

**Senate Economics Legislation Committee**

**ANSWERS TO QUESTIONS ON NOTICE**

**Treasury Portfolio**

Additional Estimates

2015 - 2016

**Department/Agency: AASB/AUASB**

**Question: AET 2001-2010**

**Topic: Travel costs - department**

**Reference: written - 19 February 2016**

**Senator: Ludwig, Joe & Wong, Penny**

**Question:**

Since the change of Prime Minister on 14 September, 2015:

2001. Is the minister or their office or their delegate required to approve all departmental and agency international travel?

2002. If so, under what policy?

2003. Provide a copy of that policy.

2004. When was this policy implemented?

2005. When is the minister notified, when is approved provided?

2006. Detail all travel (domestic and international) 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).

2007. 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). Also provide a reason and brief explanation for the travel.

2008. What date was the minister or their office notified of the travel?

2009. What date did the minister or their office approve the travel?

2010. What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.

**Answer:**

**AASB and AUASB**

2001 – 2005

The Accountable Authority approves official international travel in accordance with the approval requirements in Resource Management Guide No. 405.

The Official Travel Policy sits in the entity's Accountable Authority Instructions. Resource Management Guide No. 405 is the key guidance for official international travel. The Policy was implemented in February 2015. A copy of the Policy is attached.

2006 none

2007 details of official international travel is listed in answer 1605-1608 and approved by the AAI and/or their delegate.

2008 the Minister is notified through the Treasury only when the travel is significant travel costing \$50,000 or more

2009 N/A

2010 see answer 1605 -1608