

**Department/Agency:** Department of the Senate

**Topic:** Travel Costs

**Senator:** Senator Ryan

**Question reference number:** 49

**Type of question:** Written

## Questions

- 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

Nil travel undertaken to date.

- 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 2012 - YTD			
Program	Airfares (\$)	Travel Expenses (\$)	Total (\$)
Clerk's Office	1,685	1,800	3,485
Table Office	-	-	-
Procedure Office	18,174	7,044	25,218
Committee Office	21,673	27,517	49,190
Black Rod's Office	155	1,163	1,318
TOTAL	41,687	37,524	79,211

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

- 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 the department/agency following the advice? How is this monitored? If the guidelines are not being followed, please explain why.**

**Answer**

Yes. The advice forms part of the department's travel guidelines and procedures and it is applied at the time of booking airfares. This is monitored under the contract with Qantas Business Travel.

- 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.

- 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.