

**Senate Finance and Public Administration Legislation Committee
—Additional Estimates Hearing—February 2013**

Answers to Questions on Notice

Parliamentary departments, Department of Parliamentary Services

Topic: **Travel Costs**

Question: **136**

Written **Senator Ryan**

Date set by the committee for the return of answer: 2 April 2013

- a) For the financial year to date, please detail travel 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).
- b) For the financial year to date, please detail 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.
- c) What travel is planned for the rest of this financial year? Also provide a reason and brief explanation for the travel.
- d) What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.
- e) Are the Government's Lowest Practical Fare travel policy for Domestic Air Travel (Finance Circular No. 2009/10) and Best Fare of the Day for International Air Travel (Finance Circular No. 2009/11) guidelines being followed? How is the department /agency following the advice? How is this monitored? If the guidelines are not being followed, please explain why.
- 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 total costs of the lounge memberships.
- g) When SES employees travel, do any support or administrative staff (such as an 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.
- h) Does the department/agency elect to offset emissions for employees work related travel? If yes, what is the cost?

Answer

- a) Not applicable. DPS is a parliamentary department and does not have a Parliamentary Secretary or Minister.
- b) DPS departmental travel this financial year to 31 December 2012 is listed in the table below.
- c) Travel planned by DPS for the rest of this financial year would cover;
 - i. domestic travel to Committee Meetings to broadcast the proceedings;
 - ii. travel for employees to attend Conferences and training;
 - iii. any travel necessary for the Secretary and Librarian to fulfil their roles; and
 - iv. travel to support a Parliamentary Delegation, if required.

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- d) Travelled planned by DPS for the rest of this calendar year would cover:
- i. domestic travel to Committee Meetings to broadcast the proceedings;
 - ii. travel for employees to attend Conferences and training;
 - iii. any travel necessary for the Secretary and Librarian to fulfil their roles; and
 - iv. travel to support a Parliamentary Delegation, if required.
- e) Yes. Qantas Business Travel (QBT) is DPS's travel management company. When making the booking, the QBT booking system requires the travel arranger to justify any booking that is not the lowest/best fair. The traveller's supervisor signs that the travel is in accordance with travel policy when recommending to the expenditure delegate that the travel expenditure be approved.
- f) Yes. Airline lounge memberships are provided under the following circumstances:
- i. Airline lounge memberships are covered at clause 212 of the DPS Enterprise Agreement 2011 which states that the SES officers are covered by employment terms.
 - ii. Personnel/HR Paper No 21—Airline Corporate Lounge Memberships extrapolates the policy that membership may be approved for frequent travellers who have six or more trips per year.

A total of 15 employees are provided with airline memberships (all Qantas Club).

1 x SES	1 x PEL1	2 x PSL6	8 x PSL5	3 x PSL4
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Expenditure on airline memberships this financial year to 31 December 2012 is \$1,291.

- g) No.
- h) No. The QBT booking system does not provide the option to offset emissions for flights when booking.

DPS departmental travel 1 July–31 December 2012

DESTINATION	DEPART	RETURN	REASON	MODE of TRAVEL	FARES	CLASS	HIRE CAR	ACCOM	MEALS	INCIDENTAL	TOTAL
Hobart	5/07/2012	10/07/2012	Training—Parliamentary law, practice and procedure	Air	530.70	Econ		750.00	646.95	121.10	2,048.75
Melbourne	24/07/2012	29/07/2012	Conference—12th Australian Institute of Family Studies	Air	496.33	Econ		519.00	259.85	71.40	1,346.58
Melbourne	24/07/2012	27/07/2012		Air	539.88	Econ		519.00	259.85	71.40	1,390.13
Townsville	4/07/2012	6/07/2012	Bcasting Spt - C'tee	Air	1,441.53	Econ		269.00	218.15	51.90	1,980.58
Brisbane	14/09/2012	16/09/2012	Conference—Practice Nurse	Air	445.96	Econ		402.00	273.20	51.90	1,173.06
Sydney	1/07/2012	2/07/2012	Bcasting Spt - C'tee	Air	1,285.41	Econ		899.00	505.55	103.80	2,793.76
Melbourne	21/06/2012	22/06/2012	Bcasting Spt - C'tee	Air	732.49	Econ		173.00	122.35	34.60	1,062.44
Melbourne	4/07/2012	5/07/2012	Visit Victoria State Parliament	Air	1,143.40	Bus		265.00	133.55	49.40	1,591.35
Sydney	28/06/2012	1/07/2012	Conference	Air	592.09	Bus		796.00	370.05	49.40	1,807.54
Sydney / Hobart	9/07/2012	12/07/2012	Bcasting Spt - C'tee	Air	1,286.53	Econ		491.00	359.55	69.20	2,206.28
Sydney/Mel/ Hobart	9/07/2012	12/07/2012	Bcasting Spt - C'tee	Air	707.38	Econ		481.00	333.00	69.20	1,590.58
Brisbane	10/07/2012	13/07/2012	Summit—Native Title	Air	429.25	Econ		402.00	184.10	51.90	1,067.25
New Zealand	10/07/2012	14/07/2012	Australian Libraries	Air	2,241.19	Bus		601.88	680.00	202.50	3,725.57
Townsville	4/07/2012	6/07/2012	Bcasting Spt - C'tee	Air	1,430.53	Econ		269.00	218.15	51.90	1,969.58
Melbourne	11/07/2012	12/07/2012	Bcasting Spt - C'tee	Air	740.30	Econ		346.00	191.60	51.90	1,329.80
Darwin / Brisbane	16/07/2012	18/07/2012	Bcasting Spt - C'tee	Air	837.71	Econ		396.00	218.15	51.90	1,503.76
Darwin	16/07/2012	18/07/2012	Bcasting Spt - C'tee	Air	788.65	Econ		189.00	172.45	35.70	1,185.80
Sydney	25/07/2012	26/07/2012	Conference—Australian Security Industry	Car Hire			199.80	183.00	125.75	35.70	544.25
Sydney	25/07/2012	26/07/2012		Car Hire				183.00	125.75	35.70	344.45
Sydney	25/07/2012	26/07/2012		Car Hire				183.00	125.75	35.70	344.45
Sydney	25/07/2012	26/07/2012		Car Hire				183.00	125.75	35.70	344.45
Sydney	26/07/2012	26/07/2012		Car Hire			133.21				133.21
Hobart	11/07/2012	13/07/2012	Bcasting Spt - C'tee	Air	747.05	Econ		264.00	224.15	53.55	1,288.75
Perth	8/07/2012	9/07/2012	Bcasting Spt - C'tee	Air	2,700.14	Econ		621.00	359.55	69.20	3,749.89
Perth / Broome	9/07/2012	12/07/2012	Bcasting Spt - C'tee	Air	1,454.59	Econ		797.00	409.75	86.50	2,747.84

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DESTINATION	DEPART	RETURN	REASON	MODE of TRAVEL	FARES	CLASS	HIRE CAR	ACCOM	MEALS	INCIDENTAL	TOTAL
Brisbane	2/08/012	2/08/012	IT Support	Air	434.28	Econ					434.28
Hobart	11/07/2012	13/07/2012	B'casting Spt—C'tee	Air (HoR)		Econ		264.00	295.20	53.55	612.75
Sydney	18/07/2012	22/07/2012	Conference—Oceanic International Studies	Bus	72.00			366.00	188.80	53.55	680.35
Melbourne	20/07/2012	20/07/2012	Training—The rise of innovative China	Air	350.45	Econ					350.45
Brisbane	17/07/2012	18/07/2012	Bcasting Spt - C'tee	Air	893.64	Econ		201.00	172.45	35.70	1,302.79
Alice Springs	24/07/2012	27/07/2012	Bcasting Spt - C'tee	Air	1,439.89	Econ		450.00	346.90	71.40	2,308.19
Brisbane	31/07/2012	2/08/2012	Bcasting Spt - C'tee	Air	892.33	Econ		201.00	125.75	35.70	1,254.78
Perth /Hobart	7/08/2012	8/08/2012	Bcasting Spt - C'tee	Air	2,741.38	Econ		365.00	270.85	53.55	3,430.78
Alice Springs	23/07/2012	27/07/2012	Hansard Spt—C'tee	Air	1,426.89	Econ		600.00	445.30	89.25	2,561.44
Sydney	21/08/2012	22/08/2012	Conference—VERNON users group	Air	245.46	Econ		183.00	172.45	35.70	636.61
Sydney	29/07/2012	30/07/2012	Bcasting Spt - C'tee	Air	267.12	Econ		183.00	145.10	35.70	630.92
Adelaide/ Perth	6/08/2012	08/0812	Bcasting Spt - C'tee	Air	650.38	Econ		390.00	243.50	53.55	1,337.43
Townsville/ Cairns	30/08/2012	2/09/2012	Bcasting Spt - C'tee	Air	1,024.90	Econ		414.50	369.25	71.40	1,880.05
Launceston	26/07/2012	28/07/2012	Bcasting Spt - C'tee	Air	923.67	Econ		254.00	224.15	53.55	1,455.37
Sydney	8/08/2012	10/08/2012	Bcasting Spt - C'tee	Car Hire			391.50	366.00	270.85	53.55	1,081.90
Sydney	26/07/2012	26/07/2012	Conference - ASIAL	Car Hire			66.61				66.61
Brisbane	27/07/2012	28/07/2012	HOR Liaison and Project	Air (HoR)		Econ		201.00	172.45	35.70	409.15
Sydney	01/08/2012	3/08/2012	Forum - Document Management System users	Air	410.73	Econ		366.60	295.20	53.55	1,126.08
Brisbane/ Melb	5/08/2012	9/08/2012	Bcasting Spt - C'tee	Air	1,389.59	Econ		921.00	492.00	107.10	2,909.69
Syd/Canb/Melb	21/08/2012	22/08/2012	Library seminar guest speaker	Air	415.35	Econ					415.35
Perth	7/08/2012	9/08/2012	Bcasting Spt - C'tee	Air	1,661.14	Econ		233.00	172.45	35.70	2,102.29

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DESTINATION	DEPART	RETURN	REASON	MODE of TRAVEL	FARES	CLASS	HIRE CAR	ACCOM	MEALS	INCIDENTAL	TOTAL
Sydney	2/08/2012	03/08/12	Forum - Gartner Aust/NZ	Air	256.11	Econ		183.00	24.35	35.70	499.16
Adelaide	6/08/2012	7/08/2012	Bcasting Spt - C'tee	Air	1,024.75	Econ		157.00	172.45	35.70	1,389.90
Melbourne	2/08/2012	2/08/2012	Conference	Air	1,178.95	Bus					1,178.95
Perth	7/08/2012	8/08/2012	HOR Liaison and Project	Air (HoR)		Econ		233.00	145.10	35.70	413.80
Manila, Laos, Myanmar	24/08/2012	7/09/2012	Parliamentary delegation for House of Reps	Air	12,636.06	Bus		1,379.83	1,320.00	345.00	15,680.89
Sydney	29/08/2012	31/08/2012	Conference - Aust/NZ IT Forum	Air	410.73	Econ		366.00	295.20	53.55	1,125.48
Sydney	29/08/2012	31/08/2012	Conference - Aust/NZ IT Forum	Air	565.35	Econ		366.00	48.70	35.70	1,015.75
Sydney	7/08/2012	10/08/2012	Bcasting Spt - C'tee	Hire Car		Econ	155.98	549.00	369.25	71.40	1,145.63
Moree	26/08/2012	28/08/2012	Bcasting Spt - C'tee	Air	1,516.00	Econ		212.00	196.80	53.55	1,978.35
Rome, UK, USA	11/09/2012	28/09/2012	World E Conference	Air/ Hire Car	14,543.84	Bus	1,079.99	6,455.43	22.10	357.75	22,459.11
Brisbane	12/09/2012	15/09/2012	Conference - ALIA 2012	Air	426.57	Econ			142.10	53.55	622.22
Sydney	14/09/2012	15/09/2012	Conference - Migration	Air	256.11	Econ		183.00	142.10	35.70	616.91
Sydney	14/09/2012	15/09/2012		Air	256.11	Econ		183.00	142.21	35.70	617.02
Sydney	14/09/2012	15/09/2012		Air	256.11	Econ		183.00	142.21	35.70	617.02
Melbourne	17/09/2012	20/09/2012	Conference - IPA National	Air	216.25	Econ		519.00	259.85	71.40	1,066.50
Gold Coast	10/09/2012	15/09/2012	Conference -TechEd	Air	500.95	Econ		366.60	338.90	89.25	1,295.70
Gold Coast	10/09/2012	15/09/2012		Air	500.95	Econ		366.60	338.90	89.25	1,295.70
Gold Coast	10/09/2012	15/09/2012		Air	500.95	Econ		366.60	338.90	89.25	1,295.70
Gold Coast	10/09/2012	15/09/2012		Air	500.95	Econ		366.30	338.90	89.25	1,295.40
Perth	29/08/2012	1/09/2012	Bcasting Spt - C'tee	Air	1,650.13	Econ		466.00	270.85	53.55	2,440.53

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DESTINATION	DEPART	RETURN	REASON	MODE of TRAVEL	FARES	CLASS	HIRE CAR	ACCOM	MEALS	INCIDENTAL	TOTAL
Melbourne	26/08/2012	28/08/2012	Bcasting Spt - C'tee	Air	740.30	Econ		346.00	169.45	53.55	1,309.30
Sydney	3/09/2012	4/09/2012	Business - Purchase plants	DPS Vehicle				183.00	196.80	35.70	415.50
Sydney	3/09/2012	4/09/2012		DPS Vehicle				183.00	196.80	35.70	415.50
Darwin	10/09/2012	13/09/2012	IT Support	Air	945.22	Econ		567.00	369.25	71.40	1,952.87
Darwin	10/09/2012	13/09/2012	IT Support	Air	945.22	Econ	382.03	567.00	369.25	71.40	2,334.90
Melbourne	4/09/2012	5/09/2012	Bcasting Spt - C'tee	Air	447.57	Econ		173.00	172.45	35.70	828.72
Darwin	27/09/2012	30/09/2012	Bcasting Spt - C'tee	Air	1,488.03	Econ		189.00	150.10	35.70	1,862.83
Melbourne	30/09/2012	5/10/2012	Criterion Reference Instruction Workshop - Module Development	Air	335.50	Econ	537.87	865.00	401.95	107.10	2,247.42
Melbourne	30/09/2012	5/10/2012		Air	335.50	Econ		865.00	401.95	107.10	1,709.55
Melbourne	30/09/2012	5/10/2012		Air	335.50	Econ		865.00	401.95	107.10	1,709.55
Melbourne	14/10/2010	19/10/2012		Air	359.28	Econ	537.87	865.00	401.95	107.10	2,271.20
Melbourne	14/10/2012	19/10/2012		Air	359.28	Econ		865.00	401.95	107.10	1,733.33
Melbourne	14/10/2010	19/10/2012		Air	359.28	Econ		865.00	401.95	107.10	1,733.33
Sydney	3/10/2012	4/10/2012		Bcasting Spt - C'tee	Air	550.40	Econ		183.00	161.45	35.70
Melbourne	6/11/2012	11/11/2012	Carbon expo Australasia	Traveller Paying for own flights				346.00	266.70	53.55	666.25
Canberra	19/09/2012	20/09/2012	Guest speaker at library Conference	Own Vehicle				180.00			180.00
Brisbane	25/09/2012	26/09/2012	Bcasting Spt - C'tee	Air	867.68	Econ	177.08	201.00	172.45	35.70	1,453.91
Melbourne	23/09/2012	28/09/2012	Training—Data Networking	Air	335.50	Econ		865.00	538.70	107.10	1,846.30
Sydney	3/10/2012	5/10/2012	Bcasting Spt - C'tee	Air	550.40	Econ		366.00	270.85	53.55	1,240.80
Christmas Island	19/10/2012	26/10/2012	Bcasting Spt - C'tee	Air	2,978.50	Econ	75.00	1,059.00	762.85	142.80	5,018.15
Sydney	24/09/2012	27/09/2012	Bcasting Spt - C'tee	Air	550.40	Econ		549.00	369.25	71.40	1,540.05
Melbourne	19/11/2012	21/11/2012	Fatigue Management	Air	342.20	Econ		346.00	243.50	53.55	985.25
Melbourne	19/11/2012	21/11/2012	Fatigue Management	Air	342.00	Econ		346.00	243.50	53.55	985.05
Perth	1/11/2010	4/11/2012	Bcasting Spt - C'tee	Air	1,002.84	Econ		649.00	369.25	71.40	2,092.49
Melbourne	1/11/2012	2/11/2012	2012 Economic outlook	Air	335.50	Econ		173.00	142.10	35.70	686.30
Melbourne	1/11/2012	2/11/2012	2012 Economic outlook	Air	335.50	Econ		173.00	142.10	35.71	686.31

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DESTINATION	DEPART	RETURN	REASON	MODE of TRAVEL	FARES	CLASS	HIRE CAR	ACCOM	MEALS	INCIDENTAL	TOTAL
Melbourne	1/11/2012	2/11/2012	2012 Economic outlook	Air	335.50	Econ		173.00	142.10	35.71	686.31
Gold Coast	18/11/2012	21/11/2012	SAP Monitoring workshop	Air	280.00	Econ			259.85	71.40	611.25
Melbourne	26/09/2012	28/09/2012	Bcasing Spt - C'tee	Air	714.34	Econ		346.00	224.15	53.55	1,338.04
Melbourne	10/10/2012	10/10/2012	2012 Economic outlook	Air	379.54	Econ					379.54
Perth	1/10/2012	3/10/2012	Bcasing Spt - C'tee	Air	911.16	Econ		466.00	196.80	53.55	1,627.51
Brisbane	2/10/2012	3/10/2012	Bcasing Spt - C'tee	Air	876.68	Econ		171.00	172.45	35.70	1,255.83
Pearl Beach	11/09/2012	29/12/2012	Business	Private car				547.00			547.00
Gosford	11/10/2012	12/11/2012	Bcasing Spt - C'tee	Car Hire			213.85	127.00	172.45	35.70	549.00
Melbourne	7/11/2012	10/11/2012	Data network course	Air	335.50	Econ		335.50	341.90	71.40	1,084.30
Christmas Island	19/10/2012	23/10/2012	Bcasing Spt - C'tee	Air	1,670.59	Econ	195.00	856.00	440.30	89.25	3,251.14
Gold Coast	12/11/2012	15/11/2012	Conservation symposium	Air	283.00	Econ		447.00	259.85	71.40	1,061.25
Sydney	13/11/2012	13/11/2012	Collection Management and disasters	Air	155.36	Econ					155.36
Sydney	18/10/2012	18/10/2012	Business Meeting	Air	155.36	Econ					155.36
Gold Coast	12/11/2012	15/11/2012	Gartner Symposium	Air	430.72	Econ		447.00	385.60	71.40	1,334.72
Sydney	18/10/2012	18/10/2012	Business Meeting	Air	155.36	Econ					155.36
Darwin	23/10/2012	26/10/2012	Bcasing Spt - C'tee	Air	783.66	Econ		378.00	270.85	53.55	1,486.06
Sydney	27/11/2012	28/11/2012	Government Maintenance conference	Air	241.16	Econ		183.00	90.40	35.70	550.26
Sydney	27/11/2012	28/11/2012	Government Maintenance conference	Air	241.16	Econ		183.00	90.40	35.70	550.26
Morocco, Algeria	7/11/2012	14/11/2012	Parliamentary Delegation	Air	14,635.20	Bus			578.60	262.56	15,476.36
Melbourne	31/10/2012	2/11/2012	Argumentative Indian debates	Air	355.19	Econ		346.00	270.85	53.55	1,025.59
Sydney	22/10/2012	24/10/2012	Bcasing Spt - C'tee	Air	550.40	Econ		366.00	295.20	53.55	1,265.15
Melbourne	22/10/2012	23/10/2012	Bcasing Spt - C'tee	Air	550.40	Econ		467.65	732.00	89.25	1,839.30
Gold Coast	12/11/2012	15/11/2012	Gartner Symposium	Air	430.72	Econ		369.25	447.00	71.40	1,318.37

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DESTINATION	DEPART	RETURN	REASON	MODE of TRAVEL	FARES	CLASS	HIRE CAR	ACCOM	MEALS	INCIDENTAL	TOTAL
Gold Coast	12/11/2012	15/11/2012	Gartner Symposium	Air	430.72	Econ		369.25	447.00	71.40	1,318.37
Gold Coast	12/11/2012	15/11/2012	Gartner Symposium	Air	426.72	Econ		447.00	240.50	71.40	1,185.62
Melbourne	24/10/2012	26/10/2012	Bcasting Spt - C'tee	Air	714.34	Econ		346.00	218.15	51.90	1,330.39
Gold Coast	12/11/2012	15/11/2012	Gartner Symposium	Air	430.72	Econ		447.00	369.25	71.40	1,318.37
Melbourne	19/11/2012	21/11/2012	Foundations of payroll practice	Air	311.54	Econ		346.00	243.50	53.55	954.59
Sydney	25/10/2012	27/10/2012	testing of air circuit breaker	Air	327.13	Econ					327.13
Alice Springs	30/10/2012	2/11/2012	HoR Project and Liaison	Air (HoR)		Econ			369.25	71.40	440.65
Broome	11/11/2012	14/11/2012	Bcasting Spt - C'tee	Air	2,685.18	Econ		653.00	369.25	71.40	3,778.83
Adelaide	06/11/12	8/11/2012	Bcasting Spt - C'tee	Air	350.78	Econ		324.40	270.85	53.55	999.58
Newcastle	6/11/2012	9/11/2012	Bcasting Spt - C'tee	Car Hire			473.14	286.00	244.15	53.55	1,056.84
Melbourne	11/11/2012	15/11/2012	Bcasting Spt - C'tee	Air	335.50	Econ		692.00	393.60	89.25	1,510.35
Sydney	13/11/2012	15/11/2012	Bcasting Spt - C'tee	Air	241.18	Econ		366.00	270.85	53.55	931.58
Brisbane	15/11/2012	16/11/2012	Bcasting Spt - C'tee	Air	876.68	Econ		201.00	172.45	35.70	1,285.83
Melbourne	21/11/2012	23/11/2012	Bcasting Spt - C'tee	Air	201.30	Econ		346.00	277.70	53.55	878.55
Melbourne	21/11/2012	22/11/2012	Bcasting Spt - C'tee	Air	381.04	Econ		173.00	172.45	35.70	762.19
Samoa	18/11/2012	22/11/2012	Samoaan Parliamentary Complex	Air		Econ			276.32	120.03	396.35
Samoa	18/11/2012	22/11/2012	Samoaan Parliamentary Complex	Air		Econ			276.32	120.03	396.35
Melbourne	4/12/2012	4/12/2012	Integrity in government	Air	496.32	Econ					496.32
Melbourne	4/12/2012	4/12/2012	Integrity in government	Air	496.32	Econ					496.32
Sydney	3/12/2012	3/12/2012	Financial research skills	Air	213.22	Econ					213.22
Melbourne	28/11/2012	29/11/2012	Electricity market fundaments 2012	Air	557.62	Econ					557.62
Melbourne	3/12/2012	7/12/2012	Bcasting Spt - C'tee	Air	714.34	Econ		692.00	420.95	89.25	1,916.54
Sydney	3/12/2012	3/12/2012	Bcasting Spt - C'tee	Air	139.39	Econ					139.39
Melbourne	10/12/2012	11/12/2012	Bcasting Spt - C'tee	Air	389.64	Econ		374.00			763.64

(continued over the page)

DESTINATION	DEPART	RETURN	REASON	MODE of TRAVEL	FARES	CLASS	HIRE CAR	ACCOM	MEALS	INCIDENTAL	TOTAL
Brisbane	5/12/2012	6/12/2012	Bcasting Spt - C'tee	Air	422.95	Econ			145.10	35.70	603.75
Canberra	5/12/2012	5/12/2012	Recruitment Panel	Air	473.46	Econ					473.46
Melbourne	18/12/2012	19/12/2012	Bcasting Spt - C'tee	Air	486.53	Econ		173.00	172.45	35.70	867.68
				TOTALS	124,422.40	-	4,618.93	54,320.39	34,533.81	8,349.79	226,245.32

Notes:

- 1) Amounts paid to travellers are based on the Taxation Determination (TD) for reasonable meal, travel and expense allowances (generally Travel Allowance or T/A) for the relevant financial year, currently TD 2012/17.
- 2) Food and Beverages are covered by the meal component and are the individual's responsibility,
- 3) There were additional costs for excess baggage on outward legs and air freight on return legs in relation to the 'away packs' associated with most travel by Broadcasting staff in support of interstate committees. We have not been able to identify the vast majority of these costs to a particular trip.
- 4) The cost of taxis used in relation to interstate travel is covered under a separate QoN, but is not itemised/linked by trip.

List of acronyms/abbreviations relating to conferences:

ParlSec	Secretaries of Australian / NZ parliamentary departments	UNSW	University of NSW: Labour Law Conference
HETSA	History of Economic Thought Society of Australia	AARES	Australian Agricultural & Resource Economics Society: Reframing the Food Agenda
SMPTE	Society of Motion Picture & Television Engineers—Australia Section	AIIA	Australian Institute of International Affairs: <i>National President's Forum</i>
CurtinU	Curtin University: New Norcia Library Lecture	ASIAL	Australian Security Industry Association
ALIA	Australian Library and Information Association	AHRC/ASA	Australian Human Rights Commissions / Anti-slavery Australia: UN Special Rapporteur on Trafficking: lecture and community forum
ANZSOG	Australia and NZ School of Government	LGPSBMM	Local Government and Public Sector Building Maintenance & Management
NUST	New Urbanism & Smart Transport	ASPG	Australasian Study of Parliament Group
HSIS	Harvard-Sydney Immigration Summit: <i>Fault Lines in Immigration Policy</i>	ANZPIT	Australia and NZ Parliamentary IT
TechEd	Microsoft TechEd	ANZACATT	Australia and New Zealand Association of Clerks-at-the-Table
VALA	Victorian Association for Library Automation	ACOSS	Australian Council of Social Service
UTS	University of technology Sydney	IPAA	Institute of Public Administration Australia