



SENATORS AND MEMBERS

ELECTORATE CHARTER CERTIFICATION

Please complete all relevant sections.

A separate Charter Certification should be completed for each vehicle hired, i.e. if a charter aircraft is hired to get you to a location and then a hire car is required, two Charter Certifications should be completed.

The itinerary should only contain those legs which were travelled in the chartered vehicle. Please ensure that all individual legs are listed.

Please forward the completed form to Ministerial and Parliamentary Services.

Send to	Ministerial and Parliamentary Services Department of Finance John Gorton Building King Edward Terrace PARKES ACT 2600
Contacts	Entitlements Management Branch Phone: (02) 6215 3542 Fax: (02) 6267 3337

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SENATOR/MEMBER	▶ Name	<input type="text"/>
	▶ State/Electorate	<input type="text"/>

CHARTER DETAILS	▶ Mode of transport: Aircraft <input type="checkbox"/> Motor vehicle <input type="checkbox"/> Other <input type="text"/>
	▶ Travel booked through travel services provider? Yes <input type="checkbox"/> No <input type="checkbox"/> Attach a copy of the charter invoice

Date	From	To
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ENTITLED PASSENGERS	▶ Accompanied by: Spouse <input type="checkbox"/>
	Members of your staff <input type="checkbox"/> Give names <input type="text"/>
	Other Senators and Members <input type="checkbox"/> Give names <input type="text"/>

CONTINUED OVERLEAF ▶

OTHER PASSENGERS

► Details of passengers for whom cost recovery should occur

- NOTE:**
- Additional passengers may only accompany a Senator or Member if no additional cost is involved.
 - It is the Senator or Member's responsibility to advise accompanying passengers that recovery arrangements will apply for their portion of travel.
 - The Senator or Member will be responsible for the cost of travel by accompanying passengers, where the Senator or Member does not obtain prior consent of accompanying passengers to paying their own travel costs.
 - The amount to be recovered from non-entitled accompanying passengers will be the equivalent scheduled commercial airfare, or where there are no scheduled services, the actual cost of the charter, pro rated for each passenger.

Name	Address	Legs of charter undertaken

► Details of passengers for whom cost recovery should be waived and justification

Name	Justification			
	a) relevant to the purpose of the travel	b) compassionate reasons	c) public interest reasons	d) dependent child under 25
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CERTIFICATION

- I certify that:
- this charter was used within and for the service of my electorate/State or Territory;
 - I personally travelled on the service described above;
 - the charter was NOT used for taxis or hire car transport in the metropolitan areas of capital cities;
 - the inclusion of the passengers listed above did not result in the need for a more expensive charter aircraft/vehicle; and
 - where I have indicated that cost recovery should be waived, the justification is for the reasons indicated.

- I understand that:
- knowingly giving false or misleading information is a serious offence under the Criminal Code Act 1995.

- I accept that:
- payment will only be made to the limit of my entitlement and that any accounts in excess of entitlements will be my personal responsibility.

► Signature of Senator/Member

Date

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