Australian Government Independent Parliamentary Expenses Authority

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		of ceasing nominated employee
Please complete SECTION 1	1 or SECTION 2	
SECTION 1	Nominated electorate	employee
	Nominated employee's name	ne
SECTION 2	 Parliamentary Secretar Transfer of travel from resources 	purces – Presiding Officer, Deputy Presiding Officer, ary, Whip or Shadow Minister irom: (name of person currently occupying the personal employee position) co: (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 <i>Criminal Code Act 1995</i>. I have read and understood the Privacy Collection Notice (see below). 	
	Signature of Employer or Authorised Person	Date
	Name	

Privacy Collection Notice — Consistent with the *Privacy Act 1988*, the Independent Parliamentary Expenses Authority (IPEA) uses the personal information provided in this form to facilitate the administration and monitoring of work expenses for Parliamentarians and their employees under the parliamentary work expense framework. Details of the related expenditure 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, or publicly, as authorised by law. Further details on the collection, storage and use of personal information is available in the full Privacy Notice at www.ipea.gov.au/privacy.html