

**Senate Standing Committee on Economics**

**ANSWERS TO QUESTIONS ON NOTICE**

**Treasury Portfolio**

Budget Estimates 2012

30 May 2012

**Topic: Travel (ATO)**

**Hansard Page: Written**

**Senator BUSHBY asked:**

333. What is your agency's policy in respect of accommodation at Australian and overseas hotels?
334. What standard of accommodation is stipulated and at what cost?
335. Does your agency negotiate with overseas accommodation providers to achieve value for money?
336. In relation to expenses incurred whilst interstate and overseas how are these acquitted? Are any cash advances made?

**Answer:**

Corporate policies (Corporate Management Practice Statements (CMPS) and Corporate Management Procedure and instructions (CMPI)) set out the obligations of ATO employees and direct and assist them in the practices they need to follow in performing their duties.

333.

<b>Domestic travel</b>	<b>Overseas travel</b>
SES and EL2 officers are required to use the ATO accommodation booking service which involves accommodation being booked by a broker. No accommodation allowance is paid to SES/EL2 officers.  General employees and contractors are prepaid allowances based on Commonwealth approved rates (as published by Department of Education, Employment and Workplace Relations (DEEWR)) that cover accommodation, meal and incidental expenses. Employees pay travel related costs from the travel allowance received.	Employees are entitled to a single room at government/corporate rate in a reasonable class hotel in close proximity to where ATO business is to be conducted. Hotels selected are subject to delegate approval.

334.

<b>Domestic travel</b>	<b>Overseas travel</b>
The ATO's accommodation broker is contracted to supply hotels of at least 4 star quality, in close proximity to ATO sites and within rates as set by the Commonwealth for SES and EL2 officers. General employees make their own decision regarding choice of accommodation as they are paid a daily allowance as noted in the response to BET 333 above.	Employees are entitled to a single room at government/corporate rates in a reasonable class hotel in close proximity to where ATO business is to be conducted.

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335. Employees travelling overseas are able to use the ATO accommodation broker to procure accommodation or use other means (for example, internet booking sites) to book the most appropriate accommodation. Value for money is considered by the delegate when considering whether to approve and during the acquittal process.

336.

Domestic travel	Overseas travel
<p>See response to BET 333 above.</p> <p>Employees who are prepaid allowances are not required to acquit actual expenditure. They are required to retain proof of travel.</p> <p>If a variation occurs, employees are required to adjust their movement requisition and obtain approval, from the appropriate delegate for the variation.</p>	<p>All employees are prepaid allowances for meals and incidental expenses, subject to Commonwealth rates. Moneys may be advanced to cover ground transport costs. Equipment and clothing allowances are available to employees where appropriate. Employees may also have a corporate credit card available for business purposes and business expenses not covered by the allowances.</p> <p>Payment of allowances must be approved by the delegate prior to travel. Expenditure is fully acquitted including credit card charges after travel has occurred; reasonable adjustments are calculated at this time. Equipment and clothing allowances are not subject to acquittal.</p>