



ELECTORATE EMPLOYEE TRAVEL NOMINATION

In accordance with the determination regarding staff travel arrangements made under the *Staff Travel and Relief Staff Arrangements Determination 2023/10*:

SECTION 1 Senators and Members may nominate an electorate employee under clause 5 of the Determination to travel as directed anywhere in Australia on official business without debit from the electorate support budget.

SECTION 2 Presiding Officers, Deputy Presiding Officers, Parliamentary Secretaries, Whips or Shadow Ministers under clause 6 of the Determination may nominate a personal employee whose travel costs will be deducted from the electorate support budget in place of a nominated electorate employee.

Note: Nomination of employees made under clauses 5 and 6 of the Determination are expected to commence from the beginning of each financial year. Nominations may be changed up to **three times** per financial year.

Returning your completed form

Scan and Email to: enquiries@ipea.gov.au

Enquiries: Independent Parliamentary Expenses Authority

Email: enquiries@ipea.gov.au

Phone: (02) 6215 3000

▶ Employer name

▶ Date of effect

▶ Is this replacing an existing nomination? No

Yes ▶ Name of ceasing nominated employee

▶ Please complete SECTION 1 **or** SECTION 2

SECTION 1

Nominated electorate employee

▶ Nominated employee's name

SECTION 2

Transfer of travel resources – Presiding Officer, Deputy Presiding Officer, Parliamentary Secretary, Whip or Shadow Minister

▶ Transfer of travel resources 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