would not change within **12** months.

Personal employee travel

Q3. Is the following statement True or False? Personal staff must travel at economy class.

TRUE	FALSE
-------------	--------------



Learning Activity 3.

Travel allowance

Q1. Is the following statement True or False?

Staff can claim commercial travelling allowance when staying with friends or relatives.

TRUE	FALSE
-------------	--------------

Q2. Insert the missing words into the following statements:

- (a) Travelling allowance can be paid as an advance (a claim signed and submitted **prior** to completion of the travel) or as an acquittal (a claim made **after** completion of the travel).

(b) The acquittal form tells IPEA that you undertook the travel in line with your claim or allows you to **modify** your claim if travel plans changed.'

Travel expenses

Q3. Insert the missing word into the following statement:

Staff may use **PEMS** to claim.



Learning Activity 4.

Booking

Q1. Staff must book their flights through **FCm?**

Q2. When booking flights, staff must quote a **Travel Profile Number (TPN)**

Claiming

Q3. Staff claiming expenses can do so via 2 methods—PEMS and **PDF form**



Learning Activity 5.

Taxis, Ridesharing, Cars with driver

Q1. True or False? Is the following statement correct?

Employees directed to travel on official business may use car transport in certain circumstances.

TRUE	FALSE
-------------	--------------

Self-drive Hire Cars

Q2. Please complete the table below - True or False?

Employees may hire a car (e.g. Hertz) through FCM to undertake official business, with some limitations:

Expense items	True	False
14 day maximum hire period.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
A vehicle cannot be hired in Canberra or another city where the employer has a Commonwealth funded office.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vehicles should be rented with the lowest level of insurance.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
We ask that vehicles are returned refuelled.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Refuelling costs cannot be claimed from IPEA.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Cabcharge

Q3. Circle the correct answer.

Yes or No? Is it fair to assume the following example would be accepted as a Cabcharge exception?

A staff member is leaving a work location and there is no scheduled public transport services readily available in the area.

YES	NO
------------	-----------



Learning Activity 6.

Personal stopover

Q1. Insert the missing word.

Personal stopovers are personal time spent in a destination where you have been directed to travel for **official** business. You may also take a personal stopover at a usual point en route to the final travel destination.

Q2. Please select True or False for the following statements?

A staff member planning to take a personal stopover must:	True	False
<ul style="list-style-type: none">Seek approval from their employing parliamentarian, spouse, and or partner prior to travel.		✓
<ul style="list-style-type: none">Ensure the stopover is taken in a destination where they have been directed to travel on official business, or a usual point on the way to this destination.	✓	
<ul style="list-style-type: none">Ensure the stopover does not exceed a maximum of 3 nights.	✓	
<ul style="list-style-type: none">Not access annual leave in conjunction with the stopover.	✓	
<ul style="list-style-type: none">Cover any additional costs, such as accommodation, taxis and additional flight costs (when compared to a non-stopover or 'through fare' where available).	✓	

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. 'Cabcharge Use for MOP(S) Act Employees'—Factsheet: https://www.ipea.gov.au/sites/default/files/cabcharge_fact_sheet_v4.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
- Determination 2018/15: Staff Travel and Relief Staff Arrangements.

How to contact IPEA for further assistance?

Email: enquiries@ipea.gov.au

Phone: +61 (02) 6215 3000



6