

**Senate Finance & Public Administration Committee:
Answers to written Questions on Notice Budget Estimates 2012
Parliamentary Departments Portfolio**

Department/Agency: Department of the Senate
Topic: Travel Costs

Senator: Senator Ryan
Question reference number: 27
Type of Question: Written

Question

- 1. For the financial year to date, please detail all 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).**

Answer

Travel description	Costs	
Australian Parliamentary Delegation to the United States of America, (<i>1 officer</i>)	Airfares –	\$11,323
	Accom/Meals -	<u>5,229</u>
	Total:	\$16,622

Question

- 2. For the financial year to date, please 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).**

Answer

1 July 2011 - 15 March 2012			
Program	Airfares (\$)	Travel Expenses (\$)	Total (\$)
Clerk's Office	7,097	1,908	9,005
Table Office	-	1,130	1,130
Procedure Office	48,229	20,978	69,207
Committee Office	132,025	43,883	175,908
Black Rod's Office	2,202	5,190	7,392
TOTAL	189,553	73,089	262,642

Note that the Senate Department tables details of travel expenditure by departmental officers annually.

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Question

- 3. 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 this monitored? If the guidelines are not being followed, please explain why.**

Answer

Yes. This is monitored under the contract with Qantas Business Travel.

Question

- 4. 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.**

Answer

No

Question

- 5. 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.**

Answer

No