GUIDELINES ON CANBERRA TRAVELLING ALLOWANCE ARRANGEMENTS FOR SENATORS AND MEMBERS 2011

I, GARY GRAY, Special Minister of State:

1. revoke Canberra Travelling Allowance Arrangements for Senators and Members 2004, dated 8 April 2004; and

2. make these guidelines under clause 3.4 of Remuneration Tribunal Determination 2011/16: Members of Parliament – Travelling Allowance.

Dated 4.11. 2011.

GARY GRAY
Special Minister of State
GUIDELINES ON CANBERRA TRAVELLING
ALLOWANCE ARRANGEMENTS FOR SENATORS
AND MEMBERS 2011

Made under Remuneration Tribunal Determination 2011/16

1. Date of effect

1.1 These Guidelines are effective on and from 31 August 2011.

2. Provision (Clause 3.4 of Remuneration Tribunal Determination 2011/16)

2.1 The Canberra rate of travelling allowance, provided in Table 2A of Remuneration Tribunal Determination 2011/16, is payable subject to documentary evidence of arrival in or departure from Canberra (in accordance with these guidelines) being produced on request. If such evidence is not produced within 60 days of it being requested, any travelling allowance paid in respect of the undocumented period must be repaid.

3. Documentary Evidence

Travel by Commercial Services

3.1 A Senator or Member will not be requested to supply documentary evidence of their arrival in or departure from Canberra if they have travelled by commercial transport booked through the service provider contracted by the Commonwealth to arrange that travel.

Travel by other than Commercial Services

Parliament House Register

3.2 A register (the Canberra Location Validation Register) is provided in the Senate, House of Representatives and Ministerial Wing entrances to Parliament House for Senators and Members to record their arrival in and departure from Canberra. Senators and Members who travel to and from Canberra on other than a commercial service (for example, by car) will not be requested to supply documentary evidence if their arrival in and/or departure from Canberra is recorded in the Canberra Location Validation Register.
3.3 Parliamentary records of attendance at proceedings or committee meetings are sufficient documentary evidence of a Senator or Member’s presence in Canberra and will validate a travelling allowance claim, provided there is a record of attendance on consecutive days (that is, the day immediately before and after an overnight stay).

Other Documentary Evidence

3.4 Other documentary evidence that will validate a Senator or Member’s arrival in and/or departure from Canberra include:

- a receipt for an overnight stay in commercial accommodation which clearly identifies the Senator or Member’s name, location of the commercial accommodation and date of the overnight stay;
- a copy of a receipt or credit card transaction, for goods or services purchased in Canberra on the day of arrival or departure (for example, petrol), which clearly identifies the Senator or Member’s name, location of the vendor and the date of the transaction (if a name is not printed on the document, a Senator or Member’s signature on the document will be taken as certification that the purchase was made by him or her); and
- a signed statement by an individual attesting to having met the Senator or Member in Canberra on the day of arrival or departure (an email that is sent from an address that clearly identifies the individual will also be sufficient).

4. Review of Travelling Allowance Claims

4.1 Ministerial and Parliamentary Services will conduct a sample check of Senators and Members’ Canberra travelling allowance claims on a regular basis. For audit purposes, documentary evidence of arrival and departure may be requested at any time within five years of the lodgement of a claim for travelling allowance.

4.2 Where necessary, a Senator or Member should retain other documentary evidence of their arrival in or departure from Canberra, as set out in 3.4 above, in order to validate their travelling allowance claim upon request.