MOP(S) ACT EMPLOYEES

TRAVEL PROFILE NUMBER AND CABCHARGE REQUEST

Note: If you change employer, your current Travel Profile Number and Cabcharge card will remain active and be transferred to your new office.

Returning your completed formScan and email to:forms@ipea.gov.auEnquiries:Independent Parliamentary
Expenses AuthorityEmail:enquiries@ipea.gov.auPhone:(02) 6215 3000

EMPLOYER DETAILS	Employer name
	Employer state
EMPLOYEE'S DETAILS	Title Mr Mrs Ms Miss Other
	► Full name
	▶ Email address
	Mobile phone number
	Date commenced employment
REQUIREMENTS	Cabcharge Card required? No Yes Preferred postal address
	Travel Profile Number required? No Yes
	► I acknowledge that:
ACKNOWLEDGEMENT OF GUIDELINES FOR USE	I have read and understood the <u>Guidelines for the Use of Cabcharge Cards</u> (the Guidelines).
OF CABCHARGE	I have read and understood the <u>Cabcharge Conditions of Use</u> .
	I understand that failing to comply with the Guidelines and/or the Cabcharge Conditions of Use may render me personally liable for any non-compliant fares.
	A Cabcharge card will be issued once this completed form has been returned to Independent Parliamentary Expenses Authority.
SIGNATURES	By signing this form, I acknowledge that:
	• I understand that knowingly giving false or misleading information is a serious offence under the <i>Criminal Code Act 1995</i> .
	I have read and understood the Privacy Collection Notice (below).
	Signature of Employee
	I consent to the employee receiving the Travel Profile Number and/or Cabcharge card requested on this form.
	Signature of Employer Date
	Name

Privacy Collection Notice — Consistent with the *Privacy Act 1988*, the Independent Parliamentary Expenses Authority (IPEA), collects, uses and discloses the personal information provided in this form to administer and monitor work expenses of Parliamentarians and their employees under the parliamentary work expenses framework. Expenditure information may be tabled in Parliament, published on the IPEA website, or provided to the Special Minister of State, the Department of Finance, relevant service providers as authorised by law. Further details on the IPEA's collection, use and disclosure of personal information is available in the full Privacy Policy at www.ipea.gov.au/privacy-policy. Any enquiries can be submitted to privacy-policy.