

Document 1 - Senator Ralph Babet
Travel expenses 01/09/2022 to 31/10/2022

Transaction Type	Claimant	Home/Work Base	Classification	Departure Date	Departure Time	Departure Location	Departure City	Arrival Date	Arrival Time	Arrival Location	Accommodation Type	Class	Itinerary Code	Amount (GST Exclusive)	GST Amount	Total Amount	Supplier
Domestic Travel Allowance	Babet, Ralph	Hallam, VIC	Senator	1/09/2022		Hallam	Melbourne	1/09/2022	03:55 PM	Capital Hill	Canberra - 1 night			\$299.00	\$0.00	\$299.00	
Travel Services Provider	Babet, Ralph	Hallam, VIC	Senator	1/09/2022	02:50 PM	Melbourne	Melbourne	1/09/2022	03:55 PM	Canberra		Business	Air Travel	\$856.43	\$85.65	\$942.08	QANTAS AIRWAYS
COMCAR	Babet, Ralph	Hallam, VIC	Senator	1/09/2022	03:55 PM	Pialligo	Canberra		04:12 PM	Canberra				\$65.40		\$65.40	
Travel Services Provider	Babet, Ralph	Hallam, VIC	Senator	2/09/2022	04:35 PM	Canberra	Canberra	2/09/2022	05:45 PM	Melbourne		Business	Air Travel	\$914.68	\$91.47	\$1,006.15	QANTAS AIRWAYS
COMCAR	Babet, Ralph	Hallam, VIC	Senator	2/09/2022	05:45 PM	Melbourne Airport	Melbourne		07:01 PM	Hallam				\$146.69		\$146.69	
COMCAR	Babet, Ralph	Hallam, VIC	Senator	2/09/2022	07:00 AM	Yarralumla	Canberra		07:08 AM	Canberra				\$61.20		\$61.20	
COMCAR	Babet, Ralph	Hallam, VIC	Senator	2/09/2022	03:02 PM	Capital Hill	Canberra		03:15 PM	Pialligo				\$61.20		\$61.20	
Domestic Travel Allowance	Babet, Ralph	Hallam, VIC	Senator	4/09/2022		Hallam	Melbourne	4/09/2022	10:00 PM	Capital Hill	Canberra - 4 nights			\$1,196.00	\$0.00	\$1,196.00	
Travel Services Provider	Babet, Ralph	Hallam, VIC	Senator	4/09/2022	08:55 PM	Melbourne	Melbourne	4/09/2022	10:00 PM	Canberra		Business	Air Travel	\$517.62	\$51.76	\$569.38	VIRGIN AUSTRALIA
COMCAR	Babet, Ralph	Hallam, VIC	Senator	4/09/2022	07:15 PM	Hallam	Melbourne		08:16 PM	Melbourne Airport				\$131.45		\$131.45	
Travel Services Provider	Babet, Ralph	Hallam, VIC	Senator	8/09/2022	06:35 PM	Canberra	Canberra	8/09/2022	07:45 PM	Melbourne		Business	Air Travel	\$517.62	\$51.76	\$569.38	VIRGIN AUSTRALIA
COMCAR	Babet, Ralph	Hallam, VIC	Senator	8/09/2022	07:45 PM	Melbourne Airport	Melbourne		08:52 PM	Hallam				\$144.65		\$144.65	
Domestic Travel Allowance	Babet, Ralph	Hallam, VIC	Senator	26/09/2022		Hallam	Melbourne	26/09/2022	08:10 AM	Capital Hill	Canberra - 3 nights			\$897.00	\$0.00	\$897.00	
Travel Services Provider	Babet, Ralph	Hallam, VIC	Senator	26/09/2022	07:05 AM	Melbourne	Melbourne	26/09/2022	08:10 AM	Canberra		Business	Air Travel	\$914.68	\$91.47	\$1,006.15	QANTAS AIRWAYS
COMCAR	Babet, Ralph	Hallam, VIC	Senator	26/09/2022	05:30 AM	Hallam	Melbourne		06:31 AM	Melbourne Airport				\$131.45		\$131.45	
Travel Services Provider	Babet, Ralph	Hallam, VIC	Senator	29/09/2022	09:05 AM	Canberra	Canberra	29/09/2022	10:25 AM	Adelaide		Business	Air Travel	\$1,132.39	\$113.24	\$1,245.63	QANTAS AIRWAYS
Travel Services Provider	Babet, Ralph	Hallam, VIC	Senator	29/09/2022	07:45 PM	Adelaide	Adelaide	29/09/2022	09:35 PM	Melbourne		Business	Air Travel	\$809.66	\$80.97	\$890.63	QANTAS AIRWAYS
COMCAR	Babet, Ralph	Hallam, VIC	Senator	29/09/2022	11:30 AM	Adelaide Airport	Adelaide		12:05 PM	Osborne				\$74.40		\$74.40	
COMCAR	Babet, Ralph	Hallam, VIC	Senator	29/09/2022	06:00 PM	Osborne	Adelaide		06:57 PM	Adelaide Airport				\$116.28		\$116.28	
COMCAR	Babet, Ralph	Hallam, VIC	Senator	29/09/2022	09:35 PM	Melbourne Airport	Melbourne		10:26 PM	Hallam				\$61.20		\$61.20	
Travel Services Provider	Babet, Ralph	Hallam, VIC	Senator	1/10/2022	07:00 AM	Melbourne	Melbourne	1/10/2022	08:25 AM	Sydney		Business	Air Travel	\$1,102.34	\$110.24	\$1,212.58	QANTAS AIRWAYS
Domestic Travel Allowance	Babet, Ralph	Hallam, VIC	Senator	1/10/2022		Hallam	Melbourne	1/10/2022	08:25 AM	Sydney	Commercial - 2 nights			\$876.00	\$0.00	\$876.00	
COMCAR	Babet, Ralph	Hallam, VIC	Senator	1/10/2022	08:21 AM	Mascot	Sydney		09:14 AM	Sydney				\$133.80		\$133.80	
COMCAR	Babet, Ralph	Hallam, VIC	Senator	1/10/2022	05:30 AM	Hallam	Melbourne		06:24 AM	Melbourne Airport				\$131.45		\$131.45	
COMCAR	Babet, Ralph	Hallam, VIC	Senator	1/10/2022	05:15 PM	Sydney	Sydney		05:36 PM	Sydney				\$122.40		\$122.40	
COMCAR	Babet, Ralph	Hallam, VIC	Senator	2/10/2022	08:30 AM	Sydney	Sydney		08:48 AM	Sydney				\$122.40		\$122.40	
COMCAR	Babet, Ralph	Hallam, VIC	Senator	2/10/2022	05:15 PM	Sydney	Sydney		06:10 PM	Sydney				\$122.40		\$122.40	
Travel Services Provider	Babet, Ralph	Hallam, VIC	Senator	3/10/2022	10:30 AM	Canberra	Canberra	3/10/2022	11:00 AM	Gold Coast		Economy	Air Travel	\$547.75	\$54.77	\$602.52	VIRGIN AUSTRALIA
Travel Services Provider	Babet, Ralph	Hallam, VIC	Senator	3/10/2022	08:50 AM	Sydney	Sydney	3/10/2022	09:50 AM	Canberra		Economy	Air Travel	\$230.90	\$23.09	\$253.99	VIRGIN AUSTRALIA
Travel Services Provider	Babet, Ralph	Hallam, VIC	Senator	3/10/2022	06:45 PM	Brisbane	Brisbane	3/10/2022	09:10 PM	Newcastle		Discount Econ	Air Travel	\$348.13	\$34.81	\$382.94	QANTAS AIRWAYS
COMCAR	Babet, Ralph	Hallam, VIC	Senator	3/10/2022	06:45 AM	Sydney	Sydney		07:22 AM	Mascot				\$122.40		\$122.40	
Travel Services Provider	Babet, Ralph	Hallam, VIC	Senator	7/10/2022	02:40 PM	Newcastle	Newcastle	7/10/2022	04:15 PM	Melbourne		Business	Air Travel	\$462.38	\$46.24	\$508.62	VIRGIN AUSTRALIA
COMCAR	Babet, Ralph	Hallam, VIC	Senator	7/10/2022	04:15 PM	Melbourne Airport	Melbourne		06:13 PM	Hallam				\$214.01		\$214.01	
Travel Services Provider	Babet, Ralph	Hallam, VIC	Senator	25/10/2022	07:55 AM	Melbourne	Melbourne	25/10/2022	09:00 AM	Canberra		Business	Air Travel	\$914.68	\$91.47	\$1,006.15	QANTAS AIRWAYS
Domestic Travel Allowance	Babet, Ralph	Hallam, VIC	Senator	25/10/2022		Hallam	Melbourne	25/10/2022	09:00 AM	Capital Hill	Canberra - 2 nights			\$598.00	\$0.00	\$598.00	
COMCAR	Babet, Ralph	Hallam, VIC	Senator	25/10/2022	06:15 AM	Hallam	Melbourne		07:23 AM	Melbourne Airport				\$147.77		\$147.77	
Travel Services Provider	Babet, Ralph	Hallam, VIC	Senator	27/10/2022	06:05 PM	Canberra	Canberra	27/10/2022	07:15 PM	Melbourne		Business	Air Travel	\$914.68	\$91.47	\$1,006.15	QANTAS AIRWAYS
COMCAR	Babet, Ralph	Hallam, VIC	Senator	27/10/2022	07:01 PM	Melbourne Airport	Melbourne		08:11 PM	Hallam				\$154.85		\$154.85	

Document 2 - Senator Ralph Babet
Office expenses 01/09/2022 to 31/10/2022

Transaction Type	Claimant	Home/Work Base	Classification	Expense Date	Amount (GST Exclusive)	GST Amount	Total Amount	Description	Supplier
MaPS Administered Office Expenses	Babet, Ralph	Hallam, VIC	Senator	1/09/2022	\$77.27	\$7.73	\$85.00	Security alarm response 1 Sep 22	
MaPS Administered Office Expenses	Babet, Ralph	Hallam, VIC	Senator	1/09/2022	\$57.97	\$5.80	\$63.77	Voice and Data 1 Sep to 30 Sep 22	
Office Provider transactions	Babet, Ralph	Hallam, VIC	Senator	1/09/2022	\$125.83	\$12.58	\$138.41	Car parking charges 1/09/2022 30/09/2022	PropertyServices
Office Provider transactions	Babet, Ralph	Hallam, VIC	Senator	1/09/2022	\$632.65	\$63.27	\$695.92	Car parking charges 1/09/2022 30/09/2022	PropertyServices
Office Provider transactions	Babet, Ralph	Hallam, VIC	Senator	1/09/2022	\$16,864.84	\$1,686.48	\$18,551.32	Rent charges 1/09/2022 30/09/2022	PropertyServices
Office Provider transactions	Babet, Ralph	Hallam, VIC	Senator	1/09/2022	(\$1,732.50)	(\$173.25)	(\$1,905.75)	Rent charges 1/09/2022 30/09/2022	PropertyServices
Office Provider transactions	Babet, Ralph	Hallam, VIC	Senator	1/09/2022	\$4,263.43	\$426.34	\$4,689.77	Statutory outgoing 1/09/2022 30/09/2022	PropertyServices
Office Provider transactions	Babet, Ralph	Hallam, VIC	Senator	1/09/2022	\$1,105.00	\$110.50	\$1,215.50	Cleaning 1/09/2022 30/09/2022	PropertyServices
Office Provider transactions	Babet, Ralph	Hallam, VIC	Senator	1/09/2022	\$355.30	\$35.53	\$390.83	Cleaning 1/09/2022 30/09/2022	PropertyServices
MaPS Administered Office Expenses	Babet, Ralph	Hallam, VIC	Senator	14/09/2022	\$666.28	\$66.63	\$732.91	Repairs and maintenance security 14 Sep 22	
MaPS Administered Office Expenses	Babet, Ralph	Hallam, VIC	Senator	1/10/2022	\$131.82	\$13.18	\$145.00	Security monitoring 1 Oct to 31 Dec	
MaPS Administered Office Expenses	Babet, Ralph	Hallam, VIC	Senator	1/10/2022	\$57.26	\$5.73	\$62.99	Voice and Data 1 Oct to 31 Oct 22	
MaPS Administered Office Expenses	Babet, Ralph	Hallam, VIC	Senator	1/10/2022	\$471.19	\$47.12	\$518.31	Postage meter lease 1 Oct to 31 Dec 22	
MaPS Administered Office Expenses	Babet, Ralph	Hallam, VIC	Senator	1/10/2022	\$1,152.69	\$115.27	\$1,267.96	Folding machine lease 1 Oct to 31 Dec 22	
Office Provider transactions	Babet, Ralph	Hallam, VIC	Senator	1/10/2022	\$125.83	\$12.58	\$138.41	Car parking charges 1/10/2022 31/10/2022	PropertyServices
Office Provider transactions	Babet, Ralph	Hallam, VIC	Senator	1/10/2022	\$632.65	\$63.27	\$695.92	Car parking charges 1/10/2022 31/10/2022	PropertyServices
Office Provider transactions	Babet, Ralph	Hallam, VIC	Senator	1/10/2022	\$16,864.84	\$1,686.48	\$18,551.32	Rent charges 1/10/2022 31/10/2022	PropertyServices
Office Provider transactions	Babet, Ralph	Hallam, VIC	Senator	1/10/2022	(\$1,732.50)	(\$173.25)	(\$1,905.75)	Rent charges 1/10/2022 31/10/2022	PropertyServices
Office Provider transactions	Babet, Ralph	Hallam, VIC	Senator	1/10/2022	\$4,263.43	\$426.34	\$4,689.77	Statutory outgoing 1/10/2022 31/10/2022	PropertyServices
Office Provider transactions	Babet, Ralph	Hallam, VIC	Senator	1/10/2022	\$1,105.00	\$110.50	\$1,215.50	Cleaning 1/10/2022 31/10/2022	PropertyServices
Office Provider transactions	Babet, Ralph	Hallam, VIC	Senator	1/10/2022	\$339.15	\$33.92	\$373.07	Cleaning 1/10/2022 31/10/2022	PropertyServices
Office Provider transactions	Babet, Ralph	Hallam, VIC	Senator	1/10/2022	\$51.00	\$0.00	\$51.00	0 Robert Timms Espresso Coffee Bag	OfficeSupplies
Office Provider transactions	Babet, Ralph	Hallam, VIC	Senator	1/10/2022	\$18.29	\$0.00	\$18.29	0 So Natural Long Life Full Cream Milk 1L	OfficeSupplies
Office Provider transactions	Babet, Ralph	Hallam, VIC	Senator	1/10/2022	\$11.86	\$0.00	\$11.86	0 Twinings Peppermint Tea Bags	OfficeSupplies
Office Provider transactions	Babet, Ralph	Hallam, VIC	Senator	1/10/2022	\$25.00	\$2.50	\$27.50	1/10/2022 Security general 1/10/2022	PropertyServices
MaPS Administered Office Expenses	Babet, Ralph	Hallam, VIC	Senator	13/10/2022	\$443.31	\$44.33	\$487.64	Repairs and maintenance security 13 Oct 22	
MaPS Administered Office Expenses	Babet, Ralph	Hallam, VIC	Senator	14/10/2022	\$9,500.00	\$950.00	\$10,450.00	1 Printed item 14 Oct 22	
MaPS Administered Office Expenses	Babet, Ralph	Hallam, VIC	Senator	14/10/2022	\$52.25	\$0.00	\$52.25	Transaction fee 14 Oct 22	
MaPS Administered Office Expenses	Babet, Ralph	Hallam, VIC	Senator	20/10/2022	\$80.00	\$8.00	\$88.00	Office telephony services maintenance 20 Oct 22	
Office Provider transactions	Babet, Ralph	Hallam, VIC	Senator	31/10/2022	\$6.65	\$0.67	\$7.32	0 Whole of Government Central Administration Fee	OfficeSupplies
Office Provider transactions	Babet, Ralph	Hallam, VIC	Senator	31/10/2022	\$54.74	\$5.47	\$60.21	0 COS A4 80gsm 20% Recycled Copy Paper White	OfficeSupplies
Office Provider transactions	Babet, Ralph	Hallam, VIC	Senator	31/10/2022	\$23.48	\$2.35	\$25.83	0 Stick'n Extra Sticky Line Note 150x101mm Neon Lemo	OfficeSupplies
Office Provider transactions	Babet, Ralph	Hallam, VIC	Senator	31/10/2022	\$17.30	\$1.73	\$19.03	0 Stick'n Mini Memo Cube 51 x 51mm Assorted Neon	OfficeSupplies
Office Provider transactions	Babet, Ralph	Hallam, VIC	Senator	31/10/2022	\$12.93	\$1.29	\$14.22	0 Connoisseur Tea Towels 50 x 70cm Assorted	OfficeSupplies
Office Provider transactions	Babet, Ralph	Hallam, VIC	Senator	31/10/2022	\$31.94	\$3.19	\$35.13	0 Kleenex Compact Paper Hand Towel	OfficeSupplies

INCOMING

User	Tel	Parliamentarian State
<input type="text" value="Ralph Babet"/>	<input type="text"/>	<input type="text"/>
Job Title		
<input type="text"/>		
Organization	Location	
<input type="text" value="Babet, Ralph"/>	<input type="text"/>	
On behalf of	Call Type *	IPEA Call Type
<input type="text"/>	<input type="text" value="Incoming"/>	<input type="text"/>
Job Title		
<input type="text"/>		
Logging Analyst		
<input type="text" value="s22(1)"/>		

		SDO Ref
		<input type="text"/>
Type *	Severity	Source *
<input type="text" value="Travel/Parliamentarian/Travel Allowance/..."/>	<input type="text" value="Sev 4 (Low)"/>	<input type="text" value="Telephone"/>

Description History Actions & Solutions

SLA Agreement IPEA-IN Applied Automatically	s22(1)	26/09/2022 9:47
Service Request (Advice) Updated	s22(1)	26/09/2022 9:47
<div style="border: 1px solid #ccc; padding: 10px; margin-top: 5px;"> <p>Senator Babet was following up on his TA claim submitted on 15 Sept - 8037553 - checked with TA team it was all ok just hasn't been processed.</p> <p>the team processed it today so advised Senator Babet it would be processed today.</p> </div>		

OUTGOING

User Tel Parliamentarian State

Job Title

Organization Location

On behalf of Call Type * IPEA Call Type


Job Title

Logging Analyst

SDO Ref

Type * Severity Source *

Description History Actions & Solutions

 Object Request for a Cabcharge Fastcard and Travel Profile Number (TPN) - s47F - REF 1720215 SEC UNOFFICIAL .msg Uploaded 27/09/2022 8:34
[Request for a Cabcharge Fastcard and Travel Profile Number \(TPN\) - s47F REF 1720215 SEC UNOFFICIAL .msg](#) 528 Kb

Request for a Cabcharge Fastcard and Travel Profile Number (TPN) - s47F - REF 1720215 SEC UNOFFICIAL .msg

INCOMING

User Tel Parliamentarian State

Job Title

Organization Location

On behalf of Call Type * IPEA Call Type

Job Title


Logging Analyst

SDO Ref

Type * Severity Source *

Description History Actions & Solutions

I rang and spoke with s47F told him that Senator Babet should click "proceed" and the claim should continue. This is message is just as "for your information message" and the claim should be able to proceed.

 Object FW Approving travel PEMS SEC OFFICIAL
FW Approving travel PEMS SEC OFFICIAL .msg 99 Kb 01/09/2022 12:06

s22(1)

From: Forms - IPEA
Sent: Tuesday, 27 September 2022 8:35 AM
To: s22(1)
Subject: Request for a Cabcharge Fastcard and Travel Profile Number (TPN) - s47F
- REF:1720215 [SEC=UNOFFICIAL]
Attachments: IPEA Information - MOP(S) Fact Sheet - Cabcharge FASTCARD Guidelines.pdf; IPEA Information - MOP(S) Fact Sheet - Cabcharge FASTCARD Use.pdf

SEC=UNOFFICIAL

Good morning s47F

The Independent Parliamentary Expense Authority has received your Cabcharge Fastcard and Travel Profile Number (TPN) Request.

Your active TPN is s47F

To book travel, please contact IPEA's travel provider, CTM, on 1800 187 584 or email ipea@travelctm.com.

Your Cabcharge Fastcard has been ordered and you should receive it within three to four weeks. If you have not received your card within a month of this email, please let me know.

Please find attached two documents which provide advice about the use of Cabcharge FASTCARDS by MOP(S) Act employees.

Should you require further information, please contact us.

Kind Regards

s22(1)

s22(1)

Independent Parliamentary Expenses Authority
One Canberra Avenue, FORREST ACT 2603

T: 02 6215 3000

E: enquiries@ipea.gov.au

W: www.ipea.gov.au



SEC=UNOFFICIAL



Cabcharge Use for MOP(S) Act Employees

MOP(S) Act Employees are able to request a Cabcharge card for use when undertaking travel on official business as directed by their employing Senator or Member.

As the use of Cabcharge involves expenditure of public money, IPEA monitors Cabcharge use and may seek separate certification of Cabcharge travel as part of a post payment checking process.



You can claim:

- ✓ Travel to and from the airport when travelling for official business
- ✓ Travel to and from official meetings



You cannot claim:

- ✗ Travel between your work and home (apart from the exceptions listed below)
- ✗ Travel between your work and accommodation, including when travelling on official business away from your nominated work base (apart from the exceptions listed below)
- ✗ Travel for personal or social events and activities

Determination 2016/20: Staff Travel and Relief Staff Arrangements (the Determination) provides that it is an employee's responsibility (and hence the employee's cost) to transport him or herself to and from work for his or her normal hours of duty. Exceptions to this rule apply to the use of car transport in the following circumstances ONLY (as directed by the employing Senator or Member):

- the trip is approved for personal safety reasons (for example, where the risk to personal safety is significantly increased due to the requirement to work late); or
- the employee is travelling on official business and scheduled public transport services are not readily available; or
- the employee is travelling on official business and is carrying luggage to and/or from the office for the purpose of the trip.

Further information on lost or stolen cards, the Cabcharge Terms and Conditions and using the EFTPOS facility is available at www.ipea.gov.au.



Guidelines for the Use of Cabcharge FASTCARDS - MOP(S) Act Employees

The Cabcharge FASTCARD (Card) is issued to an employee for their exclusive use and may only be used for taxi services when the employee is travelling as directed on official business (subject to the exceptions noted below). Employees **must not** use taxi services at Commonwealth expense for private purposes.

It is an employee's responsibility (and hence the employee's own cost) to transport himself or herself to and from work. This responsibility includes travel to and from accommodation and the office when travelling on official business away from the work base. Exceptions to this requirement occur where:

- the trip is approved for personal safety reasons (for example, where the risk to personal safety is significantly increased due to the requirement to work late); or
- the employee is travelling on official business and scheduled public transport services are not readily available; or
- the employee is travelling on official business and is carrying luggage to and/or from the office for the purpose of the trip.

Any use of the Card that is outside the provisions of [Determination 2018/30 – Staff Travel and Relief Staff Arrangements](#), must be **paid for personally** by the employee.

An employee is responsible for familiarising themselves with the *Cabcharge Conditions of Use*. In particular, an employee must:

- sign the Card as soon as it is received;
- keep the Card secure at all times;
- not use the Card if it has been cancelled, suspended, replaced or has expired;
- not allow any other person to use the Card;
- return an expired Card or previous Card (if the Card has been reissued) to IPEA for destruction; and
- adhere to the [Cabcharge Conditions of Use](#).

Lost or Stolen CARDS

Lost or stolen Cards must be immediately reported to [IPEA](#), and in the case of stolen Cards, should also be reported to the Police. IPEA will cancel the Card, to prevent any fraudulent use, and arrange for a new Card to be issued. An employee will be personally liable for any fares incurred against a lost Card that has not been reported to IPEA. Where a Card reported as lost or stolen is subsequently found, it must not be used and must be returned to IPEA for destruction.

Use of EFTPOS Facility

Payment must be made using the EFTPOS facility, unless the EFTPOS facility is not available or inoperable. The electronic mode of payment streamlines administration, provides for more rigorous accountability and records management processes and minimises the risk of incorrect reporting.

Copies of all receipts should be retained for validation/audit purposes.



Australian Government

Independent Parliamentary
Expenses Authority

Cabcharge transactions are reported in IPEAs reporting products. As such, these details should be checked carefully to ensure accuracy.

Manual Dockets

Payment may only be made using a manual docket only in circumstances where the EFTPOS facility is not available, or is inoperable. The reason for the use of a docket must be noted at the bottom of the docket.

Where it is necessary to use a docket, the employee is responsible for ensuring that the relevant details (name, time, date, journey pick-up and destination, and cost) are clearly recorded on the docket. Destination descriptions must clearly identify the actual location of the trip. Whilst generic terms such as 'airport', 'home' and 'office' are acceptable as the actual location is implied/understood, broader, undefined terms such as 'suburbs' must not be used. The actual name of the suburb/destination must be recorded on the docket.

All dockets **must** be signed by the cardholder, as required under the *Cabcharge Conditions of Use*. IPEA will not authorise payment for dockets that do not comply with Cabcharge requirements.

Transfers between Offices/Cessation of Employment

If an employee transfers to another office, they are able to continue to use their current Card and all costs will automatically be attributed to their new office.

When an employee ceases MOP(S) Act employment, the card must be returned to IPEA. Alternatively it is to be destroyed and IPEA advised of the destruction. Please ensure the card is destroyed by cutting through the magnetic strip on the back and the chip on the front.

Treat your Cabcharge FASTCARD with care and respect as it is equivalent to a credit card.