



Overseas travel by Portfolio Ministers and Parliamentary Secretaries – financial arrangements

Overall, overseas travel costs, allowances and advances are intended to provide a fair and flexible system, while being able to stand up to public scrutiny.

This document provides a list of those items defined under the entitlements framework that can be met by the Department of Finance and Administration (Finance). Any costs that are incurred that fall outside this list may not be met by Finance.

When a Minister or Parliamentary Secretary travels overseas on official business under an itinerary approved by the Prime Minister, the Department of Finance and Administration will meet only those costs listed below, where they relate to travel by the Minister or Parliamentary Secretary, his or her spouse, and accompanying staff employed under the *Members of Parliament (Staff) Act 1984*:

- Airfares, including all taxes;
- Transport (however Finance will not meet the overtime costs of post staff or any costs of post vehicles);
- Accommodation and Meals;
- Allowances and Advances;
- Non-portfolio-related, Australian government hospitality, up to a maximum of \$2,500 per trip (\$5,000 for the Minister for Foreign Affairs and the Minister for Trade);
- Excess baggage charges;
- Reimbursement of official passport costs required for overseas travel;
- Pre travel inoculations and associated doctor's and pharmaceutical costs;
- Baggage and personal effects insurance up to \$5,000, through Comcover;
- Tips, gratuities and portorage;
- Dry cleaning and laundry expenses; and
- Emergency medical and hospital expenses.

Costs associated with overseas travel by Ministers and Parliamentary Secretaries that are not listed above cannot be met by the Department of Finance and Administration. Where an advance provided by the Department of Finance and Administration is used for these purposes, the Department will seek acquittal of that advance and any reimbursement required.

