

**Senate Finance and Public Administration Legislation Committee
—Budget Estimates Hearing—May 2013**

Answers to Questions on Notice

Parliamentary departments, Department of Parliamentary Services

Topic: **Travel Costs**

Question: **134**

Written **Senator Ryan**

Date set by the committee for the return of answer: 12 July 2013

- a. For the financial year to date, please detail all travel 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).
- b. For the financial year to date, please 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.
- c. What travel is planned for the rest of this financial year? Also provide a reason and brief explanation for the travel.
- d. What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.
- e. What is the policy for business class airfare tickets? Is there still a reduction in business flights as per the media release by the Minister for Finance and Deregulation and the Special Minister of State dated 25 September 2012?
- f. Are lounge memberships provided to any employees? If yes, what lounge memberships, to how many employees and their classification, the reason for the provision of lounge membership and the total costs of the lounge memberships.
- g. When SES employees travel, do any support or administrative staff (such as an Executive Assistant) travel with them? If yes, provide details of why such a staff member is needed and the costs of the support staff travel.
- h. Does the department/agency elect to offset emissions for employees work related travel? If yes, what is the cost?

Answer

- a) Not applicable.
- b) DPS departmental travel this financial year to 31 March 2013 is listed in the table below.
- c) Travelled planned by DPS for the rest of this financial year is:
 - i. Domestic travel to Committee Meetings to broadcast the proceedings;
 - ii. Travel for employees to attend Conferences and training; and
 - iii. Any travel necessary for senior staff to fulfil their duties.
- d) Travelled planned by DPS for the rest of this calendar year is:
 - i. Domestic travel to Committee Meetings to broadcast the proceedings;
 - ii. Travel for employees to attend Conferences and training; and
 - iii. Any travel necessary for senior staff to fulfil their duties.
- e) All air travel should be the lowest practical fare in economy class unless there is a business case or an entitlement to travel business class. Should a delegate approve business class travel, the reason for travel in that class must be documented in each instance. Yes, there is a reduction in business class flights due to the nature of DPS work.
- f) Yes. Qantas Club. Sixteen employees (2 x SES; 1 x PEL1; 2 x PSL6; 8 x PSL5; 3 x PSL4). Clause 212 of the Department's Enterprise Agreement (2011) authorises the Secretary to approve membership costs for airline corporate lounges for employees who are required to travel interstate on a regular and frequent basis. Expenditure this financial year to 31 March 2013 was \$1,818.
- g) No.
- h) No. The QBT Travel Management System does not provide the option to offset emissions for flights when booking.

DESTINATION	DEPART	RETURN	REASON	AIRFARES	CLASS	HIRE CAR	ACCOM	MEALS	INCIDENT	Excess baggage	TOTAL
Hobart	5/07/2012	10/07/2012	Training - Parliamentary law, practice & procedure	531	Econ		750	647	121		2,049
Melbourne	24/07/2012	29/07/2012	Conference - 12th Australian Institute of Family Studies	496	Econ		519	260	71		1,347
Melbourne	24/07/2012	27/07/2012		540	Econ		519	260	71		1,390
Townsville	4/07/2012	6/07/2012	Bcasing Spt - C'tee	1,442	Econ		269	218	52		1,981
Brisbane	14/09/2012	16/09/2012	Conference - Practice Nurse	446	Econ		402	273	52		1,173
Sydney	1/07/2012	2/07/2012	Bcasing Spt - C'tee	1,285	Econ		899	506	104	270	3,064
Melbourne	21/06/2012	22/06/2012	Bcasing Spt - C'tee	732	Econ		173	122	35		1,062
Melbourne	4/07/2012	5/07/2012	Visit Victoria State Parliament	1,143	BUS		265	134	49		1,591
Sydney	28/06/2012	1/07/2012	Meeting with NSW Parliament	592	BUS		796	370	49		1,808
Sydney / Hobart	9/07/2012	12/07/2012	Bcasing Spt - C'tee	1,287	Econ		491	360	69	180	2,386
Sydney/Mel/ Hob	9/07/2012	12/07/2012	Bcasing Spt - C'tee	707	Econ		481	333	69		1,591
Brisbane	10/07/2012	13/07/2012	Summit - Native Title	429	Econ		402	184	52		1,067
Townsville	4/07/2012	6/07/2012	Bcasing Spt - C'tee	1,431	Econ		269	218	52	180	2,150
Melbourne	11/07/2012	12/07/2012	Bcasing Spt - C'tee	740	Econ		346	192	52	90	1,420
Darwin / Brisbane	16/07/2012	18/07/2012	Bcasing Spt - C'tee	838	Econ		396	218	52		1,504
Darwin	16/07/2012	18/07/2012	Bcasing Spt - C'tee	789	Econ		189	172	36	270	1,456
Sydney	25/07/2012	26/07/2012	Conference - Australian Security Industry			200	183	126	36		544
Sydney	25/07/2012	26/07/2012					183	126	36		344
Sydney	25/07/2012	26/07/2012					183	126	36		344
Sydney	25/07/2012	26/07/2012				133	183	126	36		477
Hobart	11/07/2012	13/07/2012	Bcasing Spt - C'tee	747	Econ		264	224	54	210	1,499
Perth	8/07/2012	9/07/2012	Bcasing Spt - C'tee	2,700	Econ		621	360	69		3,750
Perth / Broome	9/07/2012	12/07/2012	Bcasing Spt - C'tee	1,455	Econ		797	410	87		2,748
Brisbane	2/08/012	2/08/012	IT Support	434	Econ						434
Hobart	11/07/2012	13/07/2012	Bcasing Spt - C'tee	Air (HoR)	Econ		264	295	54		613
Sydney	18/07/2012	22/07/2012	Conference - Oceanic International Studies	72	Econ		366	189	54		680

DESTINATION	DEPART	RETURN	REASON	AIRFARES	CLASS	HIRE CAR	ACCOM	MEALS	INCIDENT	Excess baggage	TOTAL
Melbourne	20/07/2012	20/07/2012	Training - The rise of innovative China	350	Econ						350
Brisbane	17/07/2012	18/07/2012	Bcasting Spt - C'tee	894	Econ		201	172	36		1,303
Alice Springs	24/07/2012	27/07/2012	Bcasting Spt - C'tee	1,440	Econ		450	347	71	180	2,488
Brisbane	31/07/2012	2/08/2012	Bcasting Spt - C'tee	892	Econ		201	126	36	90	1,345
Perth /Hobart	7/08/2012	8/08/2012	Bcasting Spt - C'tee	2,741	Econ		365	271	54		3,431
Alice Springs	23/07/2012	27/07/2012	Hansard Spt - C'tee	1,427	Econ		600	445	89		2,561
Sydney	21/08/2012	22/08/2012	Conference - Vernon users group	245	Econ		183	172	36		637
Sydney	29/07/2012	30/07/2012	Bcasting Spt - C'tee	267	Econ		183	145	36		631
Adelaide/ Perth	6/08/2012	08/08/12	Bcasting Spt - C'tee	650	Econ		390	244	54		1,337
Townsville/ Cairns	30/08/2012	2/09/2012	HoR - Dept of Agriculture, Fisheries & Forestry	1,025	Econ		415	369	71		1,880
Launceston	26/07/2012	28/07/2012	Bcasting Spt - C'tee	924	Econ		254	224	54	90	1,545
Sydney	8/08/2012	10/08/2012	Bcasting Spt - C'tee		Econ	392	366	271	54		1,082
Sydney	26/07/2012	26/07/2012	Conference - ASIAL		Econ	67					67
Brisbane	27/07/2012	28/07/2012	HoR Liaison and Project	Air (HoR)	Econ		201	172	36		409
Sydney	01/08/2012	3/08/2012	Forum - Document Mgt System users	411	Econ		367	295	54		1,126
Brisbane/ Melb	5/08/2012	9/08/2012	Bcasting Spt - C'tee	1,390	Econ		921	492	107		2,910
Syd/Canb/Melb	21/08/2012	22/08/2012	Library seminar guest speaker	415	Econ						415
Perth	7/08/2012	9/08/2012	Bcasting Spt - C'tee	1,661	Econ		233	172	36		2,102
Sydney	2/08/2012	03/08/12	Forum - Gartner Aust/ NZ	256	Econ		183	24	36		499
Adelaide	6/08/2012	7/08/2012	Bcasting Spt - C'tee	1,025	Econ		157	172	36		1,390
Melbourne	2/08/2012	2/08/2012	Conference - VIC Govt	1,179	BUS						1,179
Perth	7/08/2012	8/08/2012	HoR Liaison and Project	Air (HoR)	Econ		233	145	36		414
Sydney	29/08/2012	31/08/2012	Conference - Aust/ NZ IT	411	Econ		366	295	54		1,125
Sydney	29/08/2012	31/08/2012	Forum	565	Econ		366	49	36		1,016
Sydney	7/08/2012	10/08/2012	Bcasting Spt - C'tee			156	549	369	71		1,146
Moree	26/08/2012	28/08/2012	Bcasting Spt - C'tee	1,516	Econ		212	197	54		1,978

DESTINATION	DEPART	RETURN	REASON	AIRFARES	CLASS	HIRE CAR	ACCOM	MEALS	INCIDENT	Excess baggage	TOTAL
Brisbane	12/09/2012	15/09/2012	Conference - ALIA 2012	427	Econ			142	54		622
Sydney	14/09/2012	15/09/2012	Conference - Migration	256	Econ		183	142	36		617
Sydney	14/09/2012	15/09/2012		256	Econ		183	142	36		617
Sydney	14/09/2012	15/09/2012		256	Econ		183	142	36		617
Melbourne	17/09/2012	20/09/2012	Conference - IPAA National	216	Econ		519	260	71		1,067
Gold Coast	10/09/2012	15/09/2012	Conference - TechEd	501	Econ		367	339	89		1,296
Gold Coast	10/09/2012	15/09/2012		501	Econ		367	339	89		1,296
Gold Coast	10/09/2012	15/09/2012		501	Econ		367	339	89		1,296
Gold Coast	10/09/2012	15/09/2012		501	Econ		366	339	89		1,295
Manila Laos Myanmar	24/08/2012	7/09/2012	Parliamentary Delegation for House of Reps	12,636	Bus		1,380	1,320	345		15,681
Perth	29/08/2012	1/09/2012	Bcasting Spt - C'tee	1,650	Econ		466	271	54		2,441
Melbourne	26/08/2012	28/08/2012	Bcasting Spt - C'tee	740	Econ		346	169	54		1,309
Sydney	3/09/2012	4/09/2012	Business - Purchase plants				183	197	36		416
Darwin	10/09/2012	13/09/2012	Install of Virtual desktop	945	Econ		567	369	71		1,953
Darwin	10/09/2012	13/09/2012		945	Econ	382	567	369	71		2,335
Rome,UK and USA	11/09/2012	28/09/2012	Conference - World E Parliament	14,544	Bus	1,080	4,875		487		20,986
Melbourne	4/09/2012	5/09/2012	Bcasting Spt - C'tee	448	Econ		173	172	36	300	1,129
Darwin	27/09/2012	30/09/2012	Bcasting Spt - C'tee	1,488	Econ		189	150	36	360	2,223
Melbourne	30/09/2012	5/10/2012	Training Course - IT Development	336	Econ	538	865	402	107		2,247
Melbourne	30/09/2012	5/10/2012		336	Econ		865	402	107		1,710
Melbourne	30/09/2012	5/10/2012		336	Econ		865	402	107		1,710
Melbourne	14/10/2010	19/10/2012	Training Course - IT Development	359	Econ	538	865	402	107		2,271
Melbourne	14/10/2012	19/10/2012		359	Econ		865	402	107		1,733
Melbourne	14/10/2010	19/10/2012		359	Econ		865	402	107		1,733
Sydney	3/10/2012	4/10/2012	Bcasting Spt - C'tee	550	Econ		183	161	36		931
Melbourne	6/11/2012	11/11/2012	Carbon Expo Australasia				346	267	54		666
Canberra	19/09/2012	20/09/2012	Guest Speaker at Library seminar				180				180
Brisbane	25/09/2012	26/09/2012	Bcasting Spt - C'tee	868	Econ	177	201	172	36	90	1,544

DESTINATION	DEPART	RETURN	REASON	AIRFARES	CLASS	HIRE CAR	ACCOM	MEALS	INCIDENT	Excess baggage	TOTAL
Melbourne	23/09/2012	28/09/2012	Training - Data Networking	336	Econ		865	539	107		1,846
Sydney	3/10/2012	5/10/2012	Bcasing Spt - C'tee	550	Econ		366	271	54		1,241
Christmas Island	19/10/2012	26/10/2012	Bcasing Spt - C'tee	2,979	Econ	75	1,059	763	143	180	5,198
Sydney	24/09/2012	27/09/2012	Bcasing Spt - C'tee	550	Econ		549	369	71	90	1,630
Melbourne	19/11/2012	21/11/2012	Training Course - Stress Management Course	342	Econ		346	244	54		985
Melbourne	19/11/2012	21/11/2012		342	Econ		346	244	54		985
Perth	1/11/2010	4/11/2012	Bcasing Spt - C'tee	1,003	Econ		649	369	71	210	2,302
Melbourne	1/11/2012	2/11/2012	Conference - 2012 Economic and Social Outlook	336	Econ		173	142	36		686
Melbourne	1/11/2012	2/11/2012		336	Econ		173	142	36		686
Melbourne	1/11/2012	2/11/2012		336	Econ		173	142	36		686
Gold Coast	18/11/2012	21/11/2012	Conference - SAP Mastering	280	Econ			260	71		611
Melbourne	26/09/2012	28/09/2012	Bcasing Spt - C'tee	714	Econ		346	224	54		1,338
Melbourne	10/10/2012	10/10/2012	Guest Speaker at Library seminar	380	Econ						380
Perth	1/10/2012	3/10/2012	Bcasing Spt - C'tee	911	Econ		466	197	54	270	1,898
Brisbane	2/10/2012	3/10/2012	Bcasing Spt - C'tee	877	Econ		171	172	36		1,256
Pearl Beach	11/09/2012	29/12/2012	Business				547				547
Gosford	11/10/2012	12/11/2012	Bcasing Spt - C'tee			214	127	172	36		549
Melbourne	7/11/2012	10/11/2012	Conservation Symposium	336	Econ		336	342	71		1,084
Christmas Island	19/10/2012	23/10/2012	Bcasing Spt - C'tee	1,671	Econ	195	856	440	89	300	3,551
Gold Coast	12/11/2012	15/11/2012	Gartner Symposium	283	Econ		447	260	71		1,061
Sydney	13/11/2012	13/11/2012	Training - Collection Management & Disasters	155	Econ						155
Sydney	18/10/2012	18/10/2012	Business Meeting	155	Econ						155
Gold Coast	12/11/2012	15/11/2012	Gartner Symposium	431	Econ		447	386	71		1,335
Sydney	18/10/2012	18/10/2012	Business Meeting	155	Econ						155
Darwin	23/10/2012	26/10/2012	Bcasing Spt - C'tee	784	Econ		378	271	54		1,486
Sydney	27/11/2012	28/11/2012	Conference - Government maintenance	241	Econ		183	90	36		550
Sydney	27/11/2012	28/11/2012		241	Econ		183	90	36		550
Morocco, Algeria	7/11/2012	14/11/2012	Parliamentary Delegation	14,635	Business			579	263		15,476

DESTINATION	DEPART	RETURN	REASON	AIRFARES	CLASS	HIRE CAR	ACCOM	MEALS	INCIDENT	Excess baggage	TOTAL
Melbourne	31/10/2012	2/11/2012	Conference - Argumentative Indian debates and proposals	355	Econ		346	271	54		1,026
Sydney	22/10/2012	24/10/2012	Bcasting Spt - C'tee	550	Econ		366	295	54		1,265
Melbourne	22/10/2012	23/10/2012	Bcasting Spt - C'tee	550	Econ		468	732	89		1,839
Gold Coast	12/11/2012	15/11/2012	Gartner Symposium	431	Econ		369	447	71		1,318
Gold Coast	12/11/2012	15/11/2012		431	Econ		369	447	71		1,318
Gold Coast	12/11/2012	15/11/2012		427	Econ		447	241	71		1,186
Melbourne	24/10/2012	26/10/2012	Bcasting Spt - C'tee	714	Econ		346	218	52	300	1,630
Gold Coast	12/11/2012	15/11/2012	Gartner Symposium	431	Econ		447	369	71		1,318
Melbourne	19/11/2012	21/11/2012	Conference	312	Econ		346	244	54		955
Sydney	25/10/2012	27/10/2012	Testing of air circuit breaker	327	Econ						327
Alice Springs	30/10/2012	2/11/2012	HoR Project and Liaison	Air (HoR)	Econ			369	71		441
Broome	11/11/2012	14/11/2012	Bcasting Spt - C'tee	2,685	Econ		653	369	71		3,779
Adelaide	06/11/12	8/11/2012	Bcasting Spt - C'tee	351	Econ		324	271	54		1,000
Newcastle	6/11/2012	9/11/2012	Bcasting Spt - C'tee			473	286	244	54		1,057
Melbourne	11/11/2012	15/11/2012	Bcasting Spt - C'tee	336	Econ		692	394	89	20	1,530
Sydney	13/11/2012	15/11/2012	Bcasting Spt - C'tee	241	Econ		366	271	54		932
Brisbane	15/11/2012	16/11/2012	Bcasting Spt - C'tee	877	Econ		201	172	36		1,286
Melbourne	21/11/2012	23/11/2012	Bcasting Spt - C'tee	201	Econ		346	278	54		879
Melbourne	21/11/2012	22/11/2012	Bcasting Spt - C'tee	381	Econ		173	172	36		762
Samoa	18/11/2012	22/11/2012	Samoa Parliamentary Complex					276	120		396
Samoa	18/11/2012	22/11/2012						276	120		396
Melbourne	4/12/2012	4/12/2012	Conference - Integrity in Government	496	Econ						496
Melbourne	4/12/2012	4/12/2012		496	Econ						496
Sydney	3/12/2012	3/12/2012	Conference - Financial Research Skills	213	Econ						213
Melbourne	28/11/2012	29/11/2012	Conference - Financial Research Skills	558	Econ						558
Melbourne	3/12/2012	7/12/2012	Bcasting Spt - C'tee	714	Econ		692	421	89		1,917
Sydney	3/12/2012	3/12/2012	Bcasting Spt - C'tee	139	Econ						139

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Melbourne	10/12/2012	11/12/2012	Bcasing Spt - C'tee	390	Econ		374				764
Brisbane	5/12/2012	6/12/2012	Bcasing Spt - C'tee	423	Econ			145	36		604
Canberra	5/12/2012	5/12/2012	Recruitment Panel	473	Econ						473
Melbourne	18/12/2012	19/12/2012	Bcasing Spt - C'tee	487	Econ		173	172	36		868
Perth	30/01/2013	1/02/2013	Conference - APHEA	926	Econ		589	106	77		1,697
Sydney	26/01/2013	28/01/2013	Australian Broadcasting summit 2013	241	Econ		366	244	54		904
Alice Spring	29/01/2013	31/01/2013	Bcasing Spt - C'tee	909	Econ		300	295	54		1,558
Adelaide	7/02/2013	8/02/2013	Bcasing Spt - C'tee	541	Econ		157	145	36		879
Adelaide/ Brisbane	18/02/2013	23/02/2013	Bcasing Spt - C'tee	803	Econ		704	421	89		2,017
Melbourne	23/01/2013	25/01/2013	Bcasing Spt - C'tee	350	Econ		519	295	71		1,236
Brisbane	29/01/2013	2/02/2013	Bcasing Spt - C'tee	427	Econ		804	394	89		1,714
Sydney	15/01/2013	16/01/2013	Bcasing Spt - C'tee	256	Econ		183	172	36	120	767
Sydney	22/01/2013	23/01/2013	Bcasing Spt - C'tee	267	Econ		183	172	36		658
Townsville	28/01/2013	29/01/2013	Bcasing Spt - C'tee	793	Econ		694	468	89	300	2,344
Sydney	7/02/2013	8/02/2013	Bcasing Spt - C'tee	256	Econ		183	172	36		647
Sydney	14/02/2013	15/02/2013	Bcasing Spt - C'tee	256	Econ		183	172	36		647
Melbourne	25/02/2013	28/02/2013	Records & Information Offices Forum 2013	350	Econ		519	342	71		1,283
Sydney	30/01/2013	1/02/2013	Bcasing Spt - C'tee	566	Econ		183	172	36		957
Perth	17/02/2013	23/02/2013	Bcasing Spt - C'tee	1,309	Econ		1,039	618	125		3,091
Perth/ Kalg/Sydney	31/01/2013	8/02/2013	Conference	2,624	Bus/ Eco	301	1,955	732	153		5,766
Sydney	16/01/2001	16/01/2013	Bcasing Spt - C'tee	155	Econ					160	315
Sydney	15/01/2013	16/01/2013	Bcasing Spt - C'tee	241	Econ		183	172	36		632
Hobart	31/01/2013	2/02/2013	Bcasing Spt - C'tee	529	Econ		264	224	54		1,071
Devonport	20/01/2013	22/01/2013	Bcasing Spt - C'tee	696	Econ		254	224	54		1,228
Sydney	31/01/2013	1/02/2013	Bcasing Spt - C'tee	566	Econ		183	172	36		957
Sydney	21/01/2013	22/01/2013	Bcasing Spt - C'tee	256	Econ		183	126	36		601
Sydney	21/01/2013	22/01/2013	Bcasing Spt - C'tee	256	Econ		183	128	36		603
Newcastle/Syd	30/01/2013	1/02/2013	Bcasing Spt - C'tee			431		224	54		708
Melbourne	3/03/2013	4/03/2013	Bcasing Spt - C'tee	350	Econ		865	465	107		1,787

DESTINATION	DEPART	RETURN	REASON	AIRFARES	CLASS	HIRE CAR	ACCOM	MEALS	INCIDENT	Excess baggage	TOTAL
Sydney	15/02/2013	15/02/2013	Conference - 2013 Constitution Law	170	Econ						170
Sydney	7/02/2013	8/02/2013	Bcasting Spt - C'tee	256	Econ		183	172	36		647
Sydney	27/02/2013	28/02/2013	Broadcasting summit	261	Econ		183	197	36		676
Sydney	27/02/2013	28/02/2013	Technical/TV Stream	261	Econ		183	197	36		676
Hob-Melb-Canb	17/02/2013	21/02/2013	Bcasting Spt - C'tee	604	Econ		610	421	89		1,724
Brisbane	18/02/2013	19/02/2013	Bcasting Spt - C'tee	427	Econ		201	172	36		836
Sydney	17/02/2013	22/02/2013	Bcasting Spt - C'tee	331	Econ		915	566	107		1,919
Sydney	17/02/2013	22/02/2013	Bcasting Spt - C'tee	331	Econ		915	566	107		1,919
Brisbane	12/03/2013	14/03/2013	Conference - Natstats 2013	341	Econ		402	142	54		938
Sydney	14/02/2013	14/02/2013	Project - Electoral Office	319	Econ						319
Sydney	14/02/2013	14/02/2013	SOE deployment	319	Econ						319
Sydney	21/02/2013	22/02/2013	UNSW Organised Crime & Criminal workshop	465	Econ						465
Melbourne	28/02/2013	1/03/2013	Bcasting Spt - C'tee	467	Econ		173	172	36		848
Adelaide	3/03/2013	4/03/2013	Bcasting Spt - C'tee	545	Econ		157	172	36		910
Perth	6/03/2013	8/03/2013	Bcasting Spt - C'tee	1,333	Econ		466	271	54		2,124
Sydney	14/03/2013	15/03/2013	Bcasting Spt - C'tee	256	Econ		183	98	36		573
Melbourne	17/03/2013	22/03/2013	Training - SAP Course	350	Econ		865	539	107		1,861
Melbourne/Canb	20/03/2013	20/03/2013	Guest Speaker at library lecture	545	Econ						545
Melbourne	26/03/2013	28/03/2013	Bcasting Spt - C'tee	604	Econ		295	374	71		1,344
Sydney	26/03/2013	27/03/2013	Bcasting Spt - C'tee	202	Econ		183	172	36		593
Sydney	26/03/2013	28/03/2013	Bcasting Spt - C'tee	331	Econ		183	271	54		838
			TOTALS	\$ 144,825		\$5,352	\$68,911	\$44,992	\$10,702	\$4,260	\$279,041

Notes:

- 1) Amounts paid to travellers are based on the Taxation Determination (TD) for reasonable meal, travel and expense allowances (generally Travel Allowance or T/A) for the relevant financial year, currently TD 2012/17.
- 2) Food and Beverages are covered by the meal component and are the individual's responsibility,
- 3) There were additional costs for excess baggage on outward legs and air freight on return legs in relation to the 'away packs' associated with most travel by Broadcasting staff in support of interstate committees.
- 4) The cost of taxis used in relation to interstate travel is covered under a separate QoN, but is not itemised/linked by trip.

List of acronyms/abbreviation relating to conferences:

UNSW	University of NSW	APHEA	Australian & Pacific Hansard Editors Association
Natstats	National Statistical Service	ASIAL	Australian Security Industry Association
TechEd	Microsoft TechEd	IPAA	Institute of Public Administration Australia
ALIA	Australian Library and Information Association	Bcasting Spt - C'tee	Broadcasting Support - Committee