



SENATORS AND MEMBERS REPRESENTING A MINISTER

CHARTER CERTIFICATION

This form should be completed for charter transport used when representing a Minister on official business as approved by the Minister. Where a Minister requests that a Senator or Member represent him or her on official business, car transport costs of the Senator or Member are met by the Minister's portfolio department. This form should not be completed where car transport is used.

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.

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 OR MEMBER	▶ Name	<input type="text"/>
	▶ State/Electorate	<input type="text"/>
	▶ Minister Representing	<input type="text"/>

CHARTER DETAILS	▶ Mode of transport: Aircraft <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 (or staff of Minister)
<input type="text"/>	
<input type="text"/>	
Other Senators and Members <input type="checkbox"/> ▶ Give names	
<input type="text"/>	
<input type="text"/>	

CONTINUED OVERLEAF ▶

OTHER ACCOMPANYING 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 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	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"/>
	<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 certify that:

- approval for the charter was provided by the 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 passengers listed above was for the reasons indicated.

► **Signature of Senator or Member**

Date

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