



PARLIAMENTARY SECRETARIES

CHARTER CERTIFICATION

A Minister may authorise a Parliamentary Secretary to use charter transport (including aircraft, helicopters and other vehicles) in circumstances when the Parliamentary Secretary is representing the Minister.

This form should be completed for charter transport used when representing the Minister as approved by the Minister.

Approval for the charter as provided by the portfolio Minister must be attached to this form.

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

Privacy Statement — Information is collected by the Department of Finance primarily to enable the administration and payment of Parliamentarians' entitlements and salary, and the entitlements of staff. The collection, storage and use of the information contained in this document is governed by the *Privacy Act 1988* and the *Freedom of Information Act 1982*. Some information may be provided to the Special Minister of State and may also be tabled in Parliament. It may be released as required by law. More information on collection, storage and use of personal information is available at www.maps.finance.gov.au/privacy.html

PARLIAMENTARY SECRETARY'S DETAILS	▶ Name	<input type="text"/>
	▶ Title	<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
/ /		
/ /		
/ /		
/ /		
/ /		
/ /		
/ /		

ENTITLED PASSENGERS	▶ Accompanied by: Spouse <input type="checkbox"/>
Members of your staff <input type="checkbox"/> (or staff of portfolio Minister) ▶ Give names	<input type="text"/>
Other Senators and Members <input type="checkbox"/> ▶ Give names	<input type="text"/>

OTHER ACCOMPANYING PASSENGERS

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

NOTE:

- Additional passengers may only accompany a Parliamentary Secretary if no additional cost is involved.
- It is the Parliamentary Secretary's responsibility to advise accompanying passengers that recovery arrangements will apply for their portion of travel.
- The Parliamentary Secretary will be responsible for the cost of travel by the accompanying passengers, where the Parliamentary Secretary 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 (✓)
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

► 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
	<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"/>
	<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 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 scheduled 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:

- approval for the charter was provided by the portfolio Minister and is attached;
- 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 Parliamentary Secretary

Date