

Senate Community Affairs Committee

ANSWERS TO ESTIMATES QUESTIONS ON NOTICE

HEALTH AND AGEING PORTFOLIO

Additional Estimates 13 and 15 February 2013

Question: E13-097

OUTCOME 0: Whole of Portfolio

Topic: Travel Costs

Type of Question: Written Question on Notice

Senator: Senator Boyce

Question:

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.

Staff within the Department of Health and Ageing adhere to the Government's Lowest Practical Fare and International Best Fare of the Day policies when booking flights.

The Department has issued domestic and international travel business rules, which are mandatory for staff to follow. These rules require staff to refer to Finance Circular 2009/10 and 2009/11.

The Department monitors compliance using reports provided by its travel management company and by periodically requesting reports from Division Heads.