

Question 26 Department of the Senate – Senator Ryan

- (a) For the financial year to date, please detail all travel (itemised separately,) undertaken by your portfolio Minister and Parliamentary Secretaries. Include details of what the travel was for, what cost was spent on travel (including travel type – i.e. business airfare), accommodation, security, food, beverages (alcohol listed separately), gifts, entertainment, and all other expenses.

Not applicable. The costs of travel for the President and Deputy President and their respective staff are not met by the Department of the Senate.

- (b) For the financial year to date, please provide the same information (itemised separately) for any Minister and Parliamentary staff that accompanied the Minister and Parliamentary Secretary on their travel and include a similar breakdown of the costs incurred by or on behalf of those staff.

Not applicable.

- (c) For the financial year to date, please provide the same information (itemised separately) for Departmental officers that accompanied the Minister and Parliamentary Secretary on their travel and include a similar breakdown of the costs incurred by or on behalf of those staff.

No overseas travel for the financial year to date was undertaken by staff members to accompany the President or Deputy President.

- (d) For the financial year to date, please detail all travel (itemised separately) undertaken by employees of each department and agency within each portfolio. Include details of what the travel was for, what cost was spent on travel (including travel type – i.e. business airfare), accommodation, security, food, beverages (alcohol listed separately), gifts, entertainment, and all other expenses.

In line with details tabled in the Senate each year, the following information is provided. It is not possible to provide the detailed break-down requested.

1 July 2011 - 15 March 2012			
Program	Airfares (\$)	Travel Expenses (\$)	Total (\$)
Clerk's Office	1,099	1,579	2,677
Table Office	-	1,130	1,130
Procedure Office	26,995	26,446	53,441
Committee Office	98,552	29,862	128,414

Black Rod's Office	2,202	4,191	6,392
Total	128,847	63,208	192,054

(e) Are employees taking the most direct route when travelling? If not, please explain why.

The department adopts the Commonwealth procurement policy on air travel when travelling. These policies are 'Use of the Lowest Practical Fare for Official Domestic Air Travel' and 'Best Fare of the Day for International Official Air Travel'.

(f) Are lounge memberships provided to any employees? If yes, what lounge memberships, to how many employees and their classification, the reason for the provision of lounge membership and the cost per employee.

No

(g) When SES employees travel, do any support or administrative staff (such as their Executive Assistant) travel with them? If yes, provide details of why such a staff member is needed and the costs of the support staff travel.

No