

**Senate Finance and Public Administration Legislation Committee  
—Additional Estimates Hearing—February 2016**

**Answers to Questions on Notice**

**Parliamentary departments, Department of Parliamentary Services**

Topic: **Travel costs - department**

Question: **215**

Written: **Senator Ludwig**

**Date set by the committee for the return of answer: 1 April 2016**

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

1. Is the minister or their office or their delegate required to approve all departmental and agency international travel?
2. If so, under what policy?
3. Provide a copy of that policy.
4. When was this policy implemented?
5. When is the minister notified, when is approved provided?
6. 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).
7. 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.
8. What date was the minister or their office notified of the travel?
9. What date did the minister or their office approve the travel?
10. What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.

**Answer**

1. No.
2. Not applicable.
3. Not applicable.
4. Not applicable.
5. Not applicable.
6. Not applicable.

7. The Department spent \$197,788.68 (excluding GST) on travel from 14 September 2015 to 31 January 2016. The breakdown of the travel costs is below.

<b>Travel type</b>	<b>Cost</b>
Airfares (Domestic)	\$61,121.69
Airfares (International)	\$4,889.34
Excess baggage	\$12,607.54
Accommodation	\$45,475.02
Car hire	\$4,077.66
Taxi	\$29,820.41
Other fares	\$1,373.76
Meals and incidentals allowances	\$35,764.43
TMC travel management fees	\$2,180.55
WoAG fees	\$478.28
Total	\$197,788.68

All domestic travel airfares were economy class, and the reasons for official business travel included broadcasting and reporting commitments; attendance at meetings; and attendance at professional development events.

International travel airfares were both economy and business class for official business travel to fulfil DPS work requirements.

8. Not applicable.
9. Not applicable.
10. Travel planned by the department for the remainder of this calendar year includes domestic travel to committee meetings to broadcast proceedings; professional development such as training courses and conferences; and any other travel necessary for staff to effectively fulfil work requirements.