

**Senate Economics Legislation Committee**

**ANSWERS TO QUESTIONS ON NOTICE**

**Treasury Portfolio**

Additional Estimates

2015 - 2016

**Department/Agency: Australian Taxation Office**

**Question: AET 2071-2080**

**Topic: Travel Costs - Department**

**Reference: written - 19 February 2016**

**Senator: Ludwig, Joe**

**Question:**

Since the change of Prime Minister on 14 September, 2015:

2071. Is the minister or their office or their delegate required to approve all departmental and agency international travel?

2072. If so, under what policy?

2073. Provide a copy of that policy.

2074. When was this policy implemented?

2075. When is the minister notified, when is approval provided?

2076. Detail all travel (domestic and international) for Departmental officers that accompanied the Minister and/or Parliamentary Secretary on their travel. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals).

2077. Detail all travel for Departmental officers. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals). Also provide a reason and brief explanation for the travel.

2078. What date was the minister or their office notified of the travel?

2079. What date did the minister or their office approve the travel?

2080. What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.

**Answer:**

Since the change of Prime Minister on 14 September, 2015:

2071. No.

2072. The approval process for international travel is set out in the following policy – *Department of Finance (DOF) International Travel Policy – Resource Management Guide No 405 – Official International Travel – Approval and use of Best Fare of the Day.*

Resource Management Guide No. 405

2073. <http://www.finance.gov.au/sites/default/files/resource-management-guide-no-405.pdf>

2074. February 27, 2015.

2075. The minister is not required to be notified for approval.

2076. No departmental officers have accompanied the Minister and/or Parliamentary Secretary on their travel.
2077. From 1 September 2015 to 29 February 2016, ATO expenditure on travel related costs (including the Australian Business Register, Tax Practitioners Board and Australian Charities and Not-for-Profits Commission) were \$12.33 million (GST exclusive).

A breakdown of this expenditure is provided in Table 1 below. Table 2 provides a breakdown of airfare expenditure by class. Further breakdown of this information would be an unreasonable diversion of departmental resources.

**Table 1: Travel related expenditure**

<b>1 September 2015 to 31 January 2016 Travel expenditure by category</b>	<b>1 September 2015 to 31 January 2016 (\$m)</b>
Air travel	4.76
Travel Allowance Payments*	4.78
Taxi Fares	1.56
Fleet Costs	0.78
Other Incidental Travel Costs	0.45
<b>Total</b>	<b>12.33</b>

\*Travel allowance includes \$1.6 million for SES and EL2 accommodation.

**Table 2: Airfare expenditure 1 September 2015 to 31 January 2016**

<b>Airfares Expenditure by class</b>	<b>Economy (\$m)</b>	<b>Business (\$m)</b>	<b>First Class* (\$m)</b>	<b>Total (\$m)</b>
Domestic	3.07	1.40		4.47
International	0.04	0.25	0.002	0.292
<b>Total</b>	<b>3.11</b>	<b>1.65</b>	<b>0.002</b>	<b>4.76</b>

\*Travel was International Business class; in some countries this is determined as First Class

2078. The minister is not required to be notified for approval.
2079. The minister is not required to be notified for approval.
2080. The ATO is unable to quantify or provide itemised data specifically related to what travel is planned for the rest of this calendar year.