

Senate Standing Committee on Economics

ANSWERS TO QUESTIONS ON NOTICE

Treasury Portfolio

Budget Estimates

29 May – 31 May 2012

Question: BET 257-260

Topic: Travel

Hansard Page: Written

Senator BUSHBY asked:

257. What is your agency's policy in respect of accommodation at Australian and overseas hotels?
258. What standard of accommodation is stipulated and at what cost?
259. Does your agency negotiate with overseas accommodation providers to achieve value for money?
260. In relation to expenses incurred whilst interstate and overseas how are these acquitted? Are any cash advances made?

Answer:

257. ASIC policy in relation to accommodation at Australian and overseas hotels is as follows:

- All Australian and overseas accommodation bookings must be made via ASICs travel management provider, FCm Travel Solutions who are on the Whole of Australian Government (WOaG) travel provider panel.
- Overseas accommodation is booked in a 3.5 to 4.5 star hotel with consideration given to proximity, quality, safety and cost. ASIC policy does not stipulate set limits for overseas accommodation. In most cases, overseas accommodation is booked in hotels recommended by the host overseas regulator who negotiate rates for visiting overseas delegates.
- Accommodation in Sydney and Melbourne must be booked at ASIC Preferred Hotel providers where ASIC have negotiated rates to achieve value for money.
- In Australian locations where ASIC does not have preferred hotel arrangements, ASIC travellers must book accommodation in accordance with the following set limits:

	Brisbane/Perth Melbourne/Sydney	Other Places
SEL and SES	\$220.00	\$168.00
NON SES	\$195.00	\$156.00

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- 258. Australian accommodation bookings must be made within the above set limits and no standard of accommodation is stipulated in ASIC's policy. Overseas accommodation is booked in a 3.5 to 4.5 star hotel with consideration given to proximity, quality, safety and cost. ASIC policy does not stipulate set limits for overseas accommodation. In most cases, overseas accommodation is booked in hotels recommended by the host overseas regulator who negotiate rates for visiting overseas delegates.
- 259. ASIC does not negotiate with overseas accommodation providers.
- 260. Expenses incurred whilst interstate and overseas, including accommodation, taxis and rail fares, are charged to an ASIC corporate credit card and acquitted monthly. Cash advances are not made for interstate or overseas travel. An allowance to cover meals and incidentals is paid to staff who are required to travel with an overnight stay or for same day interstate travel where the staff member will be away from home for a period of more than 10 hours.