

**Senate Community Affairs Committee**

**ANSWERS TO ESTIMATES QUESTIONS ON NOTICE**

**HEALTH AND AGEING PORTFOLIO**

**Supplementary Budget Estimates 2012-2013, 17 & 19 October 2012**

**Question: E12-130**

**OUTCOME 0:** Whole of Portfolio

**Topic:** TRAVEL COSTS

**Type of Question:** Written Question on Notice

**Number of pages:** 1

**Senator:** Senator Boyce

**Question:**

Are the Government's Lowest Practical Fare travel policy for Domestic Air Travel (Finance Circular No. 2009/10) and Best Fare of the Day for International Air Travel (Finance Circular No. 2009/11) guidelines being followed? How is the department/agency following the advice? How is this monitored? If the guidelines are not being followed, please explain why.

**Answer:**

Yes.

Staff within the Department of Health and Ageing adhere to the Government's Lowest Practical Fare and International Best Fare of the Day policies when booking flights.

The Department has issued domestic and international business rules, which are mandatory for staff to follow. These rules refer to Finance Circular 2009/10 and 2009/11.

The Department monitors compliance using reports provided by its travel management company and by periodically requesting reports from Division Heads.