



## ELECTORATE EMPLOYEE TRAVEL NOMINATION

In accordance with the determination regarding staff travel arrangements made under the *Members of Parliament (Staff) Act 1984*, this form is to be used by:

- Ministers, Parliamentary Secretaries, Opposition Office Holders, the Leader or Deputy Leader of a Minority Party and Chairs of Parliamentary Committees** when nominating an electorate employee to travel as directed anywhere in Australia on official business without debit from the electorate support budget.
- Presiding Officers, Whips or Shadow Ministers** (other than an Opposition Office Holder) transferring travel entitlements held by a personal employee position to an electorate employee.

**Note:** The nomination of electorate employee travel entitlements is intended to be a settled arrangement, and should not be varied for at least one year while the occupant of that position remains employed.

<b>Options for returning your completed form</b> Scan and Email to: <a href="mailto:forms@ipea.gov.au">forms@ipea.gov.au</a> or Post to: Independent Parliamentary Expenses Authority One Canberra Avenue FORREST ACT 2603	<b>Enquiries:</b> Independent Parliamentary Expenses Authority Email: <a href="mailto:enquiries@ipea.gov.au">enquiries@ipea.gov.au</a> Phone: (02) 6215 3000
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▶ Employer name

▶ Date of effect

▶ Is this replacing an existing nomination? No   
 Yes  ▶ Name of ceasing nominated employee

▶ Please complete Section A **or** Section B

**SECTION A** **Nominated electorate employee of a Minister, Parliamentary Secretary, Opposition Office Holder, Leader or Deputy Leader of a Minority Party or Chair of a Parliamentary Committee**

▶ Nominated employee's name

**SECTION B** **Transfer of travel entitlement – Presiding Officer, Whip or Shadow Minister**

▶ Transfer of entitlement from: (name of person currently occupying the personal employee position)

to: (name of person currently occupying the electorate employee position)

**SIGNATURE**

▶ 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 Employer or Authorised Person**  Date

Name (if authorised person)