

**Senate Economics Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**Treasury Portfolio**  
Supplementary Budget Estimates  
2014 - 2015

**Department/Agency:** PC  
**Question:** SBT3641-3646  
**Topic:** Travel Costs - department  
**Reference:** Written - 30 October 2014  
**Senator:** Ludwig, Joe

**Question:**

Since Budget Estimates in June, 2014:

3641. 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?
3642. List all occurrences of travel that this has occurred under.A. Detail the process.
3643. When is the minister notified, when is approved provided?
3644. 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).
3645. 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.
- a) What date was the minister or their office was notified of the travel?
  - b) What date did the minister or their office approve the travel?
3646. What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.

**Answer:**

- 3641-3643. The Australian Government International Travel Policy is published on the Department of Finance website and had a date of effect of 1 July 2014. In summary, approval of the relevant Cabinet Minister is required for international travel in excess of \$20,000. As at 30 October 2014, no international travel in excess of that threshold had been undertaken by the Productivity Commission.
3644. Nil.

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3645. As at 30 October 2014:

<b>Category</b>	<b>Amount (GST exclusive)</b>
Domestic Travel Allowances	\$49,388
Domestic Airfares	\$102,744
Domestic Accommodation	\$16,752
Domestic Other Travel Costs	\$3,849
International Travel Allowances	\$1,088
International Airfares	\$21,377
International Accommodation	\$16,292
International Other Travel Costs	\$555
Airline Booking Fee	\$2,672
Whole of Government (WOG) Booking Fees	\$652
Taxi Charges	\$23,555
<b>Total</b>	<b>\$238,924</b>

The Commission does not record travel data in a way that would readily allow an answer to be provided in relation to type of airfare. To attempt to provide a greater level of detail would involve an unreasonable diversion of agency resources.

Travel was undertaken to meet business operational requirements.

3646. Planned travel is undertaken and approved by the delegate on a trip by trip basis.