

**Senate Economics Legislation Committee**

**ANSWERS TO QUESTIONS ON NOTICE**

**Treasury Portfolio**

**Supplementary Budget Estimates**

2014 - 2015

**Department/Agency: ACNC**

**Question: SBT4189-4194**

**Topic: Travel Costs - Department**

**Reference: Written - 30 October 2014**

**Senator: Ludwig, Joe**

**Question:**

Since Budget Estimates in June, 2014:

4189. Is the minister or their office or their delegate required to approve all departmental and agency international travel?
- a) If so, under what policy?
  - b) Provide a copy of that policy.
  - c) When was this policy implemented?
4190. List all occurrences of travel that this has occurred under.A. Detail the process.
4191. When is the minister notified, when is approved provided?
4192. 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).
4193. 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.
- a) What date was the minister or their office was notified of the travel?
  - b) What date did the minister or their office approve the travel?
4194. What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.

**Answer:**

4189. Please refer to Australian Taxation Office response SBT 1997-2002.
4190. Please refer to Australian Taxation Office response SBT 1997-2002.
4191. Please refer to Australian Taxation Office response SBT 1997-2002.
4192. Please refer to Australian Taxation Office response SBT 1997-2002.
4193. The total travel expenditure for ACNC Departmental Officers for this period was \$180,471.

A breakdown of travel is detailed below:

<b>Expense Type</b>	<b>Amount</b>
Domestic Airfares	\$86,872
Travel Allowance	\$51,320
Taxi Fares	\$21,714

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SES/EL2 Accommodation	\$18,542
Hire Cars	\$1,215
Lounge Memberships	\$658
Parking	\$126
Tolls	\$24
<b>Total</b>	<b>\$180,471</b>

The reason for the above travel is for official purposes and is undertaken by ACNC Executive and staff for meetings and speaking events.

In this period ACNC staff have only travelled via economy airfares. Five of the ACNC Advisory Board members have used business class air travel in the past to attend board meetings. Business class travel is an entitlement for Statutory Office Holders under the Remuneration Tribunal Determination 2013/16 Official Travel by Office Holders, however this is not standard practice and discount economy fares are the most common method for ACNC staff and Board members to use.

- a) N/A.
- b) N/A.

4194. The ACNC has \$50,000 budgeted for travel for the remainder of the calendar year.