

**Senate Economics Legislation Committee**

**ANSWERS TO QUESTIONS ON NOTICE**

**Treasury Portfolio**

Supplementary Budget Estimates

2015 - 2016

**Department/Agency: ACNC**

**Question: SBT - 1347-1352**

**Topic: Travel**

**Reference: written - 30 October 2015**

**Senator: Wong, Penny**

**Question:**

Since 1 January 2015:

1347. 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?
1348. List all occurrences of travel that this has occurred under 1. Detail the process.
1349. When is the minister notified, when is approved provided?
1350. 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).
1351. 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?
1352. What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.

**Answer:**

1347. The ACNC operates under the Australian Taxation Office's travel policy.

From 1 January to 9 February 2015 the approval of overseas travel was made in accordance with guidance issued by the Department of Finance. The policy required ministerial approval for international travel greater than \$20,000. From 9 February 2015 ministerial approval was no longer required. The relevant ACNC delegate approved international from this time. Refer to <http://www.finance.gov.au/procurement/travel-and-related-services/> for the appropriate policy that guides Treasury's international travel.

1348. Not applicable.

1349. Not applicable.

1350. Not applicable.

1351. The ATO under an MOU between the ACNC and ATO, provides contract management services inclusive of the use of ATO travel contracts to the ACNC. Therefore, the ACNC's travel information is reported by the ATO. Please refer to the ATO's response to SBT1864.

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1352. As at 30 October 2015 there are no plans for ACNC staff to travel with the Minister or a Parliamentary Secretary.