



**SENATORS AND MEMBERS**

**NOTIFICATION OF ATTENDANCE AT PARLIAMENTARY COMMITTEE MEETINGS**

<p><b>Options for returning your completed form</b></p> <p>Scan and Email to: <a href="mailto:MPServicecentre@finance.gov.au">MPServicecentre@finance.gov.au</a> or Post to: Ministerial and Parliamentary Services Department of Finance One Canberra Avenue FORREST ACT 2603</p>	<p><b>Enquiries:</b> Ministerial and Parliamentary Services Email: <a href="mailto:mpshelp@finance.gov.au">mpshelp@finance.gov.au</a> Phone: (02) 6215 3542</p>
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**ABOUT THIS FORM** ▶ The following information sought is in respect of claims made by Senators or Members for Travelling Allowance for attending Parliamentary Committee meetings. Details should be provided for each day the Committee meets.

**DETAILS** ▶ Name of Committee

Date of meeting <input type="text"/>	Date of meeting <input type="text"/>
Meeting venue <input type="text"/>	Meeting venue <input type="text"/>
Start time <input type="text"/> Finish time <input type="text"/>	Start time <input type="text"/> Finish time <input type="text"/>

Senators or Members who attended	Senators or Members who attended

**Note:** Information is **NOT** required in respect of Committee meetings held in Canberra on *sitting days*.  
Senators and Members who are not members of the Committee but attend and are eligible to attend meetings of the Committee under Standing Orders or a Resolution of Appointment should also be listed and identified by an asterisk.

**SIGNATURES** ▶ By signing this form, I acknowledge that:

- I understand that knowingly giving false or misleading information is a serious offence under the *Criminal Code Act 1995*.
- I have read and understood the Privacy Collection Notice (see below).

Signature of Committee Secretary  Date

Printed name