

**Senate Finance and Public Administration Legislation Committee
—Supplementary Budget Estimates Hearing—October 2014**

Answers to Questions on Notice

Parliamentary departments, Department of Parliamentary Services

Topic: **Travel costs – department**

Question: **269**

Written **Senator Ludwig**

Date set by the committee for the return of answer: 31 December 2014

Since Budget Estimates in June, 2014:

1. Is the minister or their office or their delegate required to approve all departmental and agency international travel?
2. If so, under what policy?
3. Provide a copy of that policy.
4. When was this policy implemented?
5. List all occurrences of travel that this has occurred under.
6. Detail the process.
7. When is the minister notified, when is approved provided?
8. 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).
9. 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.
10. What date was the minister or their office was notified of the travel?
11. What date did the minister or their office approve the travel?
12. What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.

Answer

1. No.
2. Not applicable.
3. Not applicable.
4. Not applicable.
5. Not applicable.
6. Not applicable.
7. Not applicable.
8. Not applicable.
9. All travel for Departmental officers between 26 May 2014 and 30 September 2014 is detailed in the table below (costs inc GST)

DESTINATION	REASON	MODE of TRAVEL	FARES	TMC Fee	WOAG Fee	CLASS	HIRER	ACCUM	MEALS	INCIDENT	Excess baggage	Total Cost
Paris	IFLA	Air	\$6,690.64	11.72	\$101.48	Bus/Econ	\$357.03	6,438.52				13,599.39
Albury	Bcasing Spt - C'tee	Air	371.98	3.96	11.61	Econ	256.99	\$488.00	277.05	54.60		1,464.19
Albury	Bcasing Spt - C'tee	Air	\$236.06	3.96	11.61	Econ		\$348.00	277.05	54.60	120.00	1,051.28
Sydney	Bcasing Spt - C'tee	Air	\$236.06	3.96	11.61	Econ			160.90	36.40		\$448.93
Perth	Return to Perth for family business	Air	594.58	3.96	11.61	Econ						\$610.15
Sydney	Attend Analytical techniques training workshop	Air	197.56	3.96	11.61	Econ			249.05	54.60	150.00	\$666.78
Brisbane	Bcasing Spt - C'tee	Air	907.36	3.96	11.61	Econ		\$369.00	229.30	54.60	180.00	\$1,755.83
Sydney	Attend Oil and gas industry short course	Air	\$235.92	\$3.96	\$11.61	Econ		179.00	120.40	36.40		\$587.29
Melbourne	Bcasing Spt - C'tee	Air	\$324.82	\$3.96	11.61	Econ		\$308.00	201.30	54.60		\$903.89
Sydney	Tax Institute CTA1 foundation exam	Air	190.57	3.96	11.61	Econ						\$206.14
Melbourne	Bcasing Spt - C'tee	Air	\$544.77	3.96	11.61	Econ		\$169.00	176.40	36.40	150.00	\$1,092.14
Melbourne	Bcasing Spt - C'tee	Air	\$324.42	3.96	11.61	Econ		\$172.00	128.65	36.40		\$677.04
Melbourne	To attend 2014 Economic Conference	Air	\$310.87	\$3.96	11.61	Econ			97.55	36.40		\$460.39
Brisbane	APLA Conference	Air	\$805.66	3.96	11.61	Econ		\$454.00	164.70	80.25	450.00	\$1,970.18
Adelaide/Perth	Bcasing Spt - C'tee	Air	\$995.53	3.96	11.61	Econ		\$278.00	430.00	91.00	240.00	\$2,050.10
Sydney	Bcasing Spt - C'tee	Air	491.63	3.96	11.61	Econ		\$183.00	176.40	36.40	360.00	\$1,263.00
Perth/Broome	Bcasing Spt - C'tee	Air	\$1,473.23	3.96	11.61	Econ	\$165.34	928.00	478.35	91.00		\$3,151.49
Melbourne	Bcasing Spt - C'tee	Air	\$324.42	3.96	11.61	Econ		\$338.00	249.55	54.00		\$981.54
Sydney	Captioning Trail	Air	\$236.06	3.96	11.61	Econ			176.40	36.40		\$464.43
Sydney	Bcasing Spt - C'tee	Air	731.57	3.96	11.61	Econ			277.05	54.60		\$1,078.79
Melbourne	ALIA national conference	Air	\$204.24	3.96	11.61	Econ		\$348.00	173.35	56.10		\$797.26
Melbourne	ALIA national conference	Air	\$320.84	3.96	\$11.61	Econ		\$508.00	173.35	56.10		\$873.86
Melbourne	ALIA national conference	Air	\$204.24	3.96	11.61	Econ		\$348.00				\$567.81
Brisbane	Bcasing Spt - C'tee	Air	\$365.16	3.69	11.61	Econ		\$196.00	176.40	36.40		\$789.26
Sydney	Meeting with NSW Parliament House and Sydney Opera House	Air	619.10	3.96	11.61	Econ						\$634.67
Melbourne	Bcasing Spt - C'tee	Air	\$324.42	3.96	11.61	Econ			201.30	54.60	120.00	\$715.89
Brisbane	Bcasing Spt - C'tee	Air	689.22	3.96	11.61	Econ		\$194.00	176.40	36.40		\$1,111.59
Melbourne	Attend Final Cut Pro Training at Open Channel in Melbourne.	Air	\$309.30	3.96	11.28	Econ		499.50	329.95	72.80		\$1,226.79
Melbourne	Attend Final Cut Pro Training at Open Channel in Melbourne.	Air	207.82	7.92	22.56	Econ		499.50	329.95	72.80		\$1,140.55
Hobart	Parliamentary law, practice and procedure course	Air	\$422.00	3.69	11.61	Econ		\$588.00	651.65	127.40	170.00	\$1,974.35
Brisbane	Bcasing Spt - C'tee	Air	\$901.77	3.96	11.61	Econ		\$925.00	531.25	109.20	300.00	\$2,782.79
Sydney	Bcasing Spt - C'tee	Air	\$236.06	3.96	\$23.37	Econ			176.40	36.40	90.00	\$566.19
Melbourne	Bcasing Spt - C'tee	Air	\$765.40	3.96	11.61	Econ		\$334.00	229.30	54.60	300.00	\$1,698.87
South Africa	Delegation with house of Reps	Air	12,094.98	11.72	\$104.42	Bus		\$386.00				\$12,597.12
Sydney	Bcasing Spt - C'tee	Air	211.53	3.96	11.61	Econ		\$181.00	176.40	36.40	240.00	\$860.90
Broome	Bcasing Spt - C'tee	Air	\$1,491.20	3.96	11.61	Econ		\$784.00	487.40	93.50	120.00	\$2,991.67
Brisbane	Bcasing Spt - C'tee	Air	\$417.76	3.96	11.61	Econ		\$198.00	176.40	36.40		\$844.13
Sydney	Icon customer presentation to UXC Connect	Air	\$232.22	3.96	11.61	Econ						\$247.79
Brisbane	APLA AGM and Conference	Air	\$331.38	3.96	11.61	Econ		\$206.00	99.35	37.40		\$689.70
Melbourne	Human rights law conference	Air	\$266.38	3.96	11.61	Econ						\$281.95
Sydney	Secretary Travel	Air	106.24	3.96	23.21	Econ						\$133.41
Sydney	Secretary Travel	Air	\$1,041.50	3.96	23.21	Bus					150.00	\$1,218.67
Sydney	Bcasing Spt - C'tee	Air	\$232.22	3.96	11.61	Econ		\$358.00	282.30	56.10		\$944.19
Melbourne	Aust Institute of Family Studies Conference	Air	\$320.84	3.96	11.61	Econ		\$495.00	270.65	74.80		\$1,176.86
Melbourne	Aust Institute of Family Studies Conference	Air	\$320.84	3.96	11.61	Econ		\$495.00	270.65	74.80		\$1,176.86
Brisbane	Bcasing Spt - C'tee	Air	\$625.79	3.96	11.61	Econ		\$194.00	131.10	37.40		\$1,003.86
Darwin	Attend NATSIA Opening	Air	\$721.03	3.96	11.61	Econ			377.70	72.80		\$1,187.10
Melbourne	Attend Melbourne Art Fair	Air	\$502.45	3.96	11.61	Econ		\$672.00	430.60	91.00		\$1,711.62
Brisbane	APLA AGM and Conference	Air	\$327.83	3.96	11.61	Econ		206.00	74.00	37.40		\$660.80
Melbourne	Inspected camp for Parliament House	Air	\$205.51	3.96	11.61	Econ						\$221.08
Melbourne	Bcasing Spt - C'tee	Air	636.41	3.96	11.61	Econ		\$169.00	131.10	37.40		\$989.48
Sydney/Hobart	Bcasing Spt - C'tee	Air	1,045.34	3.96	11.61	Econ		411.00	384.85	74.80		\$1,931.56

DESTINATION	REASON	MODE of TRAVEL	FARES	TMC Fee	WOAG Fee	CLASS	HIRE CAR	ACCOM	MEALS	INCIDENT	Excess baggage	Total Cost
Mackey	Bcasing Spt - C'tee	Air	\$975.53	3.96	11.61	Econ		\$440.00	282.30	56.10		\$1,769.50
Sydney	CoreNet Global	Air	\$429.76	3.96	11.61	Econ						\$445.33
Melbourne	Bcasing Spt - C'tee	Air	\$407.00	3.96	11.61	Econ		\$169.00	179.75	37.40	300.00	\$1,108.72
Brisbane	Bcasing Spt - C'tee	Air	\$492.83	3.96	11.61	Econ		\$360.00	253.75	56.10		\$1,178.25
Norwa	Bcasing Spt - C'tee	Car Hire					\$181.49	\$128.00	119.25	37.40		\$466.14
Albany	Bcasing Spt - C'tee	Air	\$858.32	3.96	11.61	Econ	\$388.87	\$318.00	252.50	54.60	150.00	\$2,037.86
Darwin	Bcasing Spt - C'tee	Air	\$998.74	3.96	11.61	Econ		\$207.00	377.70	72.80	360.00	\$2,031.81
Brisbane	Bcasing Spt - C'tee	Air	\$537.52	3.96	11.61	Econ		\$929.00	541.30	112.20	300.00	\$2,435.59
Townsville	Bcasing Spt - C'tee	Air	\$519.74	3.96	11.61	Econ		\$290.00	212.75	56.10		\$1,094.16
Newcastle	Bcasing Spt - C'tee	Hire car					\$193.31	\$242.00	233.65	56.10		\$725.06
Sydney	Bcasing Spt - C'tee	Air	\$232.22	3.96	11.61	Econ		\$185.00	179.75	37.40	\$120.00	\$769.94
Sydney	Bcasing Spt - C'tee	Air	\$232.22	3.96	11.61	Econ		\$179.00	179.75	37.40		\$643.94
Brisbane	APLA AGM and Conference	Air	\$404.86	3.96	11.61	Econ		\$206.00	74.00	37.40	150.00	\$887.83
Adelaide	Bcasing Spt - C'tee	Air	\$513.65	3.96	11.61	Econ		\$154.00	151.20	37.40	150.00	\$1,021.82
Darwin	Bcasing Spt - C'tee	Air	\$1,460.50	3.96	11.61	Econ		\$562.00	282.30	56.10		\$2,376.47
Darwin	Bcasing Spt - C'tee	Air	\$976.81	3.96	11.61	Econ		\$414.00	282.30	56.10	300.00	\$2,044.78
Hobart/ Melb	Bcasing Spt - C'tee	Air	1,136.22	3.96	11.61	Econ		461.00	384.85	74.80	120.00	\$2,192.44
Adelaide	Bcasing Spt - C'tee	Air	\$389.14	3.96	11.61	Econ		\$308.00	253.75	56.10	180.00	\$1,202.56
Perth	Bcasing Spt - C'tee	Air	\$1,648.70	3.96	11.61	Econ		\$478.00	229.30	54.60		\$2,426.17
Sydney	Administrators course for the new Nogggin OCA system	Air	81.11	3.96	11.61	Econ		\$334.00	205.10	37.40		\$673.18
Sydney	Administrators course for the new Nogggin OCA system	Air	234.97	3.96	11.61	Econ			205.10	37.40		\$493.04
Sydney	Freedom of speech symposium	Bus	74.00					\$178.00	122.65	37.40	270.00	\$682.05
Sydney	Bcasing Spt - C'tee	Air	\$232.22	3.96	11.61	Econ		\$380.00	282.30	56.10		\$966.19
Hobart	Bcasing Spt - C'tee	Air	728.71	3.96	11.61	Econ		\$360.00	179.75	37.40	340.00	\$1,661.43
Brisbane/ Melb	Bcasing Spt - C'tee	Air	\$583.11	3.96	11.61	Econ		\$298.00	418.35	93.50		\$1,408.53
Darwin	Bcasing Spt - C'tee	Air	2,350.84	3.96	11.61	Econ		225.82	478.35	91.00		\$3,161.58
Melbourne	Photo work for Auspic	Air	542.44	3.96	11.61	Econ						\$558.01
Melbourne	ICOM-CC Conference.	Air	262.67	3.96	11.61	Econ		\$700.00	478.40	93.50	150.00	\$1,700.14
Sydney	Bcasing Spt - C'tee	Air	\$211.10	3.96	11.61	Econ		\$186.00	179.75	37.40		\$629.82
Melbourne	Bcasing Spt - C'tee	Air	320.84	3.96	11.61	Econ			307.65	74.80		\$718.86
Melbourne	Renewable energy target panel discussion	Rail	99.25									\$99.25
Townsville	Bcasing Spt - C'tee	Air	\$1,391.38	3.96	11.61	Econ		238.00	212.75	56.10	150.00	\$2,063.80
Melbourne	Bcasing Spt - C'tee	Air	\$542.44	3.96	11.61	Econ		\$162.00	179.75	37.40		\$937.16
Sydney	Expert Advisory Panel (Heritage)DPS13075	Air	351.00	3.96	11.61	Econ						\$366.57
Sydney	Expert Advisory Panel (Heritage)DPS13075	Air	351.00	3.96	11.61	Econ						\$366.57
Sydney	Expert Advisory Panel (Heritage)DPS13075	Air	389.99	3.96	11.61	Econ						\$405.56
Sydney	Expert Advisory Panel (Heritage)DPS13075	Air	389.99	3.96	11.61	Econ						\$405.56
Brisbane	Australia long Term unemployment conference	Air	492.07	3.96	11.61	Econ		345.10	253.75	56.10		\$1,162.59
Brisbane	Australia long Term unemployment conference	Air	492.07	3.96	11.61	Econ		345.10	253.75	56.10	300.00	\$1,462.59
Melbourne	Bcasing Spt - C'tee	Air	\$320.84	3.96	11.61	Econ	\$195.00	\$286.00	159.75	37.40		\$1,014.56
Brisbane	Art Collection and Exhibitions staff training	Air	334.86	3.96	11.61	Econ		\$174.00	205.10	37.40		\$766.93
Melbourne	2014 Comcare National Conference	Air	204.24	3.96	11.61	Econ		\$530.00	270.65	74.80		\$1,095.26
Melbourne	2014 Comcare National Conference	Air	204.24	3.96	11.61	Econ		\$530.00	270.65	74.80		\$1,095.26
Melbourne	Gateway Review	Air	764.06	3.96	11.61	Econ						\$779.63
Melbourne	Gateway Review	Air	764.06	3.96	11.61	Econ		\$560.00	540.55	133.75		\$2,013.93
Melbourne	Bcasing Spt - C'tee	Air	\$405.72	3.96	11.61	Econ	\$205.51	\$338.00	282.30	56.10		\$1,303.20
Total			\$68,257.31	391.18	\$1,319.60		\$1,943.54	\$31,847.54	\$20,268.45	\$4,573.60	\$6,480.00	135,081.22

10. Not applicable.
11. Not applicable.
12. Travel planned by the department for the rest of this calendar year includes domestic travel to committee meetings to broadcast the proceedings; attendance at conferences and training; attendance at conferences/functions/training necessary to complete work tasks and any other travel necessary for senior staff to effectively discharge their duties.