

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**ADDITIONAL BUDGET ESTIMATES 2012-13**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Australian National Audit Office  
**Outcome/Program:**  
**Topic:** Travel Costs

**Senator:** Ryan

**Question reference number:** 69

**Type of question:** Written

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

**Number of pages:** 2

**Question:**

- 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. Nil. No ANAO officers accompanied a Minister or Parliamentary Secretary on their travel.

- b. The ANAO has spent \$426,565 on travel for January YTD. Travel of \$354,579 related to direct audit activities and \$71,986 related to travel associated with audit conferences and meetings, corporate activities and professional development activities. The ANAO's travel management system does not record information to the level of detail requested.
- c. The ANAO plans to undertake travel related to direct audit activities as set out in the respective audit work programs. The volume and timing of this travel can vary depending on the audit program and arrangements made with audited entities.
- d. Refer response to Question (c).
- e. Yes. Travel complies with the Department of Finance and Deregulation's rules pertaining to travel. All travel is approved by delegated staff.
- f. Yes. Employees may request an airline lounge membership where it is justified based on the employees frequency of travel and value for money can be demonstrated. As at January 2013 the ANAO has 60 employees who hold a lounge membership. The total cost of memberships for January YTD is \$11,632. The following table shows the total employees by classification with a lounge membership:

APS 5	APS 6	EXEC 1	EXEC 2	SES 1	SES 2
2	3	9	21	20	5

- g. No.
- h. No.