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SENATORS AND MEMBERS

SPECIAL CHARTER CERTIFICATION

Please complete all relevant sections.

The itinerary should only contain those legs which were travelled in the chartered aircraft/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

Leg No.	Date	From	To
1	/ /		
2	/ /		
3	/ /		
4	/ /		

OTHER PASSENGERS	▶ Details of passengers for whom cost recovery should occur, or for where the cost should be applied to a separate entitlement (such as an accompanying family member or MOP(S) Act employee).
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- 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 lesser of:

- Motor Vehicle Allowance that would have been payable for the journey; or
- the actual cost of the charter, pro-rated for each passenger.

Name	Relationship to Senator or Member (e.g. employee)	Address (for cost recovery only)	Legs of charter undertaken (e.g. 1, 2, 3 and 4)

CONTINUED OVERLEAF ▶

CERTIFICATION

The Special Minister of State may approve the use of charter transport within Australia in special cases such as where there are no scheduled commercial services or where the use of scheduled commercial services would result in undue delays.

- ▶ *I certify that:*
 - *the charter was in accordance with an approval provided by the Special Minister of State;*
 - *I personally travelled on the transport described above; and*
 - *the inclusion of the passengers listed above did not result in the need for a more expensive charter aircraft/vehicle.*
- ▶ *I understand that:*
 - *knowingly giving false or misleading information is a serious offence under the Criminal Code Act 1995.*

▶ **Signature of Senator/Member**

Date