

**Senate Standing Committee on Environment and Communications  
Legislation Committee**  
Answers to questions on notice  
**Environment portfolio**

**Question No:** 320  
**Hearing:** Supplementary Budget Estimates  
**Outcome:** Corporate  
**Programme:** Corporate Strategies Division  
**Topic:** PORTFOLIO WIDE TRAVEL COSTS - DEPARTMENT APPROVAL  
**Hansard Page:** N/A  
**Question Date:** 29 October 2014  
**Question Type:** Written

**Senator Ludwig asked:**

Since Budget Estimates in June, 2014, is the Minister or their office or their delegate required to approve all departmental and agency international travel?

- a. If so, under what policy?
- b. Provide a copy of that policy.
- c. When was this policy implemented?
- d. List all occurrences of travel that this has occurred under.
- e. Detail the process.
- f. When is the minister notified, when is approved provided?

**Answer:**

No. International travel is approved in accordance with *Resource Management Guide No. 405 Official International Travel - Approval and Use of the Best Fare of the Day*

a - e. Not applicable.

f. In accordance with the Resource Management Guide, international travel more than \$20,000 in value must be approved by the relevant Cabinet Minister. Where this travel is \$50,000 or more, the relevant Cabinet Minister must consult with the Prime Minister in writing before approving the travel.