Australian Government
Department of Finance

MINISTERS OF STATE

CHARTER CERTIFICATION

Ministers may use charter transport (including aircraft, helicopters and other vehicles) for their personal transport in connection with their Ministerial duties.

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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MINISTER'S DETAILS

▶ Name

▶ Title

CHARTER DETAILS

▶ Mode of transport: Aircraft ☐ Motor vehicle ☐ Other

▶ Travel booked through travel services provider? Yes ☐ No ☐ ▶ Attach a copy of the charter invoice

Date	From	To

ENTITLED PASSENGERS

▶ Accompanied by: Spouse ☐

Members of your staff ☐ ▶ Give names

Other Senators and Members ☐ ▶ Give names

CONTINUED OVERLEAF ▶

OTHER ACCOMPANYING PASSENGERS

▶ Details of dependant child(ren) or passengers for whom debt recovery should occur.

NOTE:

- Additional passengers may only accompany a Minister if no additional cost is involved.
- It is the Minister's responsibility to advise accompanying passengers that recovery arrangements will apply for their portion of travel.
- The Minister will be responsible for the cost of travel by accompanying passengers, where the Minister 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.

▶ For details of dependant child travel, see Ministerial Circular 2005/06

Name	Address	Legs of charter undertaken	Dependant child (✔)
			☐
			☐
			☐
			☐
			☐
			☐
			☐

▶ Details of other 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
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐

CERTIFICATION

▶ *I understand that:*

- *knowingly giving false or misleading information is a serious offence under the Criminal Code Act 1995.*

▶ *I consider that:*

☐ *scheduled services were not available; or*

☐ *the use of schedules services would have prevented me from keeping an official commitment; or*

☐ *the use of scheduled services would not have been the most cost effective manner of travel.*

▶ *I certify that:*

- *I travelled on the charter and it was provided for official purposes;*
- *the inclusion of the passenger(s) listed above did not result in the need for a more expensive charter aircraft/vehicle; and*
- *travel by the passenger(s) listed above was for the reasons indicated.*

▶ **Signature of Minister** _____ Date _____