



**Australian Government**  
**Independent Parliamentary  
Expenses Authority**

Assurance Review 2023/004

Ms Dai Le MP  
Member for Fowler

Commonwealth-funded travel for staff member

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## Executive summary

### Assurance review findings

1. IPEA conducted an Assurance Review in relation to Commonwealth-funded travel for a former staff member from the office of Ms Dai Le MP. IPEA Assurance assessed all Commonwealth-funded travel claimed over the period 2 August 2022 to 6 January 2023.
2. Following engagement with Ms Le and the staff member, IPEA made 3 findings:
  - IPEA finds that the staff member's use of hire cars in Sydney and Canberra, and the use of Cabcharge to travel to and from work was not consistent with the provisions of the legislative framework. An invoice for 20 transactions, a total of \$2,970.34, was raised and provided to the staff member for payment on 20 December 2023.
  - IPEA finds that the staff members use of business class airfares was not consistent with the provisions of the legislative framework. An invoice for the difference between the 14 economy and business class airfares, a total of \$2,932.28, was raised and provided to the staff member for payment on 20 December 2023.
  - Ms Le advised that she did not direct the staff member to use 4 travel expenses, one hire car and 3 Cabcharge transactions. An invoice for the 4 transactions, a total of \$1,728.82, was raised and provided to the staff member for payment on 20 December 2023.

### Scope and purpose

3. This Assurance Review assessed all Commonwealth-funded travel, including travel expenses and allowances, incurred by the staff member, previously employed in Ms Dai Le's office from 2 August 2022 to 6 January 2023 (the relevant period).
4. The purpose of this Assurance Review was to determine whether the staff member's use of Commonwealth-funded travel was consistent with the provisions of the legislative framework.

### Engagement with the Ms Dai Le MP and staff member

5. IPEA engaged with Ms Le and the relevant staff member on numerous occasions, including formal letters and emails, between 30 June 2023 and 20 December 2023. The details of these interactions are described in the Assessment section below and can also be followed at Attachments 1-18.

## Audit and Assurance function

### IPEA's statutory audit function

6. IPEA audits parliamentarians' work expenses and the travel expenses of their staff under section 12 of the *Independent Parliamentary Expenses Authority Act 2017* (IPEA Act). IPEA conducts Assurance Reviews to assess the use of Commonwealth-funded resources against the legislative framework to determine whether there was misuse.

7. Potential outcomes of an Assurance Review include:
  - a. no further action in circumstances where the review has concluded the use of resources was not inconsistent with the legislative framework, or
  - b. administrative remedial action, including penalty where the review has concluded there is evidence the use of resources was not consistent with the legislative framework, or
  - c. An IPEA initiated Ruling or Audit where there is evidence of systemic or substantial misuses of resources, or
  - d. referral to the Australian Federal Police where compelling prima facie evidence of fraud or other criminal conduct is identified.

## Responsibilities of members of parliament and their staff

8. Parliamentarians and their staff have a responsibility to understand the legal framework in which they are operating. Parliamentarians and staff can seek IPEA advice and attend or request information sessions to assist them in this understanding.

## Legislative framework

9. Parliamentarians employ staff under the *Members of Parliament (Staff) Act 1984* (MOP(S) Act). Staff are referred to as MOP(S) Act staff.
10. At the time the travel in scope was undertaken, arrangements pertaining to travel of the staff of parliamentarians were set out in the Commonwealth Member of Parliament Staff Enterprise Agreement 2020-23 (the Enterprise Agreement) and in Determination 2020/15: Staff Travel and Relief Staff Arrangement (the Determination).
11. Items 3 and 4 of the Determination state that employees may travel as directed anywhere within Australia on official business.
12. Item 14 which provides that employees, other than senior staff, are limited to a fare which shall not exceed the cost of an economy class airfare for the most reasonable and usual route between the departure and destination points.
13. Items 16, 17 and 18 provide the requirements for the use of car transport, including staff hire care and Cabcharge. In particular, that it is an employee's responsibility to transport him or herself to and from work for his or her normal hours of duty and that hire cars should not be used for journeys within Canberra or the city/town where the employer's electorate or other office is located.

## Assurance review methodology

### Background

14. On 23 February 2023, a staff member from the office of Ms Le called IPEA following receipt of a post-payment check email for July to September 2022 staff hire car expenses.

15. The staff member was concerned that the hire car transactions sent to the office as part of the post-payment check were not undertaken in line with the provisions of the legislative framework. They advised that the staff member had ceased employment with their office, and they were concerned about other expenses the staff member may have claimed.
16. In accordance with IPEA's protocol on dealing with the potential misuse of parliamentary work expenses, a preliminary assessment into the staff member's use of expenses commenced on 1 March 2023.
17. The list of transactions was emailed to Ms Le's office on 24 February 2023, with the caveat that additional transactions may follow. IPEA requested that Ms Le's office verify the transactions and confirm the travel was undertaken as directed.
18. Ms Le's office responded on 24 February 2023, and again on 27 February 2023, highlighting a number of transactions they believe were not authorised.
19. On the basis of the findings of the preliminary assessment, and in accordance with IPEA's protocol on dealing with the potential misuse of parliamentary work expenses, it was recommended IPEA proceeds with an Assurance Review into this matter.
20. On 2 March 2023, this matter progressed to an Assurance Review.

## Scope of Assurance Review

21. This Assurance Review assessed whether the staff member's Commonwealth-funded travel for the period in scope was consistent with the provisions of the legislative framework.

## Method

22. IPEA conducted the Assurance Review by examining and assessing the direct communication with, and information provided by, the employing parliamentarian, the staff member, and internal data records held by IPEA.

# Assessment of work expenses

## Summary of findings

### **Analysis**

23. All travel expenses for the staff member were extracted from the IPEA PEMS system on 23 February 2023.
24. A review of the data indicated several expense items of concern, including Cabcharge expenses between Canberra accommodation and Parliament House, hire care use in the city where the electorate office was located and in Canberra.
25. The list of transactions was emailed to Ms Le's office on 24 February 2023, with the caveat that additional transactions may follow. IPEA requested that Ms Le's office verify the transactions and confirm the travel was undertaken as directed (**Attachment 1**).

26. Ms Le's office responded on 24 February 2023 (**Attachment 2**), and again on 27 February 2023 (**Attachment 3**), highlighting a number of transactions they believe were not authorised.
27. Following the responses from Ms Le's office a formal letter was sent to Ms Le's on 5 April 2023. (**Attachment 4**).
28. This letter asked Ms Le to review the transactions and confirm:
  - The staff member was directed by her, or an authorised person in her office, to undertake the travel,
  - the purpose of the travel, and
  - the travel was consistent with the requirements of the legislative framework.
29. A response to this letter was requested by 19 April 2023. No response was received.
30. A reminder letter was sent to Ms Le on 5 May 2023 (**Attachment 5**).
31. A response was received from Ms Dai Le on 9 May 2023 and assessed by IPEA (**Attachment 6**). It was determined that further information was required.
32. A meeting was organised between Ms Le and IPEA Assurance for 26 May 2023, to discuss this matter.
33. The meeting with Ms Le's office occurred on 26 May 2023, in which she was provided further guidance on the information required for IPEA to complete their assessment.
34. Ms Le provided the additional information to IPEA on 26 May 2023 (**Attachment 7**).
35. On 16 June 2023 it was identified that additional expenses for the staff member were paid in the period 1 March 2023 to 16 June 2023, after the commencement of this Assurance Review.
36. This Additional data was sent to Ms Le to review on 23 June 2023 (**Attachment 8**).
37. A response was received from Ms Le on 14 July 2023 (**Attachment 9**).
38. Based on the responses from Ms Le, IPEA determined that further information was required from the staff member to complete the assessment of the Commonwealth-funded use of Cabcharge, hire cars and business class airfares.
39. A letter was sent to the staff member on 4 August 2023 (**Attachment 10**). A response was requested by 18 August 2023.
40. In this letter IPEA requested that the staff member examine each use of hire car and Cabcharge. If they believed the information provided was incorrect, and had evidence to the contrary, they were asked to provide this information to IPEA.
41. They were also asked to review the business class transactions and provide any additional relevant information, which confirmed they did not travel at business class, or confirmed that they paid the additional costs of the flights.

42. The staff member requested that IPEA call them on 4 August 2023 (**Attachment 11**). In this phone call, they requested additional information on the addresses for the listed Cabcharge transactions and the bank details of the travel provider, in order to complete their review of the data that had been provided in the 4 August 2023 correspondence. The staff member also agreed to repay any expenses that were outside the legislative provisions.
43. A second letter was sent to the staff member on 23 August 2023 with the Cabcharge addresses and the bank account details of the travel provider (**Attachment 12**). A response was requested by 6 September 2023.
44. The staff member responded on 4 September 2023 providing additional information which was assessed by IPEA (**Attachment 13**).
45. The Assurance Director (A/g) called the staff member on 13 September 2023 to discuss the response. The staff member was advised that as per item 17 of the Determination hire cars cannot be used in Sydney, where the employing parliamentarian's electorate office was located, or in Canberra. Further, as item 16 of the Determination outlines it is an employee's responsibility to transport themselves to and from work for their normal hours of duty so any Cabcharge to travel between Parliament house and accommodation when in Canberra for work would not be in accordance with the provisions of the Determination.
46. The staff member was advised that those expenses would need to be repaid. The staff member agreed to repay the hire cars used in Sydney and Canberra and any Cabcharge use that was not in accordance with the legislative provisions.
47. The staff member was also advised that the additional information they had provided for the additional hire cars and Cabcharge transactions would be sent to Ms Le for her review.
48. On 21 September 2023 a letter was sent to Ms Le, based on the information provided from the staff member (**Attachment 14**).
49. In this correspondence it was requested that Ms Le review the additional information and advised if:
  - the staff member was directed by her, or an authorised person in the office, to undertake the travel
  - the travel is consistent with the requirements of the legislative framework.
50. A response to this letter was requested by 6 October 2023. No response was received.
51. A follow up letter was sent 11 October 2023 (**Attachment 15**)
52. A response was received from Ms Le on 12 October 2023 (**Attachment 16**).
53. Ms Le confirmed she did not recall authorising the use of those expenses.
54. A third letter was sent to the staff member on 24 November 2023, requesting any additional evidence they may have (**Attachment 17**). A response was requested by 7 December 2023. The staff member was advised if no response was received invoices would be raised for all transactions that were not undertaken at the direction of the employing parliamentarian or breached the provisions of the Determination.
55. No response was received from the staff member.

56. Invoices were raised and sent to the staff member on 20 December 2023 (**Attachment 18**).
57. The staff member called IPEA on 20 December 2023. They asked if they could still provide the evidence requested in the letter of 24 November 2023. They were advised they could, but the invoices would stand until such time the evidence was received.
58. No further evidence was received from the staff member and as of 28 March 2024 the invoices have not been repaid.

### **Conclusion**

59. IPEA finds that the staff member's use of hire cars in Sydney and Canberra, and the use of Cabcharge to travel to and from work was not consistent with the provisions of the legislative framework. An invoice for 20 transactions, a total of \$2,970.34, was raised and provided to the staff member for payment on 20 December 2023.
60. IPEA finds that the staff members use of business class airfares was not consistent with the provisions of the legislative framework. An invoice for the difference between the 14 economy and business class airfares, a total of \$2,932.28, was raised and provided to the staff member for payment on 20 December 2023.
61. Ms Le advised that she did not direct the staff member to use 4 travel expenses, one hire car and 3 Cabcharge transactions. An invoice for the 4 transactions, a total of \$1,728.82, was raised and provided to the staff member for payment on 20 December 2023.



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**From:** Assurance  
**Sent:** Friday, 24 February 2023 12:53 PM  
**To:** [REDACTED] (D. Le, MP); Assurance; Le, Dai (MP)  
**Cc:** [REDACTED]  
**Subject:** RE: STAFF - Self-drive hire car - July to December 2022 - Ref: [REDACTED] [SEC=OFFICIAL]  
**Attachments:** [REDACTED] - For Verification.xlsx

**Categories:**

SEC=OFFICIAL

Good afternoon [REDACTED],

Thank you for providing the information below.

Regarding the hire car transactions, it sounds as though neither trip is in line with the requirements under the Determination due to the following:

- the vehicle is not used for journeys within Canberra; and
- the vehicle is not used for journeys within a city/town where the employers electorate or other office is located, except by employees of the Prime Minister, the Leader of the Opposition, or the leader of a minority party.

If you are in agreement, please confirm and we will raise an invoice for those transactions.

We have also run a report on [REDACTED] travel submitted via PEMS, which I have attached for your information. Please review these details and verify the transactions that were approved by the office, and we will proceed to investigate any transactions that you believe are unauthorised.

Where the status shows as 'awaiting verification', these transactions have been submitted but not yet paid – these should also be checked and verified.

Please note that we have requested any data that has not been captured in the attached PEMS report, and will be in touch if there are any additional transactions that require verification.

Please advise if you require additional details on any of the transactions.

Sincerely

---

[REDACTED]  
Director, Audit and Assurance  
Transparency, Assurance and Legal Branch  
Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603

T: + [REDACTED]  
[assurance@ipea.gov.au](mailto:assurance@ipea.gov.au)

W: [www.ipea.gov.au](http://www.ipea.gov.au) & [www.ipea.gov.au/ed](http://www.ipea.gov.au/ed)

The Independent Parliamentary Expenses Authority acknowledges the traditional owners and custodians of country throughout Australia and acknowledges their continuing connection to Land, Waters and Community. We pay our respects to the people, the cultures and the Elders past, present and emerging.



SEC=OFFICIAL

From: [REDACTED] (D. Le, MP)  
Sent: Thursday, 23 February 2023 2:51 PM  
To: Assurance ; Le, Dai (MP)  
Cc: [REDACTED] (D. Le, MP)  
Subject: RE: STAFF - Self-drive hire car - July to December 2022 - Ref: [REDACTED] [SEC=OFFICIAL]

Hi [REDACTED]

Thanks for the chat just now. I've spoken to Dai and it appears the first claim for 4<sup>th</sup> August- 6<sup>th</sup> August does not meet IPEA standards for travel claims.

As for the second claim for 11<sup>th</sup> October, [REDACTED] was working [REDACTED] at that time, however travelled to our electorate office in Sydney for a few days and hired a car for that. We're not entirely sure whether this makes [REDACTED] eligible for the travel claim. If you could please provide further advice on this that would be great.

Should you need to get in touch with [REDACTED] mobile is [REDACTED] and [REDACTED] email is [REDACTED]  
[REDACTED]. However, I know [REDACTED] is due [REDACTED]

[REDACTED]

Many thanks for your assistance.

Kind regards,

[REDACTED]

From: Assurance <[Assurance@ipea.gov.au](mailto:Assurance@ipea.gov.au)>  
Sent: Thursday, 23 February 2023 11:46 AM  
To: Le, Dai (MP) <[REDACTED]>  
Cc: Assurance <[Assurance@ipea.gov.au](mailto:Assurance@ipea.gov.au)>; [REDACTED] (D. Le, MP) <[REDACTED]>; [REDACTED] (D. Le, MP) <[REDACTED]>  
Subject: STAFF - Self-drive hire car - July to December 2022 - Ref: [REDACTED] [SEC=OFFICIAL]

SEC=OFFICIAL

Ms Dai Le MP  
Member for Fowler

Dear Ms Le

The Independent Parliamentary Expenses Authority (IPEA) undertakes post-payment checks on travel related work expenses of parliamentarians and their staff. The self-drive vehicle hires set out below have been identified through these checks as requiring further information to confirm the use was consistent with the provisions of [Determination 2020/15 Staff Travel and Relief Staff Arrangements](#) (the Determination).

Claim ID	Employee	Pick-up Date	Pick-up Location	Drop-off Date	Drop-off Location	Amount (GST excl.)
		04.08.2022	Canberra	06.08.2022	Canberra	\$244.49
		11.10.2022	Sydney	12.10.2022	Sydney	\$339.77

Paragraph 17(d) of the Determination provides for employee use of self-drive vehicles when travelling as directed on official business, provided that:

- the hire is of no more than 10 days duration;
- the vehicle is not used for journeys within Canberra; and
- the vehicle is not used for journeys within a city/town where the employers electorate or other office is located, except by employees of the Prime Minister, the Leader of the Opposition, or the leader of a minority party.

Please complete and return the attached Short-term Self-drive Hire Car Certification (Form 127) within 7 business days, that is by that is by **Thursday 2 March 2023**, to [assurance@ipea.gov.au](mailto:assurance@ipea.gov.au) quoting Ref: [REDACTED]

Kind regards

[REDACTED]

Audit & Assurance  
 Independent Parliamentary Expenses Authority  
 One Canberra Avenue, FORREST ACT 2603  
 T: 02 6215 3000  
 E: [assurance@ipea.gov.au](mailto:assurance@ipea.gov.au)  
 W: [www.ipea.gov.au](http://www.ipea.gov.au) & [www.ipea.gov.au/ed](http://www.ipea.gov.au/ed)



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Claim ID	Ticket Number	Transaction Type	Traveller Name	From Location	To Location	Travel Date	Status	Total Amount	Suspended	Verified? Y/N
		Domestic Travel Allowance			Capital Hill (Canberra)	24/07/2022	SAP FI Document Posted	2,248.00 AUD	No	
		Travel Services Provider			Canberra	24/07/2022	Paid in SAP FI	482.00 AUD	No	
		Travel Services Provider		Canberra	Canberra	4/08/2022	Paid in SAP FI	268.94 AUD	No	
		Travel Services Provider		Canberra		5/08/2022	Paid in SAP FI	458.50 AUD	Yes	
		Domestic Travel Allowance		Cabramatta (Sydney)	Adelaide	1/09/2022	Paid in SAP FI	560.00 AUD	No	
		Travel Services Provider		Sydney	Adelaide	1/09/2022	Paid in SAP FI	356.84 AUD	No	
		Travel Services Provider		Adelaide	Adelaide	1/09/2022	Paid in SAP FI	402.90 AUD	No	
		Travel Services Provider		Adelaide	Sydney	3/09/2022	Paid in SAP FI	601.83 AUD	No	
		Domestic Travel Allowance		Cabramatta (Sydney)	Capital Hill (Canberra)	4/09/2022	Paid in SAP FI	3,539.68 AUD	No	
		Domestic Travel Allowance			Sydney	20/09/2022	Paid in SAP FI	2,607.00 AUD	No	
		Travel Services Provider			Sydney	20/09/2022	Paid in SAP FI	314.30 AUD	No	
		Cabcharge				20/09/2022	Paid in SAP FI	135.45 AUD	No	
		Cabcharge			Hughes Street, Cabramatta, New South Wales, 2166	20/09/2022	Paid in SAP FI	108.26 AUD	No	
		Travel Services Provider		Sydney	Canberra	20/09/2022	Awaiting Verification	1,074.46 AUD	No	
		Travel Services Provider		Sydney	Canberra	20/09/2022	Awaiting Verification	99.54 AUD	No	
		Travel Services Provider		Canberra		29/09/2022	Paid in SAP FI	346.50 AUD	No	
		Cabcharge				29/09/2022	Paid in SAP FI	146.58 AUD	No	

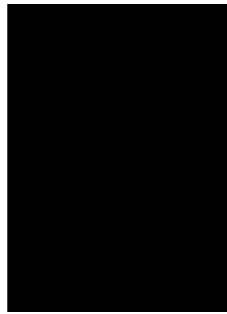
[Redacted]	Travel Services Provider	[Redacted]	[Redacted]	[Redacted]	Sydney	4/10/2022	Paid in SAP FI	399.79 AUD	No
[Redacted]	Travel Services Provider	[Redacted]	[Redacted]	[Redacted]	[Redacted]	4/10/2022	Paid in SAP FI	399.79 AUD	No
[Redacted]	Cabcharge	[Redacted]	[Redacted]	[Redacted]	Sydney Hughes Street, Cabramatta, New South Wales, 2166	4/10/2022	Paid in SAP FI	108.68 AUD	No
[Redacted]	Cabcharge	[Redacted]	[Redacted]	[Redacted]	[Redacted]	4/10/2022	Paid in SAP FI	135.66 AUD	No
[Redacted]	Cabcharge	[Redacted]	[Redacted]	[Redacted]	[Redacted]	4/10/2022	Paid in SAP FI	137.45 AUD	No
[Redacted]	Cabcharge	[Redacted]	[Redacted]	[Redacted]	Hughes Street, Cabramatta, New South Wales, 2166	4/10/2022	Paid in SAP FI	108.36 AUD	No
[Redacted]	Domestic Travel Allowance	[Redacted]	[Redacted]	[Redacted]	Sydney	11/10/2022	Paid in SAP FI	292.00 AUD	No
[Redacted]	Travel Services Provider	[Redacted]	[Redacted]	[Redacted]	Sydney	11/10/2022	Paid in SAP FI	373.74 AUD	No
[Redacted]	Domestic Travel Allowance	[Redacted]	[Redacted]	[Redacted]	Sydney	24/10/2022	Paid in SAP FI	1,445.00 AUD	No
[Redacted]	Cabcharge	[Redacted]	[Redacted]	[Redacted]	[Redacted]	24/10/2022	Paid in SAP FI	136.92 AUD	No
[Redacted]	Travel Services Provider	[Redacted]	[Redacted]	[Redacted]	Sydney	24/10/2022	Paid in SAP FI	227.15 AUD	No
[Redacted]	Travel Services Provider	[Redacted]	[Redacted]	[Redacted]	Sydney	24/10/2022	Awaiting Verification	829.98 AUD	No
[Redacted]	Travel Services Provider	[Redacted]	[Redacted]	[Redacted]	Sydney	24/10/2022	Awaiting Verification	51.18 AUD	No
[Redacted]	Cabcharge	[Redacted]	[Redacted]	[Redacted]	[Redacted]	29/10/2022	Paid in SAP FI	174.99 AUD	No
[Redacted]	Travel Services Provider	[Redacted]	[Redacted]	[Redacted]	Canberra	29/10/2022	Paid in SAP FI	1,187.75 AUD	No
[Redacted]	Domestic Travel Allowance	[Redacted]	[Redacted]	[Redacted]	Capital Hill (Canberra)	6/11/2022	Awaiting Acquittal	1,445.00 AUD	No
[Redacted]	Travel Services Provider	[Redacted]	[Redacted]	[Redacted]	Canberra	6/11/2022	Paid in SAP FI	640.85 AUD	No
[Redacted]	Cabcharge	[Redacted]	[Redacted]	[Redacted]	Terminal Avenue, Canberra Airport, Canberra Airport, Australian Capital Territory, 2600	6/11/2022	Paid in SAP FI	28.56 AUD	No

			Australian Capital Territory, 2609 National Circuit, Barton, Australian Capital Territory, 2600	Parliament Drive, Capital Hill, Australian Capital Territory, 2600	7/11/2022	Paid in SAP FI	14.60	AUD	No
Cabcharge			National Circuit, Barton, Australian Capital Territory, 2600	Parliament Drive, Capital Hill, Australian Capital Territory, 2600	9/11/2022	Paid in SAP FI	14.28	AUD	No
Cabcharge			OFFICE	OFFICE	10/11/2022	Paid in SAP FI	14.18	AUD	No
Travel Services Provider			Canberra		11/11/2022	Paid in SAP FI	626.50 AUD		No
Cabcharge			CITY	AIRPORT	11/11/2022	Paid in SAP FI	22.47	AUD	No
Domestic Trave Allowance				Sydney	15/11/2022	Paid in SAP FI	876.00 AUD		No
Travel Services Provider				Sydney	15/11/2022	Paid in SAP FI	399.79 AUD		No
Cabcharge					15/11/2022	Paid in SAP FI	135.45 AUD		No
Travel Services Provider			Sydney	Sydney	15/11/2022	Paid in SAP FI	567.06 AUD		No
Travel Services Provider			Sydney Pedestrian		18/11/2022	Paid in SAP FI	399.79 AUD		No
Cabcharge					18/11/2022	Paid in SAP FI	131.15 AUD		No
Domestic Trave Allowance				Capital Hill (Canberra)	20/11/2022	Awaiting Acquittal	3,468.00 AUD		No
Travel Services Provider				Canberra	20/11/2022	Paid in SAP FI	640.85 AUD		No
Cabcharge					20/11/2022	Paid in SAP FI	135.77 AUD		No
Cabcharge			Burbury Close, Barton, Australian Capital Territory, 2600	Parliament Drive, Capital Hill, Australian Capital Territory, 2600	21/11/2022	Paid in SAP FI	14.60	AUD	No
Cabcharge			Burbury Close, Barton, Australian Capital Territory, 2600	Burbury Close, Barton, Australian Capital Territory, 2600	21/11/2022	Paid in SAP FI	30.66	AUD	No

				Parliament Drive, Capital Hill, Australian Capital Territory, 2600	22/11/2022	Paid in SAP FI	15.75	AUD	No
Cabcharge			CITY Burbury Close, Barton, Australian Capital Territory, 2600	Parliament Drive, Capital Hill, Australian Capital Territory, 2600	28/11/2022	Paid in SAP FI	16.38	AUD	No
Cabcharge			CITY Burbury Close, Barton, Australian Capital Territory, 2600	CITY	28/11/2022	Paid in SAP FI	21.42	AUD	No
Cabcharge			Burbury Close, Barton, Australian Capital Territory, 2600	Parliament Drive, Capital Hill, Australian Capital Territory, 2600	29/11/2022	Paid in SAP FI	16.70	AUD	No
Cabcharge			Burbury Close, Barton, Australian Capital Territory, 2600	Parliament Drive, Capital Hill, Australian Capital Territory, 2600	30/11/2022	Paid in SAP FI	12.60	AUD	No
Travel Services Provider			Canberra Burbury Close, Barton, Australian Capital Territory, 2600		2/12/2022	Paid in SAP FI	430.86 AUD		No
Cabcharge				Parliament Drive, Capital Hill, Australian Capital Territory, 2600	2/12/2022	Paid in SAP FI	12.23	AUD	No
Cabcharge					2/12/2022	Paid in SAP FI	134.40 AUD		No
Travel Services Provider				Sydney	6/12/2022	Paid in SAP FI	399.79 AUD		No
Travel Services Provider			Sydney		6/12/2022	Paid in SAP FI	399.79 AUD		No
Cabcharge			AIRPORT		6/12/2022	Paid in SAP FI	256.41 AUD		No
Cabcharge			SUBURBS	SUBURBS	6/12/2022	Paid in SAP FI	262.50 AUD		No
Travel Services Provider			Sydney	Sydney	6/12/2022	Awaiting Verification	136.54 AUD		No
Domestic Trav Allowance				Sydney	12/12/2022	Awaiting Acquittal	1,168.00 AUD		No
Travel Services Provider				Sydney	12/12/2022	Paid in SAP FI	399.79 AUD		No
Travel Services Provider			Sydney	Sydney	12/12/2022	Paid in SAP FI	494.12 AUD		No
Cabcharge					12/12/2022	Paid in SAP FI	136.92 AUD		No



Travel Services  
Provider



Sydney

Sydney

12/12/2022 Awaiting  
Verification 84.41 AUD No

Cabcharge



15/12/2022 Paid in SAP FI 136.61  
AUD No



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**From:** [REDACTED] (D. Le, MP) <[REDACTED]>  
**Sent:** Friday, 24 February 2023 4:34 PM  
**To:** Assurance; Le, Dai (MP)  
**Cc:** [REDACTED]  
**Subject:** RE: STAFF - Self-drive hire car - July to December 2022 - Ref: [REDACTED] [SEC=OFFICIAL]

**Categories:**

Hi [REDACTED],

I've spoken to Dai and she flagged that she did not instruct [REDACTED] to visit that [REDACTED]. Hope this helps.

Let me know if you require anything else from our end.

Many thanks,

[REDACTED]

---

**From:** [REDACTED] (D. Le, MP)  
**Sent:** Friday, 24 February 2023 4:28 PM  
**To:** Assurance ; Le, Dai (MP)  
**Cc:** [REDACTED] (D. Le, MP)  
**Subject:** RE: STAFF - Self-drive hire car - July to December 2022 - Ref: [REDACTED] [SEC=OFFICIAL]

Apologies I missed those – I must have only looked into the car hire transactions!

[REDACTED] was in Sydney in the afternoon of 6<sup>th</sup> December so unfortunately I'm not entirely sure what the Cabcharges were for. Sorry I can't provide any further details on those transactions.

Many thanks,

[REDACTED]

---

**From:** Assurance <[Assurance@ipea.gov.au](mailto:Assurance@ipea.gov.au)>  
**Sent:** Friday, 24 February 2023 4:19 PM  
**To:** [REDACTED] (D. Le, MP) <[REDACTED]>; Assurance <[Assurance@ipea.gov.au](mailto:Assurance@ipea.gov.au)>; Le, Dai (MP)  
**Cc:** [REDACTED]  
**Subject:** RE: STAFF - Self-drive hire car - July to December 2022 - Ref: [REDACTED] [SEC=OFFICIAL]

SEC=OFFICIAL

Dear [REDACTED]

Thank you for your response.

In response to your query around 'Travel Services Provider', this is normally a flight, hire car, or an associated fee.

For your highlighted transactions, I can confirm the following:

- Ticket number [REDACTED] was a hire car picked up and dropped off in Sydney on 6/12/2022
- Ticket number [REDACTED] was a hire car picked up on 12/12/2022 and dropped off on 15/12/2022

- Ticket number [REDACTED] is a fee related to the 12/12/2022 hire car (not yet verified)

There are two additional transactions that appear inconsistent with other travel – I have attached the spreadsheet again with these transactions highlighted in pink, they are Cabcharge transactions for 06/12/2022. One appears to be travel from [REDACTED] over an hour away, at a cost of \$256.41, then another transaction the same day (possibly a return journey) at a cost of \$262.50. Can you please confirm that this was travel undertaken as directed?

We don't cross reference travel data with MaPS as this is IPEA data and is separate from their function. I have requested details from MaPS in relation to the [REDACTED] you flagged and will be in touch when I have an update for you.

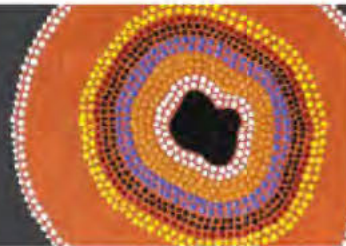
Sincerely

[REDACTED]  
Director, Audit and Assurance  
Transparency, Assurance and Legal Branch  
Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603

T: [REDACTED]  
[assurance@ipea.gov.au](mailto:assurance@ipea.gov.au)

W: [www.ipea.gov.au](http://www.ipea.gov.au) & [www.ipea.gov.au/ed](http://www.ipea.gov.au/ed)

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---

From: [REDACTED] (D. Le, MP) <[REDACTED]>  
Sent: Friday, 24 February 2023 1:09 PM  
To: Assurance <[Assurance@ipea.gov.au](mailto:Assurance@ipea.gov.au)>; Le, Dai (MP) <[REDACTED]>  
Cc: [REDACTED]  
Subject: RE: STAFF - Self-drive hire car - July to December 2022 - Ref: [REDACTED] [SEC=OFFICIAL]

Hi [REDACTED]

I can confirm that those hire car transactions are not in line with the requirements as set out by IPEA.

I've highlighted three potential transactions that I'm unsure about. Would you be able to clarify what 'Travel Services Provider' refers to? Would this be for car hire as well?

Regarding the PEMS report, would this be provided to MAPS for cross-referencing

Many thanks,

---

From: Assurance <[Assurance@ipea.gov.au](mailto:Assurance@ipea.gov.au)>  
Sent: Friday, 24 February 2023 12:53 PM  
To: [REDACTED] (D. Le, MP) <[REDACTED]>; Assurance <[Assurance@ipea.gov.au](mailto:Assurance@ipea.gov.au)>; Le, Dai (MP) <[REDACTED]>

**Subject:** RE: STAFF - Self-drive hire car - July to December 2022 - Ref: [REDACTED] [SEC=OFFICIAL]

**SEC=OFFICIAL**

Good afternoon [REDACTED],

Thank you for providing the information below.

Regarding the hire car transactions, it sounds as though neither trip is in line with the requirements under the Determination due to the following:

- the vehicle is not used for journeys within Canberra; and
- the vehicle is not used for journeys within a city/town where the employers electorate or other office is located, except by employees of the Prime Minister, the Leader of the Opposition, or the leader of a minority party.

If you are in agreement, please confirm and we will raise an invoice for those transactions.

We have also run a report on [REDACTED]'s travel submitted via PEMS, which I have attached for your information. Please review these details and verify the transactions that were approved by the office, and we will proceed to investigate any transactions that you believe are unauthorised.

Where the status shows as 'awaiting verification', these transactions have been submitted but not yet paid – these should also be checked and verified.

Please note that we have requested any data that has not been captured in the attached PEMS report, and will be in touch if there are any additional transactions that require verification.

Please advise if you require additional details on any of the transactions.

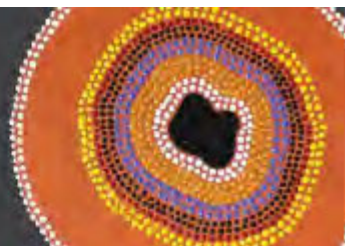
Sincerely

[REDACTED]  
Director, Audit and Assurance  
Transparency, Assurance and Legal Branch  
Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603

[assurance@ipea.gov.au](mailto:assurance@ipea.gov.au)

W: [www.ipea.gov.au](http://www.ipea.gov.au) & [www.ipea.gov.au/ed](http://www.ipea.gov.au/ed)

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**SEC=OFFICIAL**

---

**From:** [REDACTED]  
**Sent:** [REDACTED]  
**To:** Assurance <[Assurance@ipea.gov.au](mailto:Assurance@ipea.gov.au)>; Le, Dai (MP) <[REDACTED]>  
**Cc:** [REDACTED]  
**Subject:** RE: STAFF - Self-drive hire car - July to December 2022 - Ref: [REDACTED] [SEC=OFFICIAL]

Hi [REDACTED]

Thanks for the chat just now. I've spoken to Dai and it appears the first claim for 4<sup>th</sup> August- 6<sup>th</sup> August does not meet IPEA standards for travel claims.

As for the second claim for 11<sup>th</sup> October, [REDACTED] was working [REDACTED] travelled to [REDACTED] Sydney for a few days and hired a car for that. We're not entirely sure whether this makes [REDACTED] eligible for the travel claim. If you could please provide further advice on this that would be great.

Should you need to get in touch with [REDACTED] mobile is [REDACTED] and [REDACTED] email is [REDACTED]  
[REDACTED]

[REDACTED]

Many thanks for your assistance.

Kind regards,  
[REDACTED]

---

From: Assurance <[Assurance@ipea.gov.au](mailto:Assurance@ipea.gov.au)>  
Sent: Thursday, 23 February 2023 11:46 AM  
To: Le, Dai (MP) <[REDACTED]>  
Cc: Assurance <[Assurance@ipea.gov.au](mailto:Assurance@ipea.gov.au)>; [REDACTED]  
[REDACTED]  
Subject: STAFF - Self-drive hire car - July to December 2022 - Ref: [REDACTED] [SEC=OFFICIAL]

SEC=OFFICIAL

Ms Dai Le MP  
Member for Fowler

Dear Ms Le

The Independent Parliamentary Expenses Authority (IPEA) undertakes post-payment checks on travel related work expenses of parliamentarians and their staff. The self-drive vehicle hires set out below have been identified through these checks as requiring further information to confirm the use was consistent with the provisions of [Determination 2020/15 Staff Travel and Relief Staff Arrangements](#) (the Determination).

Claim ID	Employee	Pick-up Date	Pick-up Location	Drop-off Date	Drop-off Location	Amount (GST excl.)
[REDACTED]	[REDACTED]	04.08.2022	Canberra	06.08.2022	Canberra	\$244.49
[REDACTED]	[REDACTED]	11.10.2022	Sydney	12.10.2022	Sydney	\$339.77

Paragraph 17(d) of the Determination provides for employee use of self-drive vehicles when travelling as directed on official business, provided that:

- the hire is of no more than 10 days duration;
- the vehicle is not used for journeys within Canberra; and

- the vehicle is not used for journeys within a city/town where the employers electorate or other office is located, except by employees of the Prime Minister, the Leader of the Opposition, or the leader of a minority party.

Please complete and return the attached Short-term Self-drive Hire Car Certification (Form 127) within 7 business days, that is by Thursday 2 March 2023, to [assurance@ipea.gov.au](mailto:assurance@ipea.gov.au) quoting Ref: [REDACTED]

Kind regards

[REDACTED]

Audit & Assurance  
Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603  
T: 02 6215 3000  
E: [assurance@ipea.gov.au](mailto:assurance@ipea.gov.au)  
W: [www.ipea.gov.au](http://www.ipea.gov.au) & [www.ipea.gov.au/ed](http://www.ipea.gov.au/ed)



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**From:** [REDACTED]  
**Sent:**  
**To:** Assurance; Le, Dai (MP)  
**Cc:** [REDACTED]  
**Subject:** RE: STAFF - Self-drive hire car - July to December 2022 - Ref: [REDACTED] [SEC=OFFICIAL]  
**Attachments:** Copy of Copy of [REDACTED] For Verification v2.xlsx

**Categories:**

Hi [REDACTED]

Please find attached our revised spreadsheet. From what I understand, employees should not be using Cabcharges to travel within Canberra – is that correct? If so, the bulk of what is highlighted appears to be that.

And upon further investigation of the 4<sup>th</sup> August hire car expense, [REDACTED] has travelled from Canberra to Sydney for meetings, then returned to Canberra on 6<sup>th</sup> August. I believe this means [REDACTED] would be eligible for reimbursement. This is verified by myself and Dai. Our apologies for the confusion!

Many thanks,

---

**From:** [REDACTED] (D. Le, MP)  
**Sent:** Friday, 24 February 2023 4:34 PM  
**To:** Assurance ; Le, Dai (MP)  
**Cc:** [REDACTED]  
**Subject:** RE: STAFF - Self-drive hire car - July to December 2022 - Ref: [REDACTED] [SEC=OFFICIAL]

Hi [REDACTED]

I've spoken to Dai and she flagged that she did not instruct [REDACTED] to visit that [REDACTED]. Hope this helps.

Let me know if you require anything else from our end.

Many thanks,

---

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**Sent:** Friday, 24 February 2023 4:28 PM  
**To:** Assurance <[Assurance@ipea.gov.au](mailto:Assurance@ipea.gov.au)>; Le, Dai (MP) <[REDACTED]>  
**Cc:** [REDACTED] >  
**Subject:** RE: STAFF - Self-drive hire car - July to December 2022 - Ref: [REDACTED] [SEC=OFFICIAL]

Apologies I missed those – I must have only looked into the car hire transactions!

[REDACTED] was in Sydney in the afternoon of 6<sup>th</sup> December so unfortunately I'm not entirely sure what the Cabcharges were for. Sorry I can't provide any further details on those transactions.

Many thanks,

**From:** Assurance <[Assurance@ipea.gov.au](mailto:Assurance@ipea.gov.au)>  
**Sent:** Friday, 24 February 2023 4:19 PM  
**To:** [REDACTED] (D. Le, MP) <[REDACTED]>; Assurance <[Assurance@ipea.gov.au](mailto:Assurance@ipea.gov.au)>; Le, Dai (MP) <[REDACTED]>  
**Cc:** [REDACTED]  
**Subject:** RE: STAFF - Self-drive hire car - July to December 2022 - Ref: [REDACTED] [SEC=OFFICIAL]

SEC=OFFICIAL

Dear [REDACTED]

Thank you for your response.

In response to your query around 'Travel Services Provider', this is normally a flight, hire car, or an associated fee.

For your highlighted transactions, I can confirm the following:

- Ticket number [REDACTED] was a hire car picked up and dropped off in Sydney on 6/12/2022
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There are two additional transactions that appear inconsistent with other travel – I have attached the spreadsheet again with these transactions highlighted in pink, they are Cabcharge transactions for 06/12/2022. One appears to be travel from [REDACTED] an hour away, at a cost of \$256.41, then another transaction the same day (possibly a return journey) at a cost of \$262.50. Can you please confirm that this was travel undertaken as directed?

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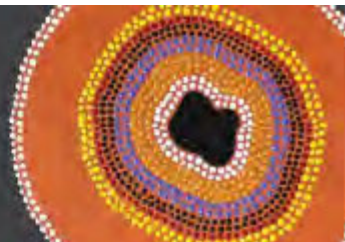
Sincerely

[REDACTED]  
Director, Audit and Assurance  
Transparency, Assurance and Legal Branch  
Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603

T: [REDACTED]  
[assurance@ipea.gov.au](mailto:assurance@ipea.gov.au)

W: [www.ipea.gov.au](http://www.ipea.gov.au) & [www.ipea.gov.au/ed](http://www.ipea.gov.au/ed)

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---

**From:** [REDACTED] >  
**Sent:** Friday, 24 February 2023 1:09 PM  
**To:** Assurance <[Assurance@ipea.gov.au](mailto:Assurance@ipea.gov.au)>; Le, Dai (MP) <[REDACTED]>

Cc: [REDACTED]  
Subject: RE: STAFF - Self-drive hire car - July to December 2022 - Ref: [REDACTED] [SEC=OFFICIAL]

Hi [REDACTED],

I can confirm that those hire car transactions are not in line with the requirements as set out by IPEA.

I've highlighted three potential transactions that I'm unsure about. Would you be able to clarify what 'Travel Services Provider' refers to? Would this be for car hire as well?

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Many thanks,

[REDACTED]

---

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Sent: Friday, 24 February 2023 12:53 PM  
To: [REDACTED] Assurance <[Assurance@ipea.gov.au](mailto:Assurance@ipea.gov.au)>; Le, Dai (MP) <[REDACTED]>  
Cc: [REDACTED]  
Subject: RE: STAFF - Self-drive hire car - July to December 2022 - Ref: [REDACTED] [SEC=OFFICIAL]

SEC=OFFICIAL

Good afternoon [REDACTED],

Thank you for providing the information below.

Regarding the hire car transactions, it sounds as though neither trip is in line with the requirements under the Determination due to the following:

- the vehicle is not used for journeys within Canberra; and
- the vehicle is not used for journeys within a city/town where the employers electorate or other office is located, except by employees of the Prime Minister, the Leader of the Opposition, or the leader of a minority party.

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[REDACTED]  
Director, Audit and Assurance  
Transparency, Assurance and Legal Branch  
Independent Parliamentary Expenses Authority



One Canberra Avenue, FORREST ACT 2603

T: [REDACTED]  
[assurance@ipea.gov.au](mailto:assurance@ipea.gov.au)

W: [www.ipea.gov.au](http://www.ipea.gov.au) & [www.ipea.gov.au/ed](http://www.ipea.gov.au/ed)

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From: [REDACTED]  
Sent: Thursday, 23 February 2023 2:51 PM  
To: Assurance <[Assurance@ipea.gov.au](mailto:Assurance@ipea.gov.au)>; Le, Dai (MP) <[REDACTED]>  
Cc: [REDACTED]  
Subject: RE: STAFF - Self-drive hire car - July to December 2022 - Ref: [REDACTED] [SEC=OFFICIAL]

Hi [REDACTED],

Thanks for the chat just now. I've spoken to Dai and it appears the first claim for 4<sup>th</sup> August- 6<sup>th</sup> August does not meet IPEA standards for travel claims.

As for the second claim for 11<sup>th</sup> October, [REDACTED] was working [REDACTED]. [REDACTED] travelled to [REDACTED] Sydney for a few days and hired a car for that. We're not entirely sure whether this makes [REDACTED] eligible for the travel claim. If you could please provide further advice on this that would be great.

Should you need to get in touch with [REDACTED] mobile is [REDACTED] and [REDACTED] email is [REDACTED]. [REDACTED]

[REDACTED]

Many thanks for your assistance.

Kind regards,

[REDACTED]

From: Assurance <[Assurance@ipea.gov.au](mailto:Assurance@ipea.gov.au)>  
Sent: Thursday, 23 February 2023 11:46 AM  
To: Le, Dai (MP) <[Dai.Le@aph.gov.au](mailto:Dai.Le@aph.gov.au)>  
Cc: Assurance <[Assurance@ipea.gov.au](mailto:Assurance@ipea.gov.au)>; [REDACTED]  
Subject: STAFF - Self-drive hire car - July to December 2022 - Ref: [REDACTED] [SEC=OFFICIAL]

SEC=OFFICIAL

Ms Dai Le MP

**Member for Fowler**

Dear Ms Le

The Independent Parliamentary Expenses Authority (IPEA) undertakes post-payment checks on travel related work expenses of parliamentarians and their staff. The self-drive vehicle hires set out below have been identified through these checks as requiring further information to confirm the use was consistent with the provisions of [Determination 2020/15 Staff Travel and Relief Staff Arrangements](#) (the Determination).

Claim ID	Employee	Pick-up Date	Pick-up Location	Drop-off Date	Drop-off Location	Amount (GST excl.)
		04.08.2022	Canberra	06.08.2022	Canberra	\$244.49
		11.10.2022	Sydney	12.10.2022	Sydney	\$339.77

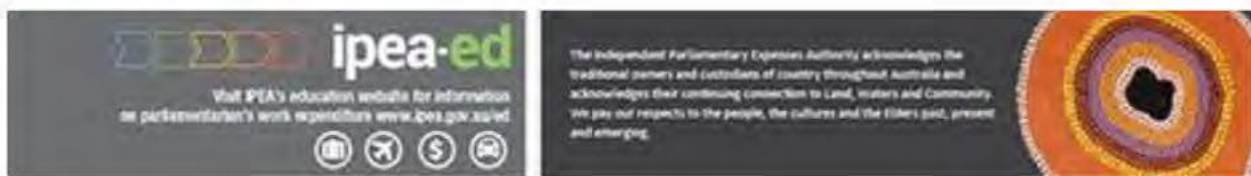
Paragraph 17(d) of the Determination provides for employee use of self-drive vehicles when travelling as directed on official business, provided that:

- the hire is of no more than 10 days duration;
- the vehicle is not used for journeys within Canberra; and
- the vehicle is not used for journeys within a city/town where the employers electorate or other office is located, except by employees of the Prime Minister, the Leader of the Opposition, or the leader of a minority party.

Please complete and return the attached Short-term Self-drive Hire Car Certification (Form 127) within 7 business days, that is by that is by Thursday 2 March 2023, to [assurance@ipea.gov.au](mailto:assurance@ipea.gov.au) quoting Ref: [REDACTED]

Kind regards

[REDACTED]  
Audit & Assurance  
Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603  
T: 02 6215 3000  
E: [assurance@ipea.gov.au](mailto:assurance@ipea.gov.au)  
W: [www.ipea.gov.au](http://www.ipea.gov.au) & [www.ipea.gov.au/ed](http://www.ipea.gov.au/ed)



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Transaction Type	From Location	To Location	Travel Date	Status	Total Amount	Suspended	Verified? /YN
Domestic Travel Allowance	Capital Hill (Canberra)	Capital Hill (Canberra)	24/07/2022	SAP FI Document Posted	2,248.00 AUD	No	Y
Travel Services Provider		Canberra	24/07/2022	Paid in SAP FI	482.00 AUD	No	Y
Travel Services Provider	Canberra	Canberra	4/08/2022	Paid in SAP FI	288.94 AUD	No	Y
Travel Services Provider	Canberra		5/08/2022	Paid in SAP FI	458.50 AUD	Yes	Y
Domestic Travel Allowance	Cabramatta (Sydney)	Adelaide	1/09/2022	Paid in SAP FI	553.00 AUD	No	Y
Travel Services Provider	Sydney	Adelaide	1/09/2022	Paid in SAP FI	356.84 AUD	No	Y
Travel Services Provider	Adelaide	Adelaide	1/09/2022	Paid in SAP FI	402.90 AUD	No	Y
Travel Services Provider	Adelaide	Sydney	3/09/2022	Paid in SAP FI	601.63 AUD	No	Y
Domestic Travel Allowance	Cabramatta (Sydney)	Capital Hill (Canberra)	4/09/2022	Paid in SAP FI	3,539.88 AUD	No	Y
Domestic Travel Allowance		Sydney	20/09/2022	Paid in SAP FI	2,607.00 AUD	No	Y
Travel Services Provider		Sydney	20/09/2022	Paid in SAP FI	314.30 AUD	No	Y
Cabcharge			20/09/2022	Paid in SAP FI	135.45 AUD	No	Y
Cabcharge	Keith Smith Avenue, Mascot, New South Wales, 2020	Hughes Street, Cabramatta, New South Wales, 2166	20/09/2022	Paid in SAP FI	159.20 AUD	No	Y
Travel Services Provider	Sydney	Canberra	20/09/2022	Awaiting Verification	1,074.49 AUD	No	Y
Travel Services Provider	Sydney	Canberra	20/09/2022	Awaiting Verification	90.54 AUD	No	Y
Travel Services Provider	Canberra		29/09/2022	Paid in SAP FI	346.50 AUD	No	Y
Cabcharge			29/09/2022	Paid in SAP FI	146.58 AUD	No	Y
Travel Services Provider		Sydney	4/10/2022	Paid in SAP FI	399.79 AUD	No	Y
Travel Services Provider	Sydney		4/10/2022	Paid in SAP FI	399.79 AUD	No	Y
Cabcharge	Hughes Street, Cabramatta, New South Wales, 2166	Canberra Drive, Mascot, New South Wales, 2020	4/10/2022	Paid in SAP FI	108.88 AUD	No	Y
Cabcharge			4/10/2022	Paid in SAP FI	135.96 AUD	No	Y
Cabcharge			4/10/2022	Paid in SAP FI	137.45 AUD	No	Y
Cabcharge			4/10/2022	Paid in SAP FI	133.38 AUD	No	Y
Domestic Travel Allowance	Keith Smith Avenue, Mascot, New South Wales, 2020	Hughes Street, Cabramatta, New South Wales, 2166	11/10/2022	Paid in SAP FI	292.00 AUD	No	Y
Travel Services Provider	Sydney	Sydney	11/10/2022	Paid in SAP FI	373.74 AUD	No	N
Domestic Travel Allowance		Sydney	24/10/2022	Paid in SAP FI	1,445.00 AUD	No	Y
Cabcharge			24/10/2022	Paid in SAP FI	136.82 AUD	No	Y
Travel Services Provider		Sydney	24/10/2022	Paid in SAP FI	227.15 AUD	No	Y
Travel Services Provider	Sydney	Canberra	24/10/2022	Awaiting Verification	829.98 AUD	No	Y
Travel Services Provider	Canberra	Canberra	24/10/2022	Awaiting Verification	51.18 AUD	No	Y
Cabcharge			28/10/2022	Paid in SAP FI	174.99 AUD	No	Y
Travel Services Provider			28/10/2022	Paid in SAP FI	1,157.75 AUD	No	Y
Domestic Travel Allowance	Canberra	Capital Hill (Canberra)	6/11/2022	Awaiting Acquittal	1,445.00 AUD	No	Y
Travel Services Provider		Canberra	6/11/2022	Paid in SAP FI	640.85 AUD	No	Y
Cabcharge	Terminal Avenue, Canberra Airport, Australian Capital Territory, 2600	National Circuit, Barton, Australian Capital Territory, 2600	6/11/2022	Paid in SAP FI	28.56 AUD	No	Y
Cabcharge	National Circuit, Barton, Australian Capital Territory, 2600	Parliament Drive, Capital Hill, Australian Capital Territory, 2600	7/11/2022	Paid in SAP FI	14.60 AUD	No	N
Cabcharge	National Circuit, Barton, Australian Capital Territory, 2600	Parliament Drive, Capital Hill, Australian Capital Territory, 2600	9/11/2022	Paid in SAP FI	14.28 AUD	No	N
Cabcharge	OFFICE	OFFICE	10/11/2022	Paid in SAP FI	14.18 AUD	No	N
Travel Services Provider	Canberra		11/11/2022	Paid in SAP FI	628.50 AUD	No	Y
Cabcharge	CITY	AIRPORT	11/11/2022	Paid in SAP FI	22.47 AUD	No	Y
Domestic Travel Allowance		Sydney	15/11/2022	Paid in SAP FI	878.00 AUD	No	Y
Travel Services Provider		Sydney	15/11/2022	Paid in SAP FI	399.79 AUD	No	Y
Cabcharge		Sydney	15/11/2022	Paid in SAP FI	135.45 AUD	No	Y
Travel Services Provider	Sydney	Sydney	15/11/2022	Paid in SAP FI	567.06 AUD	No	Y
Travel Services Provider	Sydney		18/11/2022	Paid in SAP FI	399.79 AUD	No	Y
Cabcharge			18/11/2022	Paid in SAP FI	131.15 AUD	No	Y
Domestic Travel Allowance		Capital Hill (Canberra)	20/11/2022	Awaiting Acquittal	3,468.00 AUD	No	Y
Travel Services Provider		Canberra	20/11/2022	Paid in SAP FI	640.85 AUD	No	Y
Cabcharge			20/11/2022	Paid in SAP FI	135.77 AUD	No	Y
Cabcharge	Burbury Close, Barton, Australian Capital Territory, 2600	Parliament Drive, Capital Hill, Australian Capital Territory, 2600	21/11/2022	Paid in SAP FI	14.60 AUD	No	N
Cabcharge	Burbury Close, Barton, Australian Capital Territory, 2600	Burbury Close, Barton, Australian Capital Territory, 2600	21/11/2022	Paid in SAP FI	30.66 AUD	No	N
Cabcharge	CITY	Parliament Drive, Capital Hill, Australian Capital Territory, 2600	22/11/2022	Paid in SAP FI	15.75 AUD	No	N
Cabcharge	Burbury Close, Barton, Australian Capital Territory, 2600	Parliament Drive, Capital Hill, Australian Capital Territory, 2600	28/11/2022	Paid in SAP FI	16.38 AUD	No	N
Cabcharge	CITY	CITY	28/11/2022	Paid in SAP FI	21.42 AUD	No	N
Cabcharge	Burbury Close, Barton, Australian Capital Territory, 2600	Parliament Drive, Capital Hill, Australian Capital Territory, 2600	29/11/2022	Paid in SAP FI	16.70 AUD	No	N
Cabcharge	Burbury Close, Barton, Australian Capital Territory, 2600	Parliament Drive, Capital Hill, Australian Capital Territory, 2600	30/11/2022	Paid in SAP FI	12.80 AUD	No	N
Travel Services Provider	Canberra		2/12/2022	Paid in SAP FI	430.86 AUD	No	Y
Cabcharge	Burbury Close, Barton, Australian Capital Territory, 2600	Parliament Drive, Capital Hill, Australian Capital Territory, 2600	2/12/2022	Paid in SAP FI	12.23 AUD	No	N
Cabcharge			2/12/2022	Paid in SAP FI	134.40 AUD	No	Y
Travel Services Provider	Sydney	Sydney	6/12/2022	Paid in SAP FI	399.79 AUD	No	Y
Travel Services Provider	Sydney		6/12/2022	Paid in SAP FI	399.79 AUD	No	Y
Cabcharge	AIRPORT		6/12/2022	Paid in SAP FI	256.41 AUD	No	N
Cabcharge	SUBURBS	SUBURBS	6/12/2022	Paid in SAP FI	262.50 AUD	No	N
Travel Services Provider	Sydney		6/12/2022	Awaiting Verification	136.54 AUD	No	N
Domestic Travel Allowance		Sydney	12/12/2022	Awaiting Acquittal	1,168.00 AUD	No	Y
Travel Services Provider		Sydney	12/12/2022	Paid in SAP FI	399.79 AUD	No	Y
Travel Services Provider		Sydney	12/12/2022	Paid in SAP FI	494.12 AUD	No	N
Cabcharge			12/12/2022	Paid in SAP FI	136.92 AUD	No	Y
Travel Services Provider	Sydney		12/12/2022	Awaiting Verification	84.41 AUD	No	N
Cabcharge			15/12/2022	Paid in SAP FI	136.81 AUD	No	Y

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**From:** Assurance  
**Sent:** Wednesday, 5 April 2023 10:20 AM  
**To:** Le, Dai (MP); [REDACTED]  
**Cc:** Assurance  
**Subject:** Assurance Review [SEC=OFFICIAL]  
**Attachments:** [REDACTED] - Office of Ms Dai Le - Assurance Review.pdf; Attachment A.pdf; Attachment B.PDF

**OFFICIAL**

Dear Ms Le

Please find attached correspondence from the Independent Parliamentary Expenses Authority in relation to travel your staff member has undertaken.

Should you wish to discuss this matter, please do not hesitate to contact me on (02) [REDACTED] or [assurance@ipea.gov.au](mailto:assurance@ipea.gov.au).

Yours sincerely

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**Nicole Pearson**  
Branch Manager, Transparency, Assurance and Legal  
Independent Parliamentary Expenses Authority  
[REDACTED]

**Classification: OFFICIAL**  
**Classified by:** [REDACTED] **on:** 4/04/2023 7:52:51 AM



**Australian Government**  
**Independent Parliamentary**  
**Expenses Authority**

5 April 2023

Ms Dai Le MP  
Member for Fowler  
Level 2  
24-32 Hughes Street  
Cabramatta, NSW, 2166

Email: [REDACTED]

Dear Ms Le

**Assurance Review of staff travel expenses**

The Independent Parliamentary Expenses Authority (IPEA) is responsible for monitoring the use of travel resources used in connection with travel by staff employed under the *Members of Parliament (Staff) Act 1984*.

Follow our recent correspondence with your Office, IPEA is undertaking an Assurance Review of travel expenses and allowances incurred by [REDACTED] in your office from [REDACTED] (the relevant period).

**Attachment A** details [REDACTED] Commonwealth-funded travel for the relevant period. To assist with the Assurance Review, please examine each expense and allowance, and confirm:

- [REDACTED] was directed by you, or an authorised person in your office, to undertake the travel
- the purpose of the travel, and
- the travel is consistent with the requirements of the legislative framework.

To facilitate your review, we have indicated which expenses and allowances your Office has already advised were approved, not approved, or where there is additional travel for your review. In this attachment we have provided an additional column for your comments on the travel.

We have also attached Determination 2020/15 - Staff Travel and Relief Staff Arrangements (**Attachment B** - the Determination). The Determination details the circumstances under which staff travel expenses may be used, including the requirements of travel.

Key sections of the Determination include:

- Items 3 and 4 which provide that employees may travel as directed anywhere within Australia on official business.
- Item 14 which provides that employees, other than senior staff, are limited to a fare which shall not exceed the cost of an economy class airfare for the most reasonable and usual route between the departure and destination points.

**OFFICIAL: Sensitive**

- Items 16, 17 and 18 which provide the requirements for the use of car transport, including staff hire care and cabcharge. In particular, that it is an employee's responsibility to transport him or herself to and from work for his or her normal hours of duty and that hire cars should not be used for journeys within Canberra or the city/town where the employer's electorate or other office is located.

Please note that on the basis of your response we will correspond with [REDACTED] to confirm any information provided. At the completion of this matter, an invoice may be raised for [REDACTED] to reimburse the Commonwealth for any travel that was not approved or was inconsistent with the legislative framework.

IPEA is also currently engaging with our travel provider to confirm if the additional cost of the business class flights undertaken by [REDACTED] were paid for privately. If business class flights have been charged to the Commonwealth, this is inconsistent with item 14 of the Determination, and an invoice may be raised for the difference between the business class and economy fare.

I would be grateful if you could provide your response via email to [assurance@ipea.gov.au](mailto:assurance@ipea.gov.au), by close of business on **19 April 2023**, or advise us prior to the date if you need more time.

Please note that IPEA publishes its Assurance Reviews on its website at [www.ipea.gov.au](http://www.ipea.gov.au). Should you wish to discuss this matter, please contact me on 02 6215 [REDACTED].

Yours sincerely



---

Nicole Pearson  
Branch Manager, Transparency, Assurance & Legal  
Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603

**Attachment A**  
**[REDACTED]**  
 Assurance Review of travel expenses

Transaction Type	Departure Date	Departure Time	Departure Location	Arrival Date	Arrival Time	Arrival Location	Class	Itinerary Code	Number of nights	Total Amount	Confirmation of Travel <i>Provide confirmation the travel was approved by you, or an authorised person</i>	Purpose of Travel <i>Provide details of the travel and confirm it was consistent with the legislative framework</i>
Travel Services Provider	4/08/2022	4:00 PM	Canberra	5/08/2022	6:00 PM	Canberra		Car Hire		\$268.94	Yes	
Travel Services Provider	5/08/2022	7:20 PM	Canberra	5/08/2022	9:00 PM	[REDACTED]	Economy	Air Travel		\$458.50	Yes	
Domestic Travel Allowance	1/09/2022		Cabramatta	1/09/2022	8:55 AM	Adelaide			2	\$560.00	Yes	
Travel Services Provider	1/09/2022	7:15 AM	Sydney	1/09/2022	8:55 AM	Adelaide	Business	Air Travel		\$356.84	Yes	
Travel Services Provider	1/09/2022	8:55 AM	Adelaide	3/09/2022	2:30 PM	Adelaide		Car Hire		\$402.90	Yes	
Travel Services Provider	3/09/2022	2:30 PM	Adelaide	3/09/2022	4:50 PM	Sydney	Economy	Air Travel		\$601.83	Yes	
Motor Vehicle Allowance	4/09/2022		Cabramatta	4/09/2022	2:00 PM	Capital Hill				\$180.34	Yes	
Domestic Travel Allowance	4/09/2022		Cabramatta	4/09/2022	2:00 PM	Capital Hill			12	\$3,468.00	Yes	
Domestic Travel Allowance	4/09/2022		Cabramatta	4/09/2022	2:00 PM	Capital Hill			1	-\$289.00	Yes	
Motor Vehicle Allowance	16/09/2022		Capital Hill	16/09/2022	12:00 PM	Cabramatta				\$180.34	Yes	
Cabcharge	20/09/2022		[REDACTED]	20/09/2022	6:07 AM	[REDACTED]				\$135.45	Yes	
Travel Services Provider	20/09/2022	7:35 AM	[REDACTED]	20/09/2022	9:10 AM	Sydney	Discount Econ	Air Travel		\$314.30	Yes	
Domestic Travel Allowance	20/09/2022		[REDACTED]	20/09/2022	9:10 AM	Sydney			2	\$584.00	Yes	
Cabcharge	20/09/2022		Mascot	20/09/2022	10:10 AM	Cabramatta				\$108.26	Yes	
Domestic Travel Allowance	22/09/2022		Cabramatta	22/09/2022	9:00 AM	Capital Hill			7	\$2,023.00	Additional travel to be reviewed	

**Attachment A**  
[REDACTED]  
 Assurance Review of travel expenses

Transaction Type	Departure Date	Departure Time	Departure Location	Arrival Date	Arrival Time	Arrival Location	Class	Itinerary Code	Number of nights	Total Amount	Confirmation of Travel <i>Provide confirmation the travel was approved by you, or an authorised person</i>	Purpose of Travel <i>Provide details of the travel and confirm it was consistent with the legislative framework</i>
Travel Services Provider	29/09/2022	6:20 AM	Canberra	29/09/2022	8:00 AM	[REDACTED]	Discount Econ	Air Travel		\$346.50	Yes	
Cabcharge	29/09/2022		[REDACTED]	29/09/2022	9:26 AM	[REDACTED]				\$146.58	Yes	
Cabcharge	4/10/2022		[REDACTED]	4/10/2022	5:27 AM	[REDACTED]				\$137.45	Yes	
Travel Services Provider	4/10/2022	7:05 AM	[REDACTED]	4/10/2022	9:40 AM	Sydney	Economy	Air Travel		\$399.79	Yes	
Cabcharge	4/10/2022		Mascot	4/10/2022	10:55 AM	Cabramatta				\$108.36	Yes	
Cabcharge	4/10/2022		Cabramatta	4/10/2022	4:49 PM	Mascot				\$108.68	Yes	
Travel Services Provider	4/10/2022	6:30 PM	Sydney	4/10/2022	7:00 PM	[REDACTED]	Economy	Air Travel		\$399.79	Yes	
Cabcharge	4/10/2022		[REDACTED]	4/10/2022	8:15 PM	[REDACTED]				\$135.66	Yes	
Domestic Travel Allowance	11/10/2022		[REDACTED]	11/10/2022	7:05 AM	Sydney			1	\$292.00	Yes	
Travel Services Provider	11/10/2022	9:40 AM	Sydney	12/10/2022	5:00 PM	Sydney		Car Hire		\$373.74	No	
Cabcharge	24/10/2022		[REDACTED]	24/10/2022	5:51 AM	[REDACTED]				\$136.92	Yes	
Travel Services Provider	24/10/2022	7:10 AM	[REDACTED]	24/10/2022	9:45 AM	Sydney	Business	Air Travel		\$227.15	Yes	
Domestic Travel Allowance	24/10/2022		Sydney	24/10/2022	6:45 PM	Capital Hill			5	\$1,445.00	Yes	
Travel Services Provider	29/10/2022	9:30 AM	Canberra	29/10/2022	10:10 AM	[REDACTED]	Business	Air Travel		\$1,187.75	Yes	
Cabcharge	29/10/2022		[REDACTED]	29/10/2022	12:01 PM	[REDACTED]				\$174.99	Yes	



**Attachment A**  
[REDACTED]  
 Assurance Review of travel expenses

Transaction Type	Departure Date	Departure Time	Departure Location	Arrival Date	Arrival Time	Arrival Location	Class	Itinerary Code	Number of nights	Total Amount	Confirmation of Travel <i>Provide confirmation the travel was approved by you, or an authorised person</i>	Purpose of Travel <i>Provide details of the travel and confirm it was consistent with the legislative framework</i>
Travel Services Provider	6/11/2022	8:50 AM	[REDACTED]	6/11/2022	11:40 AM	Canberra	Business	Air Travel		\$640.85	Yes	
Cabcharge	6/11/2022		Canberra Airport	6/11/2022	11:53 AM	Barton				\$28.56	Yes	
Domestic Travel Allowance	6/11/2022		[REDACTED]	6/11/2022	9:00 AM	Capital Hill			5	\$1,445.00	Yes	
Cabcharge	7/11/2022		Barton	7/11/2022	8:25 AM	Capital Hill				\$14.60	No	
Cabcharge	9/11/2022		Barton	9/11/2022	9:26 AM	Capital Hill				\$14.28	No	
Cabcharge	10/11/2022		OFFICE	10/11/2022	9:28 AM	OFFICE				\$14.18	No	
Cabcharge	11/11/2022		CITY	11/11/2022	10:21 AM	AIRPORT				\$22.47	Yes	
Travel Services Provider	11/11/2022	12:20 PM	Canberra	11/11/2022	1:00 PM	[REDACTED]	Business	Air Travel		\$626.50	Yes	
Cabcharge	15/11/2022		[REDACTED]	15/11/2022	6:14 AM	[REDACTED]				\$135.45	Yes	
Travel Services Provider	15/11/2022	8:05 AM	[REDACTED]	15/11/2022	10:40 AM	Sydney	Business	Air Travel		\$399.79	Yes	
Domestic Travel Allowance	15/11/2022		[REDACTED]	15/11/2022	9:00 AM	Sydney			2	\$584.00	Yes	
Domestic Travel Allowance	15/11/2022		[REDACTED]	15/11/2022	9:00 AM	Sydney			1	\$292.00	Yes	
Travel Services Provider	15/11/2022	10:40 AM	Sydney	18/11/2022	6:00 PM	Sydney		Car Hire		\$567.06	Yes	
Travel Services Provider	18/11/2022	6:30 PM	Sydney	18/11/2022	7:00 PM	[REDACTED]	Business	Air Travel		\$399.79	Yes	
Cabcharge	18/11/2022		[REDACTED]	18/11/2022	8:11 PM	[REDACTED]				\$131.15	Yes	

**Attachment A**  
[REDACTED]  
 Assurance Review of travel expenses

Transaction Type	Departure Date	Departure Time	Departure Location	Arrival Date	Arrival Time	Arrival Location	Class	Itinerary Code	Number of nights	Total Amount	Confirmation of Travel <i>Provide confirmation the travel was approved by you, or an authorised person</i>	Purpose of Travel <i>Provide details of the travel and confirm it was consistent with the legislative framework</i>
Cabcharge	20/11/2022		[REDACTED]	20/11/2022	7:03 PM	[REDACTED]				\$135.77	Yes	
Domestic Travel Allowance	20/11/2022		[REDACTED]	20/11/2022	9:00 AM	Capital Hill			12	\$3,468.00	Yes	
Travel Services Provider	20/11/2022	8:25 PM	[REDACTED]	20/11/2022	11:15 PM	Canberra	Business	Air Travel		\$640.85	Yes	
Cabcharge	21/11/2022		Barton	21/11/2022	9:05 AM	Capital Hill				\$14.60	No	
Cabcharge	21/11/2022		Barton	21/11/2022	12:28 AM	Barton				\$30.66	No	
Cabcharge	22/11/2022		CITY	22/11/2022	9:40 AM	Capital Hill				\$15.75	No	
Cabcharge	28/11/2022		Barton	28/11/2022	11:26 AM	Capital Hill				\$16.38	No	
Cabcharge	28/11/2022		CITY	28/11/2022	10:59 PM	CITY				\$21.42	No	
Cabcharge	29/11/2022		Barton	29/11/2022	9:52 AM	Capital Hill				\$16.70	No	
Cabcharge	30/11/2022		Barton	30/11/2022	9:30 AM	Capital Hill				\$12.60	No	
Cabcharge	2/12/2022		Barton	2/12/2022	6:23 AM	Capital Hill				\$12.23	No	
Travel Services Provider	2/12/2022	9:50 AM	Canberra	2/12/2022	10:30 AM	[REDACTED]	Business	Air Travel		\$430.86	Yes	
Cabcharge	2/12/2022		[REDACTED]	2/12/2022	11:19 AM	[REDACTED]				\$134.40	Yes	
Cabcharge	6/12/2022		SUBURBS	6/12/2022	6:44 AM	SUBURBS				\$262.50	No	
Travel Services Provider	6/12/2022	8:05 AM	[REDACTED]	6/12/2022	10:40 AM	Sydney	Business	Air Travel		\$399.79	Yes	

**Attachment A**

Assurance Review of travel expenses

Transaction Type	Departure Date	Departure Time	Departure Location	Arrival Date	Arrival Time	Arrival Location	Class	Itinerary Code	Number of nights	Total Amount	Confirmation of Travel <i>Provide confirmation the travel was approved by you, or an authorised person</i>	Purpose of Travel <i>Provide details of the travel and confirm it was consistent with the legislative framework</i>
Travel Services Provider	6/12/2022	8:30 PM	Sydney	6/12/2022	9:00 PM	[REDACTED]	Business	Air Travel		\$399.79	Yes	
Cabcharge	6/12/2022		AIRPORT	6/12/2022	10:39 PM	[REDACTED]				\$256.41	No	
Cabcharge	12/12/2022		[REDACTED]	12/12/2022	8:08 AM	[REDACTED]				\$136.92	Yes	
Travel Services Provider	12/12/2022	8:05 AM	[REDACTED]	12/12/2022	10:40 AM	Sydney	Business	Air Travel		\$399.79	Yes	
Domestic Travel Allowance	12/12/2022		[REDACTED]	12/12/2022	9:00 AM	Sydney			4	\$1,168.00	Yes	
Travel Services Provider	12/12/2022	10:40 AM	Sydney	15/12/2022	8:00 AM	Sydney		Car Hire		\$494.12	No	
Cabcharge	15/12/2022		[REDACTED]	15/12/2022	9:37 AM	[REDACTED]				\$136.61	Yes	

DETERMINATION 2020/15

*Members of Parliament (Staff) Act 1984*

**STAFF TRAVEL AND RELIEF STAFF ARRANGEMENTS**

I, MATHIAS CORMANN, Minister for Finance, for and on behalf of the Prime Minister, determine under subsection 13(2) and subsection 20(2) of the *Members of Parliament (Staff) Act 1984* (the Act) that, with effect on and from the date of this Determination:

- Determination 2018/30 made on 12 December 2018 is revoked;
- the travel arrangements set out in Schedule A of this determination apply to the staff of Senators and Members employed under Part III and Part IV of the Act;
- the relief staff arrangements set out in Schedule B of this determination apply; and
- the Electorate Support Budget is calculated as set out in Schedule C of this determination.

Dated this <sup>29<sup>th</sup></sup> day of <sup>JUNE</sup> 2020

  
**MATHIAS CORMANN**  
Minister for Finance

**SCHEDULE A****Domestic Travel**

1. Employees may only travel by the most efficient direct route available.
2. Subject to item 16, 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. This responsibility includes travel between accommodation and the office when travelling on parliamentary or electorate business away from the employee's work base. This also includes travel to attend work when the employee's work base is distant from the employee's home.
3. All personal employees may travel as directed anywhere within Australia on official business.
4. Subject to available funds in the Electorate Support Budget (where applicable), electorate employees may travel as directed anywhere within Australia on official business. All travel costs under this determination and associated travelling allowance and motor vehicle allowance under the *Commonwealth Members of Parliament Staff Enterprise Agreement 2016-2019* or successor agreements (Enterprise Agreement) are debited against the Electorate Support Budget (where applicable).
5. One nominated electorate employee working for a Minister, a Parliamentary Secretary, an Opposition Office Holder, a Leader or Deputy Leader of a Minority Party, a Chair of a Parliamentary Committee, or, with the approval of the Special Minister of State, a Chair of a Parliamentary Sub-Committee, may travel as directed anywhere within Australia on official business without debit against the Electorate Support Budget.
  - (a) The nomination of an electorate employee is to be a settled arrangement, that is, the expectation is that the nomination would not change within 12 months. The name of the nominated employee must be notified to the Independent Parliamentary Expenses Authority (IPEA) in writing<sup>1</sup>. All travel under this Schedule by the nominated employee that was undertaken prior to the date that the nomination took effect will be debited against the Electorate Support Budget.
  - (b) A Senator or Member may nominate only one electorate employee who may travel as directed anywhere within Australia on official business without debit against the Electorate Support Budget at any one time, irrespective of the number of office holder positions (as specified in this item) held by the Senator or Member.
  - (c) The general travel conditions set out in this Schedule continue to apply, where appropriate, to the nominated employee.
  - (d) All travel by the electorate employees of the Senator or Member, other than the nominated employee, will be debited against the Electorate Support Budget, subject to item 6.

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<sup>1</sup> Using the *Electorate Employee Travel Nomination* form on the IPEA website.

6. A Presiding Officer, including a Deputy Presiding Officer, Parliamentary Secretary<sup>2</sup>, Whip or a Shadow Minister, other than an Opposition Office Holder, may nominate a personal employee whose travel will be debited against the Electorate Support Budget, in place of a nominated electorate employee, whose travel will not be debited against the Electorate Support Budget.
  - (a) The nomination of a personal and electorate employee is to be a settled arrangement, that is, the expectation is that the nomination would not change within 12 months. The names of the nominated personal and electorate employees must be notified to IPEA in writing<sup>3</sup>. Travel by the nominated electorate employee that was undertaken prior to the date that the nomination took effect will be debited against the Electorate Support Budget.
7. Official travel is restricted to Australia (excluding the external territories), unless the employing Senator or Member has a specific work expense for travel to an Australian external territory.
8. Travel may not be undertaken at Commonwealth expense for the personal benefit of an employee.
9. With the approval of the employing Senator or Member, an employee is permitted to make a stopover for personal reasons in the course of travel on official business by the most efficient direct route available, provided:
  - (a) the stopover is for a maximum of two nights only;
  - (b) no annual leave is taken by an employee as part of the stopover; and
  - (c) any additional costs for fares or costs related to the stopover are paid by the employee at the time of booking the travel.
10. Travelling allowance is not payable during a personal stopover. A personal stopover is defined as personal time spent at a destination where an employee has been directed to travel on official business<sup>4</sup> or a break in travel at a usual point en route to the final travel destination<sup>5</sup>.
11. An employee may only use charter services when accompanying their employing Senator or Member under the Senator's or Member's charter work expense or where scheduled transport services (including air, rail, sea and bus) are not available.
  - (a) If the charter service also carries other passengers, the Commonwealth will only pay the pro rata cost of the travel of the employee.
  - (b) Charter services may not be used for the sole reason that scheduled services are fully booked, or are not available at the most convenient time.
  - (c) Some regions of Australia have infrequent scheduled services and/or no scheduled air services. Employees travelling to these locations should plan their travel with regard to these constraints.

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<sup>2</sup> A Parliamentary Secretary may nominate an electorate employee whose travel will not be debited from the ESB under item 5 and, concurrently, nominate a personal employee whose travel will be debited from the ESB in place of a nominated different electorate employee whose travel will not be debited under item 6.

<sup>3</sup> Using the *Electorate Employee Travel Nomination* form on the IPEA website.

<sup>4</sup> For example, a Canberra-based employee travels to Brisbane on official business on Friday. The employee stays in Brisbane on Saturday and Sunday nights and returns on Monday. In this case, the Saturday and Sunday are counted as a personal stopover and return airfare will be covered by the Electorate Support Budget. However, if the employee returns on Tuesday or later, it is at their own expense.

<sup>5</sup> For example, travel from Hobart to Canberra may have a usual stop in Melbourne en route.

12. Employees are required to take all reasonable steps to ensure, where applicable, that departure and destination travel arrangements are compatible with scheduled transport services.

### **Class of Travel**

13. Senior staff (employees above the level of Adviser) who are required by the employing Senator or Member to travel on official business by air, rail, road or sea are limited to a fare which shall not exceed the cost of a business class airfare for the most reasonable and usual route between the departure and destination points. Where a business class airfare is not published for the destination point, the cost to the Commonwealth of travel by air, rail, road or sea must not exceed the economy class airfare for the most reasonable and usual route, between the departure and destination points.
14. Employees, other than senior staff, who are required by the employing Senator or Member to travel on official business by air, rail, road or sea are limited to a fare which shall not exceed the cost of an economy class airfare for the most reasonable and usual route between the departure and destination points, unless otherwise determined by the Special Minister of State.
15. A Minister, Parliamentary Secretary, Opposition Office Holder or Presiding Officer (but not a Deputy Presiding Officer) may direct a member of his or her staff who is on the same aircraft to travel at the same class as him or her, where there is a working need to do so. It is expected that no more than one employee will do so on any particular trip.

### **Car Transport**

16. As set out in item 2 of this Schedule, 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:
- (a) 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
  - (b) the employee is travelling on official business and scheduled public transport services are not readily available; or
  - (c) the employee is travelling on official business and is carrying luggage to and/or from the office for the purpose of the trip.
17. Employees, when travelling as directed on official business, or under the exceptions at item 16, subject to the restrictions at items 1 to 9, may use<sup>6</sup>:
- (a) taxis;
  - (b) regulated ridesharing services;
  - (c) hire cars; and

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<sup>6</sup> Motor vehicle allowance (MVA) may also be payable under Enterprise Agreement where an employee travels under the provisions of this determination in their privately owned vehicle or self-drive hire vehicle, at their own expense.

- (d) short-term self-drive cars hired through the travel services provider, or with any car hire company, provided that:
    - (i) the hire is of no more than 10 days duration;
    - (ii) the vehicle is not used for journeys within Canberra (other than to collect and/or return the vehicle);
    - (iii) the vehicle is not used for journeys within a city/town where the employer's electorate or other office is located (other than to collect and/or return the vehicle), except by employees of the Prime Minister, the Leader of the Opposition, or the leader of a minority party;
    - (iv) for the purposes of short-term self-drive car hire under this determination, a capital city, other than Canberra, is defined by the boundaries of the electorates identified as urban on the Federal Electoral Boundaries map published from time to time by the Australian Electoral Commission. Canberra includes locations within a 30km radius of Parliament House; and
    - (v) the cost of insurance will be met by the Commonwealth where it is purchased as part of the vehicle hire. It is the responsibility of employees to ensure that they arrange the appropriate level of insurance for the circumstances of the hire. To reduce liability to the Commonwealth in case of loss or damage to the vehicle, this will usually be the highest level of insurance cover available.
18. Self-drive hire cars should be used on weekdays only unless exceptional circumstances apply and the Senator or Member has approved the use. Employees may not use taxis, regulated ridesharing services, hire cars or short-term self-drive hire cars at Commonwealth expense for private use, other than as set out at item 16.

#### **Tolls and Parking Costs**

- 19. Employees authorised by the employing Senator or Member to travel on official business may be reimbursed their toll and parking costs. Such costs must be reasonable to be eligible for full reimbursement<sup>7</sup>.
- 20. Toll and parking costs will not be reimbursed where incurred during a personal stopover or a period of leave. Administrative charges or penalties for late payment or non-payment of tolls and parking costs will not be reimbursed.
- 21. Employees will not be reimbursed for valet parking costs, with the exception of valet parking costs incurred at the accommodation occupied by the employee for travel on official business involving an overnight stay away from their work base.

#### **Travel for Training**

- 22. Senators and Members whose electorate offices are outside the greater metropolitan area of capital cities (including satellite cities), or within the Northern Territory or Tasmania, have access to four trips per financial year (five trips per financial year where the Member has a second official electorate office or six trips per financial year where the Member has a third official electorate office) for their electorate employees to travel to the nearest capital city to attend training under the

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<sup>7</sup> For example, it is generally expected that long-stay parking will be used at an airport.



Professional Development Program or approved ad hoc training and professional development opportunities, IT training or training for Work Health and Safety roles.

- (a) For electorate offices located in the Northern Territory, employees may also use the trips to travel to Adelaide or Brisbane.
  - (b) For electorate offices located in Tasmania, employees may also use the trips to travel to Melbourne.
23. The Senators and Members whose employees are eligible for the trips in item 22 will be listed on the Ministerial and Parliamentary Services (M&PS) website.

#### **Travel for ECG Representatives and WHS Committee Members**

24. Associated travel costs<sup>8</sup> of employees who are Employee Consultative Group<sup>9</sup> (ECG) representatives and Work Health and Safety (WHS) Committee<sup>10</sup> members, and whose travel is subject to the Electorate Support Budget, will not be debited against the Electorate Support Budget when the employee travels for the purpose of attending an ECG meeting or WHS Committee meeting, provided that the travel to the meeting location is not also for other official business.
25. Where the travel is also for other official business, only the *additional* travel costs associated with the ECG meeting or WHS Committee meeting will not be debited against the Electorate Support Budget.

#### **COMCAR Services for Employees of the Prime Minister**

26. All employees of the Prime Minister may use a COMCAR to travel to or from Defence Establishment Fairbairn when embarking or returning from travel with or on behalf of the Prime Minister.
27. With prior notification to the COMCAR Client Liaison Manager, the Prime Minister's employees may also travel in a COMCAR, when the car would otherwise be travelling without passengers, in the following circumstances:
- (a) if a COMCAR is travelling out of zone to meet the Prime Minister<sup>11</sup>, and employees need to travel along the same route to meet the Prime Minister; or
  - (b) if a COMCAR is travelling as part of the Prime Minister's advance party and employees need to travel along the same route.
28. In using COMCAR for these purposes, the COMCAR booking will be based solely on the Prime Minister's requirements. Employees must make their own way to and from any pick up/drop off point that COMCAR advise, which will be on the direct intended route. The COMCAR schedule cannot be altered to incur waiting time on behalf of an employee.

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<sup>8</sup> 'Associated travel costs' are costs under this determination (or its successor determinations), including domestic flights and car travel, and as provided under the Enterprise Agreement, including travelling allowance and motor vehicle allowance.

<sup>9</sup> As described at clause 5 of the Enterprise Agreement.

<sup>10</sup> A Health and Safety Committee for MOP(S) Act employees for the purposes of Division 4 of the *Work Health and Safety Act 2011*.

<sup>11</sup> For example, from Canberra to Merimbula.

**SCHEDULE B****Relief Staff Arrangements**

29. Each Senator and Member may engage relief staff as electorate employees with a work base of the electorate office, Parliament House office, or office holder's office as described at item 30, in accordance with the Enterprise Agreement, up to the limit of his or her Electorate Support Budget. The Special Minister of State may approve an alternative work base for a person employed against the Electorate Support Budget in special circumstances.
30. For the purpose of item 29, an office holder's office is an office, other than the electorate office/s and Parliament House office, provided at Commonwealth expense to the employing Senator or Member within the state or territory of their electorate and who is:
- (a) a Minister;
  - (b) an Opposition Office Holder;
  - (c) a Leader of a Minority Party; or
  - (d) a Presiding Officer.
31. The employment of electorate staff against an established position will not be debited against the Electorate Support Budget under the following circumstances:
- (a) filling of positions that are vacant due to resignation, retirement or termination;
  - (b) filling of positions that are temporarily vacant due to an employee being temporarily progressed to a personal employee position;
  - (c) absences of one week<sup>12</sup> or more on personal leave<sup>13</sup>;
  - (d) all absences on the following types of leave:
    - (i) unpaid carer's leave;
    - (ii) compassionate leave;
    - (iii) community service leave;
    - (iv) miscellaneous or other leave paid in accordance with the Enterprise Agreement (including Defence Force service, participation in major international sporting events, war service sick leave, political exchange leave, and other special purposes, but not including study leave);
    - (v) long service leave;
    - (vi) maternity leave<sup>14</sup>;
    - (vii) adoption leave;

<sup>12</sup> The term 'one week' means an absence of 38 hours regardless of whether the employee is full-time or part-time.

<sup>13</sup> Where an employee who is absent due to personal illness or injury or carers duties has exhausted their paid personal leave and therefore uses annual or long service leave, they may be replaced without debit against the Electorate Support Budget.

<sup>14</sup> Where other forms of paid leave are used within the 52 week maternity leave period, the Electorate Support Budget provisions that apply to maternity leave take precedence over the Electorate Support Budget provisions that apply to the type of leave used.

- (viii) supporting partner leave;
  - (ix) unpaid parental leave; and
  - (x) leave without pay.
32. Where an electorate employee is partially incapacitated (i.e. working fewer than their usual weekly hours on the basis of medical advice), working up to but not exceeding 20 hours per week, that employee will be treated as totally incapacitated and full-time relief arrangements will apply (to the maximum of the usual weekly hours of the employee) for a maximum period of six months without debit against the Electorate Support Budget. After six months, or when the affected employee's work hours exceed 20 hours per week (but are less than their usual weekly hours), relief staff may be engaged part-time in order to fully staff the position without debit against the Electorate Support Budget.
33. Senators and Members who hold a 'relevant office', as defined under section 3 of the Act, engage relief staff as electorate employees against the Electorate Support Budget under Part III of the Act. Senators and Members who do not hold a 'relevant office' engage relief staff as electorate employees against the Electorate Support Budget under Part IV of the Act.

**SCHEDULE C****Calculation of the Electorate Support Budget**

34. Subject to items 35 to 38, the Electorate Support Budget is calculated at the commencement of each financial year as the sum of:
- the electorate staff travel component; and
  - the relief staff component.
35. The Electorate Support Budget is calculated pro rata, on the basis of the number of calendar days remaining, for the financial year in which a Senator or Member commences his or her term.
36. The relief staff component will be adjusted in line with changes to the base salary point of the Electorate Officer B classification.
37. The relief staff component will be adjusted pro rata where a Member is allocated, or ceases to be allocated, an additional position for a second and/or third official electorate office.
38. The Special Minister of State may approve changes to the Electorate Support Budget for any Senator or Member.
39. If the Electorate Support Budget for a year is exhausted, a Senator or Member may not draw from the Electorate Support Budget for the following year. The costs beyond the Electorate Support Budget are a debt owed to the Commonwealth and must be repaid by the Senator or Member. Unused funds may not be carried over to the following year.

**Electorate staff travel component**

40. Except as provided at items 41, 42 and 43, the electorate staff travel component is calculated on the basis of:
- 20 return economy airfares (fully flexible) between the primary electorate office and Canberra;
  - 110 nights of travelling allowance at the rate applicable to Canberra;
  - taxi fares and/or motor vehicle allowance to and from the relevant airports for the 20 flights above; and
  - an amount for other travel as follows:

Senator/Member	Electorate Size	\$
Member	0-199 km <sup>2</sup>	\$300
Member	200-999 km <sup>2</sup>	\$500
Member	1,000-9,999 km <sup>2</sup>	\$700
Member	10,000-99,999 km <sup>2</sup>	\$1,000
Member	100,000-199,999 km <sup>2</sup>	\$8,132
Member	200,000-499,999 km <sup>2</sup>	\$10,132
Member	500,000 km <sup>2</sup> or greater	\$12,132
Senators for the NT	–	\$9,000
All other Senators	–	\$500

41. Where a Senator or Member's primary electorate office is located within 150km of Canberra by road, the electorate staff travel component is calculated at the commencement of each financial year on the basis of:
- the value of motor vehicle allowance payable for 20 return motor vehicle trips between the primary electorate office and Canberra;
  - 110 nights of travelling allowance at the rate applicable to Canberra; and
  - an amount for other travel as set out at item 40(d).
42. The electorate staff travel component for each financial year for the Member for Bean and Senators for the ACT is calculated on the basis of:
- three return economy airfares (fully flexible) between Canberra and Norfolk Island;
  - eight nights of travelling allowance at the commercial rate applicable to Norfolk Island; and
  - an amount of \$2,000 for other travel.
43. The electorate staff travel component for each financial year for the following Senators and Members is calculated as follows:

Senator/Member	\$
Member for Canberra	\$2,000
Member for Fenner	\$2,000
Member for Eden-Monaro	\$5,000
Senator whose electorate office is in Queanbeyan	\$5,000

### **Relief staff component**

44. The relief staff component is calculated on the basis of:
- 150 days' salary at the base salary point of the Electorate Officer B classification; and
  - an additional 50 days' salary at the base salary point of the Electorate Officer B classification where a Member is allocated an additional position for a second official electorate office; and
  - an additional 50 days' salary at the base salary point of the Electorate Officer B classification where a Member is allocated an additional position for a third official electorate office.

### **Terms and Definitions**

45. In this determination, terms have the meaning set out in the Enterprise Agreement. In addition, the terms below have the following meanings:

***Opposition Office Holder*** means:

- the Leader or Deputy Leader of the Opposition in the House of Representatives; or
- the Leader or Deputy Leader of the Opposition in the Senate.

***Leader or Deputy Leader of a Minority Party*** means the Leader or Deputy Leader of a recognised non-Government party of at least five members, but does not include an Opposition Office Holder.

***Professional Development Program*** means a scheduled program of training courses for MOP(S) Act employees, administered by the Department of Finance.

***Regulated ridesharing services*** means a ridesharing service operating under regulation in the State or Territory in which the travel occurs.

---

**From:** Assurance  
**Sent:** Friday, 5 May 2023 2:16 PM  
**To:** Le, Dai (MP); [REDACTED]  
**Cc:** Assurance  
**Subject:** RE: Assurance Review [SEC=OFFICIAL]  
**Attachments:** [REDACTED] - Ms Dai Le - Assurance Review.pdf

**OFFICIAL**

Dear Ms Le

Please find attached correspondence from the Independent Parliamentary Expenses Authority in relation to the assurance review for [REDACTED].

Should you wish to discuss this matter, please do not hesitate to contact me on (02) 6215 [REDACTED] or [assurance@ipea.gov.au](mailto:assurance@ipea.gov.au).

Yours sincerely

---

Nicole Pearson  
Branch Manager, Transparency, Assurance and Legal  
Independent Parliamentary Expenses Authority  
[REDACTED] [REDACTED]

**Classification:** OFFICIAL  
**Classified by:** assurance@ipea.gov.au on: 5/04/2023 10:19:44 AM

---

**From:** Assurance <Assurance@ipea.gov.au>  
**Sent:** Wednesday, 5 April 2023 10:20 AM  
**To:** Le, Dai (MP) <[REDACTED]>; [REDACTED]  
**Cc:** Assurance <Assurance@ipea.gov.au>  
**Subject:** Assurance Review [SEC=OFFICIAL]

**OFFICIAL**

Dear Ms Le

Please find attached correspondence from the Independent Parliamentary Expenses Authority in relation to travel your staff member has undertaken.

Should you wish to discuss this matter, please do not hesitate to contact me on (02) 6215 [REDACTED] or [assurance@ipea.gov.au](mailto:assurance@ipea.gov.au).

Yours sincerely

---

Nicole Pearson  
Branch Manager, Transparency, Assurance and Legal  
Independent Parliamentary Expenses Authority  
[REDACTED]



**Australian Government**  
**Independent Parliamentary**  
**Expenses Authority**

---

5 May 2023

Ms Dai Le MP  
Member for Fowler  
Level 2  
24-32 Hughes Street  
Cabramatta, NSW, 2166

Email: [REDACTED]

Dear Ms Le

**Assurance Review of staff travel expenses**

The Independent Parliamentary Expenses Authority (IPEA) is responsible for monitoring the use of travel resources used in connection with travel by staff employed under the *Members of Parliament (Staff) Act 1984*.

On 5 April 2023 IPEA wrote to you in relation to an Assurance Review of travel expenses and allowances incurred by your [REDACTED] staff member, [REDACTED]

A response was requested from you by **Wednesday 19 April 2023**. There was a provision in the letter for you to request an extension if you required more time to prepare a written response. An extension has not been requested and your response to this matter is now overdue.

Please provide a written response, via email to [assurance@ipea.gov.au](mailto:assurance@ipea.gov.au), by close of business on **Friday 19 May 2023**. If a response is not received by this date, IPEA may consider other options for progressing this matter.

Please note that IPEA publishes its Assurance Reviews on its website at [www.ipea.gov.au](http://www.ipea.gov.au). Should you wish to discuss this matter, please contact me on 02 6215 [REDACTED]

Yours sincerely

[REDACTED]

---

Nicole Pearson  
Branch Manager, Transparency, Assurance & Legal  
Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603



---

**From:** Le, Dai (MP) <[REDACTED]>  
**Sent:** Tuesday, 9 May 2023 10:05 AM  
**To:** Assurance; [REDACTED]  
**Subject:** RE: Assurance Review [SEC=OFFICIAL]

**Categories:**

Good morning Nicole,

Apologies for the delayed response.

From the table you provided for my [REDACTED] staffer [REDACTED] travel claims, I agree with the assessments shown. In terms of the domestic travel allowance claim for September 22<sup>nd</sup> 2022, [REDACTED] claimed for 7 nights.

Parliament did sit from September 26<sup>th</sup> to 29<sup>th</sup> 2022.

I stayed in Canberra for September 22<sup>nd</sup>/23<sup>rd</sup>, and September 26<sup>th</sup> to 29<sup>th</sup>. So, in total I claimed for six nights between September 22<sup>nd</sup> – September 29<sup>th</sup>.

I hope this makes sense.

If you need anything further, please do not hesitate to reach out to our office.

Warm regards

Dai

## Dai Le

### Independent Federal Member for Fowler

Suite 2, Level 2, 24-32 Hughes Street, Cabramatta NSW 2166

Phone: [\(02\) 9726 3988](tel:(02)97263988)

Mobile: [REDACTED]

Email: [REDACTED] | Website: [www.daile.com.au](http://www.daile.com.au)



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From: Assurance <Assurance@ipea.gov.au>  
Sent: Friday, 5 May 2023 2:16 PM  
To: Le, Dai (MP) [REDACTED]; [REDACTED]  
Cc: Assurance <Assurance@ipea.gov.au>  
Subject: RE: Assurance Review [SEC=OFFICIAL]

**OFFICIAL**

Dear Ms Le

Please find attached correspondence from the Independent Parliamentary Expenses Authority in relation to the assurance review for [REDACTED].

Should you wish to discuss this matter, please do not hesitate to contact me on (02) 6215 [REDACTED] or [assurance@ipea.gov.au](mailto:assurance@ipea.gov.au).

Yours sincerely

---

Nicole Pearson  
Branch Manager, Transparency, Assurance and Legal  
Independent Parliamentary Expenses Authority  
T: [REDACTED] | E: [assurance@ipea.gov.au](mailto:assurance@ipea.gov.au)  
Classification: OFFICIAL  
Classified by: [assurance@ipea.gov.au](mailto:assurance@ipea.gov.au) on: 5/04/2023 10:19:44 AM

---

From: Assurance <[Assurance@ipea.gov.au](mailto:Assurance@ipea.gov.au)>  
Sent: Wednesday, 5 April 2023 10:20 AM  
To: Le, Dai (MP) <[REDACTED]>; [REDACTED]  
Cc: Assurance <[Assurance@ipea.gov.au](mailto:Assurance@ipea.gov.au)>  
Subject: Assurance Review [SEC=OFFICIAL]

**OFFICIAL**

Dear Ms Le

Please find attached correspondence from the Independent Parliamentary Expenses Authority in relation to travel your staff member has undertaken.

Should you wish to discuss this matter, please do not hesitate to contact me on (02) 6215 [REDACTED] or [assurance@ipea.gov.au](mailto:assurance@ipea.gov.au).

Yours sincerely

---

Nicole Pearson  
Branch Manager, Transparency, Assurance and Legal  
Independent Parliamentary Expenses Authority  
[REDACTED]

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**From:** Assurance  
**Sent:** Friday, 26 May 2023 5:02 PM  
**To:** Le, Dai (MP); Assurance; [REDACTED]  
**Subject:** RE: Assurance Review - [REDACTED] [SEC=OFFICIAL]

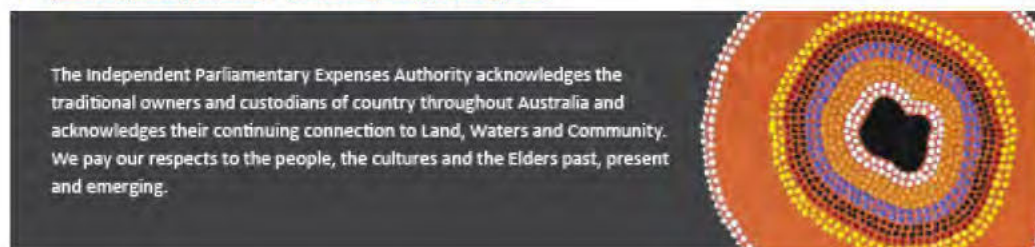
**Categories:**

**OFFICIAL**

Yes, thanks, Ms Le – that’s fine for now. We will be in touch if we require anything further.

[REDACTED]  
Director, Audit and Assurance  
Transparency, Assurance and Legal Branch  
Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603

[REDACTED]  
W: [www.ipea.gov.au](http://www.ipea.gov.au) & [www.ipea.gov.au/ed](http://www.ipea.gov.au/ed)



**Classification:** OFFICIAL  
**Classified by:** dai.le@aph.gov.au on: 26/05/2023 4:45:55 PM

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**From:** Le, Dai (MP) <[REDACTED]>  
**Sent:** Friday, May 26, 2023 4:53 PM  
**To:** Assurance <Assurance@ipea.gov.au>; [REDACTED]  
**Subject:** RE: Assurance Review - [REDACTED] travel [SEC=OFFICIAL]

Dear [REDACTED],

Yes, where I have written “approved to travel” I meant that it was authorised by me for [REDACTED] to travel which was consistent with the legislative framework.

Where I have indicated [REDACTED] stayed on more days than me, especially when there were two sitting weeks and the weekends in between, [REDACTED] has chosen to stay, and I have also approved that.

I hope this makes sense?

Warm regards  
Dai

---

**From:** Assurance <[Assurance@ipea.gov.au](mailto:Assurance@ipea.gov.au)>  
**Sent:** Friday, May 26, 2023 4:46 PM  
**To:** Le, Dai (MP) <[REDACTED]>; [REDACTED] >

Cc: Assurance <[Assurance@ipea.gov.au](mailto:Assurance@ipea.gov.au)>  
Subject: RE: Assurance Review - [REDACTED] travel [SEC=OFFICIAL]

**OFFICIAL**

Good afternoon Ms Le

Thank you for the response.

Can we please confirm that when you say 'approved to travel' in the attached document that you mean the travel was approved by yourself, or an authorised person in your office, and also that the travel was consistent with the legislative framework.

If this is the case could you please respond in writing to confirm.

Sincerely

[REDACTED]  
Director, Audit and Assurance  
Transparency, Assurance and Legal Branch  
Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603

W: [www.ipea.gov.au](http://www.ipea.gov.au) & [www.ipea.gov.au/ed](http://www.ipea.gov.au/ed)

Classification: OFFICIAL

Classified by: [REDACTED] on: 26/05/2023 4:35:25 PM

From: Le, Dai (MP) <[REDACTED]>

Sent: Friday, 26 May 2023 4:33 PM

To: [REDACTED]

Subject: RE: Assurance Review - [REDACTED] travel [SEC=OFFICIAL]

Good afternoon, [REDACTED]

Thank you for the conversation this afternoon.

I've gone through the list you've provided and have made comments accordingly.

I hope the information is of assistance to your review. Please do not hesitate to reach out for further clarifications, and we'll try to assist as best as we can.

Warm regards

Dai

**Dai Le**

**Independent Federal Member for Fowler**

Suite 2, Level 2, 24-32 Hughes Street, Cabramatta NSW 2166

Phone: (02) 9726 3988

Mobile: [REDACTED]

Email: [REDACTED] | Website: [www.daile.com.au](http://www.daile.com.au)





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**From:** [REDACTED]  
**Sent:** Friday, May 26, 2023 11:19 AM  
**To:** [REDACTED]  
**Cc:** Le, Dai (MP) [REDACTED]  
**Subject:** RE: Assurance Review - [REDACTED] travel [SEC=OFFICIAL]

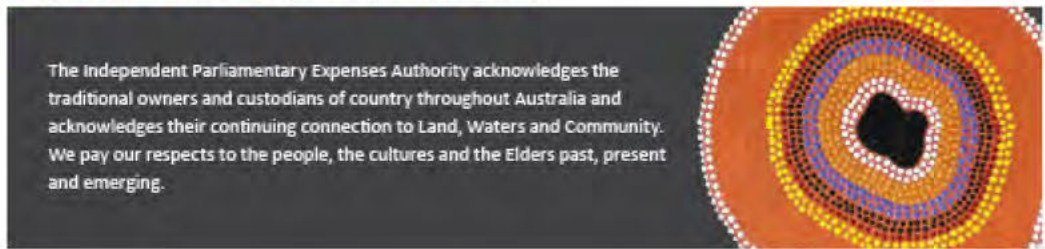
**OFFICIAL**

Yes of course [REDACTED] – I’ve sent an updated invitation in Outlook with the new time – hope you received it

[REDACTED]  
Director, Audit and Assurance  
Transparency, Assurance and Legal Branch  
Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603

[REDACTED]

**W:** [www.ipea.gov.au](http://www.ipea.gov.au) & [www.ipea.gov.au/ed](http://www.ipea.gov.au/ed)



**Classification:** OFFICIAL  
**Classified by:** [REDACTED] **on:** 26/05/2023 11:18:01 AM

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**From:** [REDACTED]  
**Sent:** Thursday, May 25, 2023 7:00 PM  
**To:** [REDACTED]  
**Cc:** Le, Dai (MP) [REDACTED]  
**Subject:** Re: Assurance Review - [REDACTED] travel [SEC=OFFICIAL]

Hi [REDACTED]

Hope you're well. Would it be possible to shift this meeting to 2pm if possible?

Many thanks,

From: [REDACTED]  
Sent: Monday, May 15, 2023 4:58:37 PM  
To: [REDACTED]  
Le, MP) <[REDACTED]>  
Cc: Le, Dai (MP) [REDACTED]  
Subject: Assurance Review - [REDACTED] travel [SEC=OFFICIAL]  
When: Friday, 26 May 2023 12:30 PM-1:30 PM.  
Where: Microsoft Teams Meeting

**OFFICIAL**

[REDACTED] - as discussed – a Teams meeting to discuss certification for [REDACTED] travel expenses. (Ms Le – this is copied to you for information if you wish to join the meeting)

---

## Microsoft Teams meeting

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**Classified by:** [REDACTED] on: 15/05/2023 4:58:31 PM

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---

**From:** Assurance  
**Sent:** Friday, 23 June 2023 3:51 PM  
**To:** [REDACTED]  
**Subject:** Assurance Review - [REDACTED] travel [SEC=OFFICIAL]  
**Attachments:** Additional data for [REDACTED] - Attachment A - 23 June 2023.pdf; RE: Assurance Review - [REDACTED] travel [SEC=OFFICIAL]; Assurance Review [SEC=OFFICIAL]

**Classification:** OFFICIAL

**Classified by:** [REDACTED] on: 23/06/2023 10:02:14 AM **OFFICIAL**

Dear [REDACTED]

Thank you for your time on the phone.

As discussed, additional expenses for [REDACTED] have been received from the travel provider for the period in scope of the Assurance Review.

The additional expenses are at Attachment A and consist of three hire cars, three tolls charges, and one business class flight.

If Ms Le could review the additional travel, and confirm:

- [REDACTED] was directed by her, or an authorised person in her office, to undertake the travel
- the purpose of the travel, and
- the travel is consistent with the requirements of the legislative framework.

To assist with the review, I have also attached the previous response from Ms Le and our original correspondence.

Should you wish to discuss this matter, please contact me on 02 [REDACTED].

Sincerely

[REDACTED]  
Assistant Director  
Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603

[REDACTED]  
[www.ipea.gov.au](http://www.ipea.gov.au) & [www.ipea.gov.au/ed](http://www.ipea.gov.au/ed)

The Independent Parliamentary Expenses Authority acknowledges the traditional owners and custodians of country throughout Australia and acknowledges their continuing connection to Land, Waters and Community. We pay our respects to the people, the cultures and the Elders past, present and emerging.



**Classification:** OFFICIAL

**Classified by:** [assurance@ipea.gov.au](mailto:assurance@ipea.gov.au) on: 26/05/2023 5:01:53 PM

From: Assurance <[Assurance@ipea.gov.au](mailto:Assurance@ipea.gov.au)>

Sent: Friday, 26 May 2023 5:02 PM

To: [REDACTED] Assurance <[Assurance@ipea.gov.au](mailto:Assurance@ipea.gov.au)>; [REDACTED]

Subject: RE: Assurance Review - [REDACTED] travel [SEC=OFFICIAL]

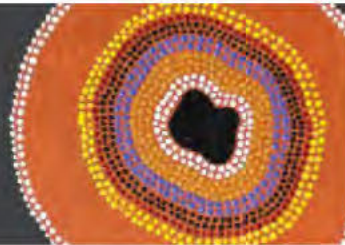
**OFFICIAL**

Yes, thanks, Ms Le – that’s fine for now. We will be in touch if we require anything further.

[REDACTED]  
Director, Audit and Assurance  
Transparency, Assurance and Legal Branch  
Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603

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Classification: OFFICIAL

Classified by: [REDACTED] on: 26/05/2023 4:45:55 PM

From: Le, Dai (MP) [REDACTED]

Sent: Friday, May 26, 2023 4:53 PM

To: Assurance <[Assurance@ipea.gov.au](mailto:Assurance@ipea.gov.au)>; [REDACTED]

Subject: RE: Assurance Review - [REDACTED] travel [SEC=OFFICIAL]

Dear [REDACTED]

Yes, where I have written “approved to travel” I meant that it was authorised by me for [REDACTED] to travel which was consistent with the legislative framework.

Where I have indicated [REDACTED] stayed on more days than me, especially when there were two sitting weeks and the weekends in between, [REDACTED] has chosen to stay, and I have also approved that.

I hope this makes sense?

Warm regards

Dai

From: Assurance <[Assurance@ipea.gov.au](mailto:Assurance@ipea.gov.au)>

Sent: Friday, May 26, 2023 4:46 PM

To: Le, Dai (MP) [REDACTED]; [REDACTED]

Cc: Assurance <[Assurance@ipea.gov.au](mailto:Assurance@ipea.gov.au)>

Subject: RE: Assurance Review - [REDACTED] travel [SEC=OFFICIAL]

**OFFICIAL**



Good afternoon Ms Le

Thank you for the response.

Can we please confirm that when you say 'approved to travel' in the attached document that you mean the travel was approved by yourself, or an authorised person in your office, and also that the travel was consistent with the legislative framework.

If this is the case could you please respond in writing to confirm.

Sincerely

[REDACTED]  
Director, Audit and Assurance  
Transparency, Assurance and Legal Branch  
Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603

[REDACTED]  
[REDACTED]  
W: [www.ipea.gov.au](http://www.ipea.gov.au) & [www.ipea.gov.au/ed](http://www.ipea.gov.au/ed)

Classification: OFFICIAL  
Classified by: [REDACTED] on: 26/05/2023 4:35:25 PM

From: Le, Dai (MP) <[REDACTED]>

Sent: Friday, 26 May 2023 4:33 PM

To: [REDACTED]; [REDACTED]  
[REDACTED]

Subject: RE: Assurance Review - [REDACTED] travel [SEC=OFFICIAL]

Good afternoon, [REDACTED]

Thank you for the conversation this afternoon.

I've gone through the list you've provided and have made comments accordingly.

I hope the information is of assistance to your review. Please do not hesitate to reach out for further clarifications, and we'll try to assist as best as we can.

Warm regards  
Dai

**Dai Le**  
**Independent Federal Member for Fowler**  
Suite 2, Level 2, 24-32 Hughes Street, Cabramatta NSW 2166  
Phone: [\(02\) 9726 3988](tel:(02)97263988)

[REDACTED]  
[REDACTED] | Website: [www.daile.com.au](http://www.daile.com.au)





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---

**From:** [REDACTED]  
**Sent:** Friday, May 26, 2023 11:19 AM  
**To:** [REDACTED]  
**Cc:** Le, Dai (MP) [REDACTED]  
**Subject:** RE: Assurance Review - [REDACTED] travel [SEC=OFFICIAL]

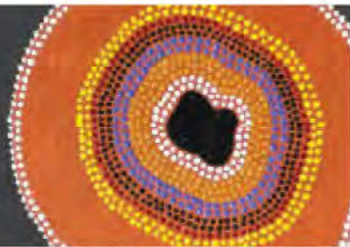
**OFFICIAL**

Yes of course [REDACTED] – I’ve sent an updated invitation in Outlook with the new time – hope you received it

[REDACTED]  
Director, Audit and Assurance  
Transparency, Assurance and Legal Branch  
Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603

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**Classification:** OFFICIAL  
**Classified by:** [REDACTED] **on:** 26/05/2023 11:18:01 AM

---

**From:** [REDACTED]  
**Sent:** Thursday, May 25, 2023 7:00 PM  
**To:** [REDACTED]  
**Cc:** Le, Dai (MP) [REDACTED]  
**Subject:** Re: Assurance Review - [REDACTED] travel [SEC=OFFICIAL]

Hi [REDACTED],

Hope you’re well. Would it be possible to shift this meeting to 2pm if possible?

Many thanks,

From: [REDACTED]  
Sent: Monday, May 15, 2023 4:58:37 PM  
To: [REDACTED]  
Cc: Le, Dai (MP) [REDACTED]  
Subject: Assurance Review - [REDACTED] travel [SEC=OFFICIAL]  
When: Friday, 26 May 2023 12:30 PM-1:30 PM.  
Where: Microsoft Teams Meeting

**OFFICIAL**

[REDACTED] - as discussed – a Teams meeting to discuss certification for [REDACTED] travel expenses. (Ms Le – this is copied to you for information if you wish to join the meeting)

---

## Microsoft Teams meeting

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Passcode: MWT4SS

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Phone Conference ID: 832 957 098#

[Find a local number](#) | [Reset PIN](#)

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---

**Classification:** OFFICIAL

**Classified by:** [REDACTED] on: 15/05/2023 4:58:31 PM

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**Attachment A**  
[REDACTED]  
 Assurance Review of travel expenses

Transaction Type	Departure Date	Departure Time	Departure Location	Arrival Date	Arrival Time	Arrival Location	Class	Itinerary Code	Total Amount	Confirmation of Travel <i>Provide confirmation the travel was approved by you, or an authorised person</i>	Purpose of Travel <i>Provide details of the travel and confirm it was consistent with the legislative framework</i>
Travel Services Provider	20/09/2022	03:15 PM	Sydney	29/09/2022	12:00 PM	Canberra		Car Hire	\$1,074.46		
Travel Services Provider	20/09/2022	03:15 PM	Sydney	29/09/2022	12:00 PM	Canberra		Toll Charges	\$99.54		
Travel Services Provider	24/10/2022	10:00 AM	Sydney	30/10/2022	07:00 AM	Canberra		Car Hire	\$829.98		
Travel Services Provider	24/10/2022	10:00 AM	Sydney	30/10/2022	07:00 AM	Canberra		Toll Charges	\$51.18		
Travel Services Provider	6/12/2022	10:40 AM	Sydney	6/12/2022	08:00 PM	Sydney		Car Hire	\$136.54		
Travel Services Provider	12/12/2022	10:40 AM	Sydney	15/12/2022	08:00 AM	Sydney		Toll Charges	\$84.41		
Travel Services Provider	15/12/2022	08:00 AM	Sydney	15/12/2022	08:30 AM	<span style="background-color: black; color: black;">[REDACTED]</span>	Business	Air Travel	\$399.79		

---

**From:**  
**Sent:** Wednesday, 19 July 2023 10:16 AM  
**To:** Assurance  
**Subject:** FW: Assurance Review - [REDACTED] travel [SEC=OFFICIAL]  
**Attachments:** [REDACTED] TRAVEL 140723.pdf

**OFFICIAL**

Classification: OFFICIAL  
Classified by: [REDACTED] on: 19/07/2023 10:15:49 AM

---

**From:** [REDACTED]  
**Sent:** Friday, 14 July 2023 3:47 PM  
**To:** [REDACTED]  
**Cc:** Le, Dai (MP) [REDACTED]  
**Subject:** RE: Assurance Review - [REDACTED] travel [SEC=OFFICIAL]

Hi [REDACTED]

Please find attached Dai Le's responses to these travel expenses.

Many thanks,

[REDACTED]

---

**From:** [REDACTED]  
**Sent:** Friday, July 14, 2023 11:16 AM  
**To:** [REDACTED]  
**Subject:** Assurance Review - [REDACTED] travel [SEC=OFFICIAL]

**OFFICIAL**

Good morning [REDACTED]

I have called and left a message with the office, I am following up on the below requested information.

Please contact me on the below details if you require assistance with the request.

Sincerley

[REDACTED]

---

[REDACTED]  
Assistant Director  
Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603  
[REDACTED]

E: [REDACTED]  
[www.ipea.gov.au](http://www.ipea.gov.au) & [www.ipea.gov.au/ed](http://www.ipea.gov.au/ed)

Classification: OFFICIAL  
Classified by: [assurance@ipea.gov.au](mailto:assurance@ipea.gov.au) on: 23/06/2023 3:51:05 PM

From: Assurance  
Sent: Friday, 23 June 2023 3:51 PM  
To: [REDACTED]  
Subject: Assurance Review - [REDACTED] travel [SEC=OFFICIAL]

Classification: OFFICIAL  
Classified by: [REDACTED] on: 23/06/2023 10:02:14 AM OFFICIAL

Dear [REDACTED]

Thank you for your time on the phone.

As discussed, additional expenses for [REDACTED] have been received from the travel provider for the period in scope of the Assurance Review.

The additional expenses are at Attachment A and consist of three hire cars, three tolls charges, and one business class flight.

If Ms Le could review the additional travel, and confirm:

- [REDACTED] was directed by her, or an authorised person in her office, to undertake the travel
- the purpose of the travel, and
- the travel is consistent with the requirements of the legislative framework.

To assist with the review, I have also attached the previous response from Ms Le and our original correspondence.

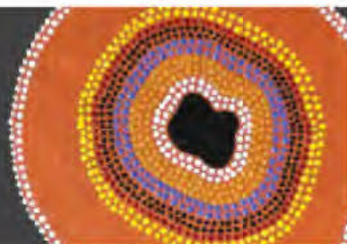
Should you wish to discuss this matter, please contact me on [REDACTED].

Sincerely

[REDACTED]  
Assistant Director  
Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603

[REDACTED]  
[www.ipea.gov.au](http://www.ipea.gov.au) & [www.ipea.gov.au/ed](http://www.ipea.gov.au/ed)

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Classification: OFFICIAL  
Classified by: [assurance@ipea.gov.au](mailto:assurance@ipea.gov.au) on: 26/05/2023 5:01:53 PM

From: Assurance <[Assurance@ipea.gov.au](mailto:Assurance@ipea.gov.au)>

Sent: Friday, 26 May 2023 5:02 PM

To: [REDACTED] Assurance <[Assurance@ipea.gov.au](mailto:Assurance@ipea.gov.au)>; [REDACTED]

Subject: RE: Assurance Review - [REDACTED] travel [SEC=OFFICIAL]

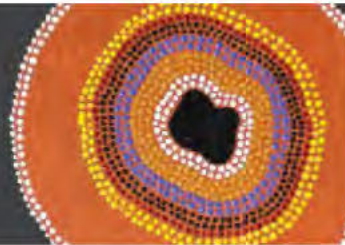
**OFFICIAL**

Yes, thanks, Ms Le – that’s fine for now. We will be in touch if we require anything further.

[REDACTED]  
Director, Audit and Assurance  
Transparency, Assurance and Legal Branch  
Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603

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Classification: OFFICIAL

Classified by: [REDACTED] on: 26/05/2023 4:45:55 PM

From: Le, Dai (MP) [REDACTED]

Sent: Friday, May 26, 2023 4:53 PM

To: Assurance <[Assurance@ipea.gov.au](mailto:Assurance@ipea.gov.au)>; [REDACTED]

Subject: RE: Assurance Review - [REDACTED] travel [SEC=OFFICIAL]

Dear [REDACTED],

Yes, where I have written “approved to travel” I meant that it was authorised by me for [REDACTED] to travel which was consistent with the legislative framework.

Where I have indicated [REDACTED] stayed on more days than me, especially when there were two sitting weeks and the weekends in between, [REDACTED] has chosen to stay, and I have also approved that.

I hope this makes sense?

Warm regards

Dai

From: Assurance <[Assurance@ipea.gov.au](mailto:Assurance@ipea.gov.au)>

Sent: Friday, May 26, 2023 4:46 PM

To: Le, Dai (MP) [REDACTED]; [REDACTED]

Cc: Assurance <[Assurance@ipea.gov.au](mailto:Assurance@ipea.gov.au)>

Subject: RE: Assurance Review - [REDACTED] travel [SEC=OFFICIAL]

**OFFICIAL**

Good afternoon Ms Le

Thank you for the response.

Can we please confirm that when you say 'approved to travel' in the attached document that you mean the travel was approved by yourself, or an authorised person in your office, and also that the travel was consistent with the legislative framework.

If this is the case could you please respond in writing to confirm.

Sincerely

[REDACTED]  
Director, Audit and Assurance  
Transparency, Assurance and Legal Branch  
Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603

[REDACTED]  
[REDACTED]  
W: [www.ipea.gov.au](http://www.ipea.gov.au) & [www.ipea.gov.au/ed](http://www.ipea.gov.au/ed)

Classification: OFFICIAL  
Classified by: [REDACTED] on: 26/05/2023 4:35:25 PM

From: Le, Dai (MP) <[REDACTED]>

Sent: Friday, 26 May 2023 4:33 PM

To: [REDACTED]  
[REDACTED]

Subject: RE: Assurance Review - [REDACTED] travel [SEC=OFFICIAL]

Good afternoon, [REDACTED],

Thank you for the conversation this afternoon.

I've gone through the list you've provided and have made comments accordingly.

I hope the information is of assistance to your review. Please do not hesitate to reach out for further clarifications, and we'll try to assist as best as we can.

Warm regards  
Dai

**Dai Le**  
**Independent Federal Member for Fowler**  
Suite 2, Level 2, 24-32 Hughes Street, Cabramatta NSW 2166  
Phone: [\(02\) 9726 3988](tel:(02)97263988)

[REDACTED]  
[REDACTED] | Website: [www.daile.com.au](http://www.daile.com.au)







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From: [REDACTED]  
Sent: Friday, May 26, 2023 11:19 AM  
To: [REDACTED]  
Cc: Le, Dai (MP) <[REDACTED]>  
Subject: RE: Assurance Review - [REDACTED] travel [SEC=OFFICIAL]

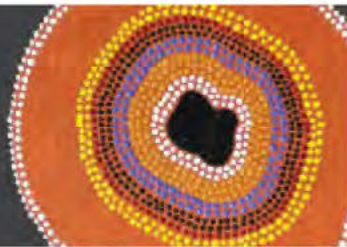
**OFFICIAL**

Yes of course [REDACTED] – I’ve sent an updated invitation in Outlook with the new time – hope you received it

[REDACTED]  
Director, Audit and Assurance  
Transparency, Assurance and Legal Branch  
Independent Parliamentary Expenses Authority  
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Classification: **OFFICIAL**  
Classified by: [REDACTED] on: 26/05/2023 11:18:01 AM

From: [REDACTED]  
Sent: Thursday, May 25, 2023 7:00 PM  
To: [REDACTED]  
Cc: Le, Dai (MP) <[REDACTED]>  
Subject: Re: Assurance Review - [REDACTED] travel [SEC=OFFICIAL]

Hi [REDACTED],

Hope you’re well. Would it be possible to shift this meeting to 2pm if possible?

Many thanks,

From: [REDACTED]  
Sent: Monday, May 15, 2023 4:58:37 PM  
To: [REDACTED]  
Cc: Le, Dai (MP) <[REDACTED]>  
Subject: Assurance Review - [REDACTED] travel [SEC=OFFICIAL]  
When: Friday, 26 May 2023 12:30 PM-1:30 PM.  
Where: Microsoft Teams Meeting

**OFFICIAL**

[REDACTED] - as discussed – a Teams meeting to discuss certification for [REDACTED] travel expenses. (Ms Le – this is copied to you for information if you wish to join the meeting)

---

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Passcode: MWT4SS

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Phone Conference ID: 832 957 098#

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**Classified by:** [REDACTED] on: 15/05/2023 4:58:31 PM

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Attachment A

Assurance Review of travel expenses

Transaction Type	Departure Date	Departure Time	Departure Location	Arrival Date	Arrival Time	Arrival Location	Class	Itinerary Code	Total Amount	Confirmation of Travel	Purpose of Travel
Travel Services Provider	20/09/2022	03:15 PM	Sydney	29/09/2022	12:00 PM	Canberra		Car Hire	\$1,074.46	Not approved	Does not meet Parliamentary framework.
Travel Services Provider	20/09/2022	03:15 PM	Sydney	29/09/2022	12:00 PM	Canberra		Toll Charges	\$99.54	Not approved	Does not meet Parliamentary framework.
Travel Services Provider	24/10/2022	10:00 AM	Sydney	30/10/2022	07:00 AM	Canberra		Car Hire	\$829.98	Travel Syd-Tab only - approx \$200 per week.	Does not fully within Parliamentary framework.
Travel Services Provider	24/10/2022	10:00 AM	Sydney	30/10/2022	07:00 AM	Canberra		Toll Charges	\$51.18	Travel Syd - Canb. only	
Travel Services Provider	6/12/2022	10:40 AM	Sydney	6/12/2022	08:00 PM	Sydney		Car Hire	\$136.54	Not approved	Does not meet Parliamentary framework.
Travel Services Provider	12/12/2022	10:40 AM	Sydney	15/12/2022	08:00 AM	Sydney		Toll Charges	\$84.41	Not approved	Does not meet Parliamentary framework.
Travel Services Provider	15/12/2022	08:00 AM	Sydney	15/12/2022	08:30 AM		Business	Air Travel	\$399.79	approved but not	business

---

**From:** Assurance  
**Sent:** Friday, 4 August 2023 11:32 AM  
**To:** [REDACTED]  
**Cc:** Assurance  
**Subject:** Assurance Review - staff travel expenses and business class airfares [SEC=OFFICIAL]  
**Attachments:** IPEA to [REDACTED] - Assurance Review - 4 August 2023.PDF; Attachment A.PDF; Attachment B.PDF; Attachment C.PDF

**OFFICIAL**

Good morning [REDACTED]

Please find attached correspondence from the Independent Parliamentary Expenses Authority in relation to an Assurance Review into your use of staff travel expenses and business class airfares.

Should you wish to discuss this matter, please do not hesitate to contact [REDACTED] on 6215 3000.

Yours sincerely

---

**Nicole Pearson**

Branch Manager, Transparency, Assurance and Legal  
Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603

**T:** 02 6215 3000

**E:** [assurance@ipea.gov.au](mailto:assurance@ipea.gov.au)

**W:** [www.ipea.gov.au](http://www.ipea.gov.au) & [www.ipea.gov.au/ed](http://www.ipea.gov.au/ed)

**Classification:** OFFICIAL

**Classified by:** [REDACTED] **on:** 4/08/2023 11:28:36 AM



Australian Government  
Independent Parliamentary  
Expenses Authority

4 August 2023

[REDACTED]

Email: [REDACTED]

Dear [REDACTED]

**Assurance Review of staff travel expenses and business class airfares**

The Independent Parliamentary Expenses Authority (IPEA) is responsible for monitoring the use of travel resources used in connection with travel by staff employed under the *Members of Parliament (Staff) Act 1984* (MOP(S) Act).

IPEA is currently undertaking an Assurance Review of travel expenses and business class airfares used by you during your period of employment as a MOP(S) Act employee from [REDACTED] to [REDACTED]. Please note, IPEA publishes its assurance reviews on the [Published audits, assurance reviews and rulings](#) page on the website.

From the information available to IPEA, we have identified two issues for which we require information from yourself to assess:

- your use of staff unscheduled commercial ground transport, including hire cars and Cabcharge, and
- your use of business class airfares.

The expenses for which we require additional information were used during your employment with Ms Dai Le MP, from [REDACTED] (the relevant period).

To commence this Assurance Review, we contacted Ms Le and sought her assistance to examine every expense and allowance for the relevant period and confirm:

- that she, or an authorised person in her office, directed you to undertake the travel
- the purpose of the travel, and
- the travel was consistent with the requirements of the legislative framework.

We also provided Ms Le with Determination 2020/15 - Staff Travel and Relief Staff Arrangements (the Determination) which we have attached to this correspondence at **Attachment A**. The Determination details the circumstances under which staff travel expenses may be used, including the requirements of travel.

Key sections of the Determination are outlined below:

Items 3 and 4 which provide that employees may travel as directed anywhere within Australia on official business.

Items 16, 17 and 18 provide the requirements for the use of car transport, including staff hire car and Cabcharge. In particular, these items state that it is an employee's responsibility to transport him or herself to and from work for his or her normal hours of duty and that hire cars should not be used for journeys within Canberra or the city/town where the employer's electorate or other office is located.

Item 14 which provides that employees other than senior staff are limited to a fare which shall not exceed the cost of an economy class airfare.

It is important to note that the Determination does not allow the Independent Parliamentary Expenses Authority discretion in interpreting or administering the above provisions.

#### **Use of Cabcharge and staff hire cars**

**Attachment B** details your Commonwealth-funded hire cars and Cabcharges for the relevant period, which Ms Le has identified were not approved or appear to be inconsistent with the legislative framework.

From the information available to IPEA it appears you have used hire cars in Canberra and Sydney, the city where Ms Dai Le's electorate office is located. As outlined above, the Determination states that hire cars should not be used for journeys within Canberra or the city/town where the employer's electorate or other office is located.

Further, it also appears that you have used Cabcharge to travel between Parliament house and your accommodation when in Canberra for work. As outlined above, it is an employee's responsibility to transport him or herself to and from work for his or her normal hours of duty.

To assist with this Assurance Review, please examine each use of hire care and Cabcharge at **Attachment B**. If you believe the information provided was incorrect, and have evidence to the contrary, we request that you provide this information to IPEA. If no information is received by the response date, IPEA will be required to raise invoices for the relevant transactions. Where only part of the expense use was not approved or is inconsistent with the legislative framework, such as some identified hire cars, partial invoices will be raised.

#### **Use of staff business class airfares**

**Attachment C** details your business class airfares for the relevant period. Ms Le has indicated that she did not direct you to travel business class on the flights, but the travel between the locations was approved. As outlined above, employees other than senior staff are limited to a fare which shall not exceed the cost of an economy class airfare.



For the airfares listed at **Attachment C**, the Travel Services Provider has advised that you upgraded your economy seat to business class using the cost of two economy airfares. IPEA also notes that on 7 occasions you advised the travel provider you would pay the difference between the cost of two economy seats and the business class airfare, however they were unable to charge your credit card.

To assist with this review, please examine the list of airfares and information at **Attachment C** and then **either**:

- confirm the transactions and provided information are correct, **or**
- provide any additional relevant information, such as evidence that may explain the travel, or confirms you did not travel at business class, or confirms that you have paid the additional costs of the flights.

If no relevant information is received by the response date, IPEA must raise an invoice for the difference between the business class airfare and an economy airfare for all the relevant transactions, excluding any amounts that you paid for personally.

We ask that you provide your response to this correspondence to [assurance@ipea.gov.au](mailto:assurance@ipea.gov.au), by **18 August 2023**.

Should you wish to discuss the above matters, please contact [REDACTED] on 02 6215 3000.

Yours sincerely

[REDACTED]

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Nicole Pearson  
Branch Manager, Transparency, Assurance & Legal  
Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603

DETERMINATION 2020/15

*Members of Parliament (Staff) Act 1984*

**STAFF TRAVEL AND RELIEF STAFF ARRANGEMENTS**

I, MATHIAS CORMANN, Minister for Finance, for and on behalf of the Prime Minister, determine under subsection 13(2) and subsection 20(2) of the *Members of Parliament (Staff) Act 1984* (the Act) that, with effect on and from the date of this Determination:

- Determination 2018/30 made on 12 December 2018 is revoked;
- the travel arrangements set out in Schedule A of this determination apply to the staff of Senators and Members employed under Part III and Part IV of the Act;
- the relief staff arrangements set out in Schedule B of this determination apply; and
- the Electorate Support Budget is calculated as set out in Schedule C of this determination.

Dated this

29<sup>th</sup>

day of

JUNE

2020



**MATHIAS CORMANN**  
Minister for Finance



**SCHEDULE A****Domestic Travel**

1. Employees may only travel by the most efficient direct route available.
2. Subject to item 16, 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. This responsibility includes travel between accommodation and the office when travelling on parliamentary or electorate business away from the employee's work base. This also includes travel to attend work when the employee's work base is distant from the employee's home.
3. All personal employees may travel as directed anywhere within Australia on official business.
4. Subject to available funds in the Electorate Support Budget (where applicable), electorate employees may travel as directed anywhere within Australia on official business. All travel costs under this determination and associated travelling allowance and motor vehicle allowance under the *Commonwealth Members of Parliament Staff Enterprise Agreement 2016-2019* or successor agreements (Enterprise Agreement) are debited against the Electorate Support Budget (where applicable).
5. One nominated electorate employee working for a Minister, a Parliamentary Secretary, an Opposition Office Holder, a Leader or Deputy Leader of a Minority Party, a Chair of a Parliamentary Committee, or, with the approval of the Special Minister of State, a Chair of a Parliamentary Sub-Committee, may travel as directed anywhere within Australia on official business without debit against the Electorate Support Budget.
  - (a) The nomination of an electorate employee is to be a settled arrangement, that is, the expectation is that the nomination would not change within 12 months. The name of the nominated employee must be notified to the Independent Parliamentary Expenses Authority (IPEA) in writing<sup>1</sup>. All travel under this Schedule by the nominated employee that was undertaken prior to the date that the nomination took effect will be debited against the Electorate Support Budget.
  - (b) A Senator or Member may nominate only one electorate employee who may travel as directed anywhere within Australia on official business without debit against the Electorate Support Budget at any one time, irrespective of the number of office holder positions (as specified in this item) held by the Senator or Member.
  - (c) The general travel conditions set out in this Schedule continue to apply, where appropriate, to the nominated employee.
  - (d) All travel by the electorate employees of the Senator or Member, other than the nominated employee, will be debited against the Electorate Support Budget, subject to item 6.

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<sup>1</sup> Using the *Electorate Employee Travel Nomination* form on the IPEA website.

6. A Presiding Officer, including a Deputy Presiding Officer, Parliamentary Secretary<sup>2</sup>, Whip or a Shadow Minister, other than an Opposition Office Holder, may nominate a personal employee whose travel will be debited against the Electorate Support Budget, in place of a nominated electorate employee, whose travel will not be debited against the Electorate Support Budget.
  - (a) The nomination of a personal and electorate employee is to be a settled arrangement, that is, the expectation is that the nomination would not change within 12 months. The names of the nominated personal and electorate employees must be notified to IPEA in writing<sup>3</sup>. Travel by the nominated electorate employee that was undertaken prior to the date that the nomination took effect will be debited against the Electorate Support Budget.
7. Official travel is restricted to Australia (excluding the external territories), unless the employing Senator or Member has a specific work expense for travel to an Australian external territory.
8. Travel may not be undertaken at Commonwealth expense for the personal benefit of an employee.
9. With the approval of the employing Senator or Member, an employee is permitted to make a stopover for personal reasons in the course of travel on official business by the most efficient direct route available, provided:
  - (a) the stopover is for a maximum of two nights only;
  - (b) no annual leave is taken by an employee as part of the stopover; and
  - (c) any additional costs for fares or costs related to the stopover are paid by the employee at the time of booking the travel.
10. Travelling allowance is not payable during a personal stopover. A personal stopover is defined as personal time spent at a destination where an employee has been directed to travel on official business<sup>4</sup> or a break in travel at a usual point en route to the final travel destination<sup>5</sup>.
11. An employee may only use charter services when accompanying their employing Senator or Member under the Senator's or Member's charter work expense or where scheduled transport services (including air, rail, sea and bus) are not available.
  - (a) If the charter service also carries other passengers, the Commonwealth will only pay the pro rata cost of the travel of the employee.
  - (b) Charter services may not be used for the sole reason that scheduled services are fully booked, or are not available at the most convenient time.
  - (c) Some regions of Australia have infrequent scheduled services and/or no scheduled air services. Employees travelling to these locations should plan their travel with regard to these constraints.

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<sup>2</sup> A Parliamentary Secretary may nominate an electorate employee whose travel will not be debited from the ESB under item 5 and, concurrently, nominate a personal employee whose travel will be debited from the ESB in place of a nominated different electorate employee whose travel will not be debited under item 6.

<sup>3</sup> Using the *Electorate Employee Travel Nomination* form on the IPEA website.

<sup>4</sup> For example, a Canberra-based employee travels to Brisbane on official business on Friday. The employee stays in Brisbane on Saturday and Sunday nights and returns on Monday. In this case, the Saturday and Sunday are counted as a personal stopover and return airfare will be covered by the Electorate Support Budget. However, if the employee returns on Tuesday or later, it is at their own expense.

<sup>5</sup> For example, travel from Hobart to Canberra may have a usual stop in Melbourne en route.

12. Employees are required to take all reasonable steps to ensure, where applicable, that departure and destination travel arrangements are compatible with scheduled transport services.

### **Class of Travel**

13. Senior staff (employees above the level of Adviser) who are required by the employing Senator or Member to travel on official business by air, rail, road or sea are limited to a fare which shall not exceed the cost of a business class airfare for the most reasonable and usual route between the departure and destination points. Where a business class airfare is not published for the destination point, the cost to the Commonwealth of travel by air, rail, road or sea must not exceed the economy class airfare for the most reasonable and usual route, between the departure and destination points.
14. Employees, other than senior staff, who are required by the employing Senator or Member to travel on official business by air, rail, road or sea are limited to a fare which shall not exceed the cost of an economy class airfare for the most reasonable and usual route between the departure and destination points, unless otherwise determined by the Special Minister of State.
15. A Minister, Parliamentary Secretary, Opposition Office Holder or Presiding Officer (but not a Deputy Presiding Officer) may direct a member of his or her staff who is on the same aircraft to travel at the same class as him or her, where there is a working need to do so. It is expected that no more than one employee will do so on any particular trip.

### **Car Transport**

16. As set out in item 2 of this Schedule, 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:
- (a) 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
  - (b) the employee is travelling on official business and scheduled public transport services are not readily available; or
  - (c) the employee is travelling on official business and is carrying luggage to and/or from the office for the purpose of the trip.
17. Employees, when travelling as directed on official business, or under the exceptions at item 16, subject to the restrictions at items 1 to 9, may use<sup>6</sup>:
- (a) taxis;
  - (b) regulated ridesharing services;
  - (c) hire cars; and

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<sup>6</sup> Motor vehicle allowance (MVA) may also be payable under Enterprise Agreement where an employee travels under the provisions of this determination in their privately owned vehicle or self-drive hire vehicle, at their own expense.

- (d) short-term self-drive cars hired through the travel services provider, or with any car hire company, provided that:
    - (i) the hire is of no more than 10 days duration;
    - (ii) the vehicle is not used for journeys within Canberra (other than to collect and/or return the vehicle);
    - (iii) the vehicle is not used for journeys within a city/town where the employer's electorate or other office is located (other than to collect and/or return the vehicle), except by employees of the Prime Minister, the Leader of the Opposition, or the leader of a minority party;
    - (iv) for the purposes of short-term self-drive car hire under this determination, a capital city, other than Canberra, is defined by the boundaries of the electorates identified as urban on the Federal Electoral Boundaries map published from time to time by the Australian Electoral Commission. Canberra includes locations within a 30km radius of Parliament House; and
    - (v) the cost of insurance will be met by the Commonwealth where it is purchased as part of the vehicle hire. It is the responsibility of employees to ensure that they arrange the appropriate level of insurance for the circumstances of the hire. To reduce liability to the Commonwealth in case of loss or damage to the vehicle, this will usually be the highest level of insurance cover available.
18. Self-drive hire cars should be used on weekdays only unless exceptional circumstances apply and the Senator or Member has approved the use. Employees may not use taxis, regulated ridesharing services, hire cars or short-term self-drive hire cars at Commonwealth expense for private use, other than as set out at item 16.

#### **Tolls and Parking Costs**

- 19. Employees authorised by the employing Senator or Member to travel on official business may be reimbursed their toll and parking costs. Such costs must be reasonable to be eligible for full reimbursement<sup>7</sup>.
- 20. Toll and parking costs will not be reimbursed where incurred during a personal stopover or a period of leave. Administrative charges or penalties for late payment or non-payment of tolls and parking costs will not be reimbursed.
- 21. Employees will not be reimbursed for valet parking costs, with the exception of valet parking costs incurred at the accommodation occupied by the employee for travel on official business involving an overnight stay away from their work base.

#### **Travel for Training**

- 22. Senators and Members whose electorate offices are outside the greater metropolitan area of capital cities (including satellite cities), or within the Northern Territory or Tasmania, have access to four trips per financial year (five trips per financial year where the Member has a second official electorate office or six trips per financial year where the Member has a third official electorate office) for their electorate employees to travel to the nearest capital city to attend training under the

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<sup>7</sup> For example, it is generally expected that long-stay parking will be used at an airport.

Professional Development Program or approved ad hoc training and professional development opportunities, IT training or training for Work Health and Safety roles.

- (a) For electorate offices located in the Northern Territory, employees may also use the trips to travel to Adelaide or Brisbane.
  - (b) For electorate offices located in Tasmania, employees may also use the trips to travel to Melbourne.
23. The Senators and Members whose employees are eligible for the trips in item 22 will be listed on the Ministerial and Parliamentary Services (M&PS) website.

#### **Travel for ECG Representatives and WHS Committee Members**

24. Associated travel costs<sup>8</sup> of employees who are Employee Consultative Group<sup>9</sup> (ECG) representatives and Work Health and Safety (WHS) Committee<sup>10</sup> members, and whose travel is subject to the Electorate Support Budget, will not be debited against the Electorate Support Budget when the employee travels for the purpose of attending an ECG meeting or WHS Committee meeting, provided that the travel to the meeting location is not also for other official business.
25. Where the travel is also for other official business, only the *additional* travel costs associated with the ECG meeting or WHS Committee meeting will not be debited against the Electorate Support Budget.

#### **COMCAR Services for Employees of the Prime Minister**

26. All employees of the Prime Minister may use a COMCAR to travel to or from Defence Establishment Fairbairn when embarking or returning from travel with or on behalf of the Prime Minister.
27. With prior notification to the COMCAR Client Liaison Manager, the Prime Minister's employees may also travel in a COMCAR, when the car would otherwise be travelling without passengers, in the following circumstances:
- (a) if a COMCAR is travelling out of zone to meet the Prime Minister<sup>11</sup>, and employees need to travel along the same route to meet the Prime Minister; or
  - (b) if a COMCAR is travelling as part of the Prime Minister's advance party and employees need to travel along the same route.
28. In using COMCAR for these purposes, the COMCAR booking will be based solely on the Prime Minister's requirements. Employees must make their own way to and from any pick up/drop off point that COMCAR advise, which will be on the direct intended route. The COMCAR schedule cannot be altered to incur waiting time on behalf of an employee.

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<sup>8</sup> 'Associated travel costs' are costs under this determination (or its successor determinations), including domestic flights and car travel, and as provided under the Enterprise Agreement, including travelling allowance and motor vehicle allowance.

<sup>9</sup> As described at clause 5 of the Enterprise Agreement.

<sup>10</sup> A Health and Safety Committee for MOP(S) Act employees for the purposes of Division 4 of the *Work Health and Safety Act 2011*.

<sup>11</sup> For example, from Canberra to Merimbula.

**SCHEDULE B****Relief Staff Arrangements**

29. Each Senator and Member may engage relief staff as electorate employees with a work base of the electorate office, Parliament House office, or office holder's office as described at item 30, in accordance with the Enterprise Agreement, up to the limit of his or her Electorate Support Budget. The Special Minister of State may approve an alternative work base for a person employed against the Electorate Support Budget in special circumstances.
30. For the purpose of item 29, an office holder's office is an office, other than the electorate office/s and Parliament House office, provided at Commonwealth expense to the employing Senator or Member within the state or territory of their electorate and who is:
- (a) a Minister;
  - (b) an Opposition Office Holder;
  - (c) a Leader of a Minority Party; or
  - (d) a Presiding Officer.
31. The employment of electorate staff against an established position will not be debited against the Electorate Support Budget under the following circumstances:
- (a) filling of positions that are vacant due to resignation, retirement or termination;
  - (b) filling of positions that are temporarily vacant due to an employee being temporarily progressed to a personal employee position;
  - (c) absences of one week<sup>12</sup> or more on personal leave<sup>13</sup>;
  - (d) all absences on the following types of leave:
    - (i) unpaid carer's leave;
    - (ii) compassionate leave;
    - (iii) community service leave;
    - (iv) miscellaneous or other leave paid in accordance with the Enterprise Agreement (including Defence Force service, participation in major international sporting events, war service sick leave, political exchange leave, and other special purposes, but not including study leave);
    - (v) long service leave;
    - (vi) maternity leave<sup>14</sup>;
    - (vii) adoption leave;

<sup>12</sup> The term 'one week' means an absence of 38 hours regardless of whether the employee is full-time or part-time.

<sup>13</sup> Where an employee who is absent due to personal illness or injury or carers duties has exhausted their paid personal leave and therefore uses annual or long service leave, they may be replaced without debit against the Electorate Support Budget.

<sup>14</sup> Where other forms of paid leave are used within the 52 week maternity leave period, the Electorate Support Budget provisions that apply to maternity leave take precedence over the Electorate Support Budget provisions that apply to the type of leave used.

- (viii) supporting partner leave;
  - (ix) unpaid parental leave; and
  - (x) leave without pay.
32. Where an electorate employee is partially incapacitated (i.e. working fewer than their usual weekly hours on the basis of medical advice), working up to but not exceeding 20 hours per week, that employee will be treated as totally incapacitated and full-time relief arrangements will apply (to the maximum of the usual weekly hours of the employee) for a maximum period of six months without debit against the Electorate Support Budget. After six months, or when the affected employee's work hours exceed 20 hours per week (but are less than their usual weekly hours), relief staff may be engaged part-time in order to fully staff the position without debit against the Electorate Support Budget.
33. Senators and Members who hold a 'relevant office', as defined under section 3 of the Act, engage relief staff as electorate employees against the Electorate Support Budget under Part III of the Act. Senators and Members who do not hold a 'relevant office' engage relief staff as electorate employees against the Electorate Support Budget under Part IV of the Act.

**SCHEDULE C****Calculation of the Electorate Support Budget**

34. Subject to items 35 to 38, the Electorate Support Budget is calculated at the commencement of each financial year as the sum of:
- the electorate staff travel component; and
  - the relief staff component.
35. The Electorate Support Budget is calculated pro rata, on the basis of the number of calendar days remaining, for the financial year in which a Senator or Member commences his or her term.
36. The relief staff component will be adjusted in line with changes to the base salary point of the Electorate Officer B classification.
37. The relief staff component will be adjusted pro rata where a Member is allocated, or ceases to be allocated, an additional position for a second and/or third official electorate office.
38. The Special Minister of State may approve changes to the Electorate Support Budget for any Senator or Member.
39. If the Electorate Support Budget for a year is exhausted, a Senator or Member may not draw from the Electorate Support Budget for the following year. The costs beyond the Electorate Support Budget are a debt owed to the Commonwealth and must be repaid by the Senator or Member. Unused funds may not be carried over to the following year.

**Electorate staff travel component**

40. Except as provided at items 41, 42 and 43, the electorate staff travel component is calculated on the basis of:
- 20 return economy airfares (fully flexible) between the primary electorate office and Canberra;
  - 110 nights of travelling allowance at the rate applicable to Canberra;
  - taxi fares and/or motor vehicle allowance to and from the relevant airports for the 20 flights above; and
  - an amount for other travel as follows:

Senator/Member	Electorate Size	\$
Member	0-199 km <sup>2</sup>	\$300
Member	200-999 km <sup>2</sup>	\$500
Member	1,000-9,999 km <sup>2</sup>	\$700
Member	10,000-99,999 km <sup>2</sup>	\$1,000
Member	100,000-199,999 km <sup>2</sup>	\$8,132
Member	200,000-499,999 km <sup>2</sup>	\$10,132
Member	500,000 km <sup>2</sup> or greater	\$12,132
Senators for the NT	–	\$9,000
All other Senators	–	\$500



41. Where a Senator or Member's primary electorate office is located within 150km of Canberra by road, the electorate staff travel component is calculated at the commencement of each financial year on the basis of:
- the value of motor vehicle allowance payable for 20 return motor vehicle trips between the primary electorate office and Canberra;
  - 110 nights of travelling allowance at the rate applicable to Canberra; and
  - an amount for other travel as set out at item 40(d).
42. The electorate staff travel component for each financial year for the Member for Bean and Senators for the ACT is calculated on the basis of:
- three return economy airfares (fully flexible) between Canberra and Norfolk Island;
  - eight nights of travelling allowance at the commercial rate applicable to Norfolk Island; and
  - an amount of \$2,000 for other travel.
43. The electorate staff travel component for each financial year for the following Senators and Members is calculated as follows:

Senator/Member	\$
Member for Canberra	\$2,000
Member for Fenner	\$2,000
Member for Eden-Monaro	\$5,000
Senator whose electorate office is in Queanbeyan	\$5,000

### **Relief staff component**

44. The relief staff component is calculated on the basis of:
- 150 days' salary at the base salary point of the Electorate Officer B classification; and
  - an additional 50 days' salary at the base salary point of the Electorate Officer B classification where a Member is allocated an additional position for a second official electorate office; and
  - an additional 50 days' salary at the base salary point of the Electorate Officer B classification where a Member is allocated an additional position for a third official electorate office.

### **Terms and Definitions**

45. In this determination, terms have the meaning set out in the Enterprise Agreement. In addition, the terms below have the following meanings:

***Opposition Office Holder*** means:

- the Leader or Deputy Leader of the Opposition in the House of Representatives; or
- the Leader or Deputy Leader of the Opposition in the Senate.

***Leader or Deputy Leader of a Minority Party*** means the Leader or Deputy Leader of a recognised non-Government party of at least five members, but does not include an Opposition Office Holder.

***Professional Development Program*** means a scheduled program of training courses for MOP(S) Act employees, administered by the Department of Finance.

***Regulated ridesharing services*** means a ridesharing service operating under regulation in the State or Territory in which the travel occurs.

## Attachment B

## Assurance Review of travel expenses

Transaction Type	Departure Date	Departure Time	Departure Location	Arrival Date	Arrival Time	Arrival Location	Class	Itinerary Code	Number of nights	Total Amount	Assessment provided by Parliamentarian
Travel Services Provider	4/08/2022	4:00 PM	Canberra	5/08/2022	6:00 PM	Canberra		Car Hire		\$268.94	Not approved to travel within Canberra
Cabcharge	20/09/2022			20/09/2022	6:07 AM					\$135.45	Not approved
Travel Services Provider	11/10/2022	9:40 AM	Sydney	12/10/2022	5:00 PM	Sydney		Car Hire		\$373.74	Not approved to hire car to travel within Sydney
Cabcharge	7/11/2022		Barton	7/11/2022	8:25 AM	Capital Hill				\$14.60	Not approved to cabcharge from accommodation to Parliament
Cabcharge	9/11/2022		Barton	9/11/2022	9:26 AM	Capital Hill				\$14.28	Not approved to cabcharge from accommodation to Parliament
Cabcharge	10/11/2022		OFFICE	10/11/2022	9:28 AM	OFFICE				\$14.18	Not approved to cabcharge from accommodation to Parliament
Travel Services Provider	15/11/2022	10:40 AM	Sydney	18/11/2022	6:00 PM	Sydney		Car Hire		\$567.06	Not approved
Cabcharge	21/11/2022		Barton	21/11/2022	9:05 AM	Capital Hill				\$14.60	Not approved
Cabcharge	21/11/2022		Barton	21/11/2022	12:28 AM	Barton				\$30.66	Not approved
Cabcharge	22/11/2022		CITY	22/11/2022	9:40 AM	Capital Hill				\$15.75	Not approved
Cabcharge	28/11/2022		Barton	28/11/2022	11:26 AM	Capital Hill				\$16.38	Not approved
Cabcharge	28/11/2022		CITY	28/11/2022	10:59 PM	CITY				\$21.42	Not approved
Cabcharge	29/11/2022		Barton	29/11/2022	9:52 AM	Capital Hill				\$16.70	Not approved
Cabcharge	30/11/2022		Barton	30/11/2022	9:30 AM	Capital Hill				\$12.60	Not approved
Cabcharge	2/12/2022		Barton	2/12/2022	6:23 AM	Capital Hill				\$12.23	Not approved

## Attachment B

## Assurance Review of travel expenses

Transaction Type	Departure Date	Departure Time	Departure Location	Arrival Date	Arrival Time	Arrival Location	Class	Itinerary Code	Number of nights	Total Amount	Assessment provided by Parliamentarian
Cabcharge	6/12/2022		SUBURBS	6/12/2022	6:44 AM	SUBURBS				\$262.50	Not approved
Cabcharge	6/12/2022		AIRPORT	6/12/2022	10:39 PM					\$256.41	Not approved
Travel Services Provider	12/12/2022	10:40 AM	Sydney	15/12/2022	8:00 AM	Sydney		Car Hire		\$494.12	Not approved to hire car
Travel Services Provider	20/09/2022	03:15 PM	Sydney	29/09/2022	12:00 PM	Canberra		Car Hire		\$1,074.46	Not approved – does not meet parliamentary framework
Travel Services Provider	20/09/2022	03:15 PM	Sydney	29/09/2022	12:00 PM	Canberra		Toll Charges		\$99.54	Not approved – does not meet parliamentary framework
Travel Services Provider	24/10/2022	10:00 AM	Sydney	30/10/2022	07:00 AM	Canberra		Car Hire		\$829.98	Travel Sydney to Canberra only approved – <i>Hire Car appears to have been used in Canberra for 6 days</i>
Travel Services Provider	24/10/2022	10:00 AM	Sydney	30/10/2022	07:00 AM	Canberra		Toll Charges		\$51.18	Travel Sydney to Canberra only approved - <i>Hire Car appears to have been used in Canberra for 6 days</i>
Travel Services Provider	6/12/2022	10:40 AM	Sydney	6/12/2022	08:00 PM	Sydney		Car Hire		\$136.54	Not approved - does not meet parliamentary framework
Travel Services Provider	12/12/2022	10:40 AM	Sydney	15/12/2022	08:00 AM	Sydney		Toll Charges		\$84.41	Not approved - does not meet parliamentary framework

Attachment C  
[REDACTED]  
 Assurance Review of travel expenses

Transaction Type	Departure Date	Departure Time	Departure Location	Arrival Date	Arrival Time	Arrival Location	Cost of business class airfare	Amount paid by Mr Addison	Cost of economy airfare	Summary provided by the Travel Provider
Travel Services Provider	5/08/2022	7:20 PM	Canberra	5/08/2022	9:00 PM	<span style="background-color: black; color: black;">[REDACTED]</span>	\$638.06	\$179.56	\$258.80	The Travel Provider charged <span style="background-color: black; color: black;">[REDACTED]</span> \$179.56.
Travel Services Provider	1/09/2022	7:15 AM	Sydney	1/09/2022	8:55 AM	Adelaide	\$356.84	\$0.00	\$228.59	<span style="background-color: black; color: black;">[REDACTED]</span> did not pay any additional amount of this airfare.
Travel Services Provider	4/10/2022	7:05 AM	<span style="background-color: black; color: black;">[REDACTED]</span>	4/10/2022	9:40 AM	Sydney	\$399.79	\$0.00	\$204.30	The Travel Provider attempted to charge \$35.49 to <span style="background-color: black; color: black;">[REDACTED]</span> credit card. The card kept declining, and no response was received from <span style="background-color: black; color: black;">[REDACTED]</span> when they attempted to contact <span style="background-color: black; color: black;">[REDACTED]</span> .
Travel Services Provider	4/10/2022	6:30 PM	Sydney	4/10/2022	7:00 PM	<span style="background-color: black; color: black;">[REDACTED]</span>	\$399.79	\$0.00	\$176.80	The Travel Provider tried to charge \$88.19 to <span style="background-color: black; color: black;">[REDACTED]</span> credit card. The card kept declining, and no response was received from <span style="background-color: black; color: black;">[REDACTED]</span> when they attempted to contact <span style="background-color: black; color: black;">[REDACTED]</span> .
Travel Services Provider	29/10/2022	9:30 AM	Canberra	29/10/2022	10:10 AM	<span style="background-color: black; color: black;">[REDACTED]</span>	\$1,187.75	\$0.00	\$720.48	No additional amount paid by <span style="background-color: black; color: black;">[REDACTED]</span> .
Travel Services Provider	6/11/2022	8:50 AM	<span style="background-color: black; color: black;">[REDACTED]</span>	6/11/2022	11:40 AM	Canberra	\$640.85	\$0.00	\$482.80	No additional amount paid by <span style="background-color: black; color: black;">[REDACTED]</span> .
Travel Services Provider	11/11/2022	12:20 PM	Canberra	11/11/2022	1:00 PM	<span style="background-color: black; color: black;">[REDACTED]</span>	\$640.85	\$14.35	\$482.80	<span style="background-color: black; color: black;">[REDACTED]</span> has paid \$14.35 towards this airfare.
Travel Services Provider	15/11/2022	8:05 AM	<span style="background-color: black; color: black;">[REDACTED]</span>	15/11/2022	10:40 AM	Sydney	\$399.79	\$0.00	\$176.80	The Travel Provider attempted to charge \$89.77 to <span style="background-color: black; color: black;">[REDACTED]</span> credit card. The card kept declining, and no response was received from <span style="background-color: black; color: black;">[REDACTED]</span> when they attempted to contact <span style="background-color: black; color: black;">[REDACTED]</span> .
Travel Services Provider	18/11/2022	6:30 PM	Sydney	18/11/2022	7:00 PM	<span style="background-color: black; color: black;">[REDACTED]</span>	\$399.79	\$0.00	\$176.80	The Travel Provider attempted to charge \$89.77 to <span style="background-color: black; color: black;">[REDACTED]</span> credit card. The card kept declining, and no response was received from <span style="background-color: black; color: black;">[REDACTED]</span> when they attempted to contact <span style="background-color: black; color: black;">[REDACTED]</span> .
Travel Services Provider	20/11/2022	8:25 PM	<span style="background-color: black; color: black;">[REDACTED]</span>	20/11/2022	11:15 PM	Canberra	\$640.85	\$79.16	\$482.80	Travel provider was able to charge \$79.16, factoring in the second economy seat, to <span style="background-color: black; color: black;">[REDACTED]</span> credit card. The remaining amount is owed to IPEA, for the second economy seat.

**Attachment C**  
[REDACTED]  
 Assurance Review of travel expenses

Transaction Type	Departure Date	Departure Time	Departure Location	Arrival Date	Arrival Time	Arrival Location	Cost of business class airfare	Amount paid by Mr Addison	Cost of economy airfare	Summary provided by the Travel Provider
Travel Services Provider	6/12/2022	8:05 AM	<span style="background-color: black; color: black;">[REDACTED]</span>	6/12/2022	10:40 AM	Sydney	\$399.79	\$0.00	\$176.80	The Travel Provider attempted to charge \$85.49 to <span style="background-color: black; color: black;">[REDACTED]</span> credit card. The card kept declining, and no response was received from <span style="background-color: black; color: black;">[REDACTED]</span> when they attempted to contact <span style="background-color: black; color: black;">[REDACTED]</span> .
Travel Services Provider	6/12/2022	8:30 PM	Sydney	6/12/2022	9:00 PM	<span style="background-color: black; color: black;">[REDACTED]</span>	\$399.79	\$0.00	\$176.80	The Travel Provider attempted to charge \$85.49 to <span style="background-color: black; color: black;">[REDACTED]</span> credit card. The card kept declining, and no response was received from <span style="background-color: black; color: black;">[REDACTED]</span> when they attempted to contact <span style="background-color: black; color: black;">[REDACTED]</span> .
Travel Services Provider	12/12/2022	8:05 AM	<span style="background-color: black; color: black;">[REDACTED]</span>	12/12/2022	10:40 AM	Sydney	\$399.79	\$0.00	\$176.80	The Travel Provider attempted to charge \$85.49 to <span style="background-color: black; color: black;">[REDACTED]</span> credit card. The card kept declining, and no response was received from <span style="background-color: black; color: black;">[REDACTED]</span> when they attempted to contact <span style="background-color: black; color: black;">[REDACTED]</span> .
Travel Services Provider	15/12/2022	8:00 AM	Sydney	15/12/2022	8:30 AM	<span style="background-color: black; color: black;">[REDACTED]</span>	\$399.79	\$0.00	\$176.80	The Travel Provider attempted to charge \$85.49 to <span style="background-color: black; color: black;">[REDACTED]</span> credit card. The card kept declining, and no response was received from <span style="background-color: black; color: black;">[REDACTED]</span> when they attempted to contact <span style="background-color: black; color: black;">[REDACTED]</span> .

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**From:** [REDACTED]  
**Sent:** Friday, 4 August 2023 3:04 PM  
**To:** Assurance  
**Subject:** Re: Assurance Review - staff travel expenses and business class airfares [SEC=OFFICIAL]

**Categories:**

Just a quick follow up, I've just seen attachment B and read properly.

When CTM wasn't able to charge my card I asked them for bank details and paid via bank transfer. They should have my transaction receipts on file. The only flights that I haven't paid a difference for were two flights that I previously mentioned.

Thank you and look forward to receiving a call.

On Fri, 4 Aug 2023 at 5:19 am, [REDACTED] > wrote:

Hi Nicole,

I'd really like a chat. I'm currently [REDACTED] and my number is [REDACTED] - if someone can call me when they have time to discuss it would be appreciated.

There are a couple items on here I agree with and of course will be more than agreeable to reimburse, the last two flights that required reimbursing the difference for - [REDACTED] during the period that was meant to happen so definitely want to clear that up.

[REDACTED]

But I'm happy to cooperate and resolve this quickly as I don't want there to be unpaid and unchecked travel items on my behalf.

I'm a little concerned however on the cabcharges, the large ones were from the airport to office or home depending on the direction of travel.

But the small ones in Canberra even though I am happy to reimburse them, I was confused to see listed as I was following the precedent of other colleagues. But if that wasn't within the guidelines I will take that cost on board.

Warm regards,  
[REDACTED]

On Fri, 4 Aug 2023 at 2:33 am, Assurance <[Assurance@ipea.gov.au](mailto:Assurance@ipea.gov.au)> wrote:

**OFFICIAL**

Good morning [REDACTED]

Please find attached correspondence from the Independent Parliamentary Expenses Authority in relation to an Assurance Review into your use of staff travel expenses and business class airfares.

Should you wish to discuss this matter, please do not hesitate to contact [REDACTED] on 6215 3000.

Yours sincerely

---

Nicole Pearson

Branch Manager, Transparency, Assurance and Legal

Independent Parliamentary Expenses Authority

One [Canberra Avenue, FORREST ACT 2603](#)

T: 02 6215 3000

E: [assurance@ipea.gov.au](mailto:assurance@ipea.gov.au)

W: [www.ipea.gov.au](http://www.ipea.gov.au) & [www.ipea.gov.au/ed](http://www.ipea.gov.au/ed)

**Classification: OFFICIAL**

**Classified by:** [REDACTED] **on:** 4/08/2023 11:28:36 AM

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**From:** Assurance  
**Sent:** Wednesday, 23 August 2023 9:05 AM  
**To:** [REDACTED]  
**Subject:** Assurance Review - Additional Information [SEC=OFFICIAL]  
**Attachments:** IPEA to [REDACTED] - Assurance Review - 23 August 2023.pdf; Attachment A.PDF; Attachment B.PDF

**OFFICIAL**

Good morning [REDACTED]

Thank you for your email.

Please see attached correspondence in relation to this matter, with the requested information.

Should you wish to discuss this matter, please do not hesitate to me on the below details.

Sincerely

---

[REDACTED]  
Audit and Assurance  
Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603  
T: 02 6215 3000  
E: [assurance@ipea.gov.au](mailto:assurance@ipea.gov.au)  
W: [www.ipea.gov.au](http://www.ipea.gov.au) & [www.ipea.gov.au/ed](http://www.ipea.gov.au/ed)

**Classification:** OFFICIAL  
**Classified by:** assurance@ipea.gov.au on: 23/08/2023 9:04:37 AM

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**From:** [REDACTED]  
**Sent:** Monday, August 14, 2023 11:21 PM  
**To:** [REDACTED]  
**Subject:** Follow-up - [REDACTED]

Hey [REDACTED]

I hope you are well, I am just checking in to see how you went with CTM?

Is there anything I should do in the meantime while waiting for them to provide their details? I will start working on providing details of claims which were on the spreadsheet that actually did fall within the framework or which claims partly did.

If they are taking to long, I do have receipts and their details in [REDACTED] which I believe should still be in archives, so another solution could be gaining temporary access so I can dig out a couple receipts and also the details which I paid into.

As said on the phone the other week, I will do whatever necessary to fix the issue as I have always done my best to follow the guidelines and want to make sure this is sorted as soon as possible.

Warm regards,  
[REDACTED]

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**Australian Government**  
**Independent Parliamentary**  
**Expenses Authority**

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23 August 2023

[REDACTED]

Email [REDACTED]

Dear [REDACTED]

**Assurance Review of staff travel expenses and business class airfares**

As you are aware, IPEA is currently undertaking an Assurance Review of travel expenses and business class airfares accessed by you during your period of employment as a MOP(S) Act employee from [REDACTED].

Following your discussion with IPEA on Friday 4 August 2023, we are writing to provide the additional information that you requested in relation to this Assurance Review. This information is provided for you to consider in your response to our letter of 4 August 2023 (**Attachment A**).

**Cabcharge information**

In our correspondence of 4 August 2023, we provided a list of Cabcharge and hire car transactions for you to examine and provide the requested information. On 4 August 2023, you requested the specific addresses for the Cabcharge transactions, in order to review the transactions and provide the requested information.

**Attachment B** details the addresses for the Cabcharge transactions in scope for this Assurance Review. Please note, for some trips no specific addresses were provided in the Cabcharge data sent to IPEA.

**Bank account information from Travel Provider**

On 4 August 2023, you also requested information from the Travel Provider, to confirm if you had transferred the costs of some of the business class airfares to their bank account.

The travel provider has provided their bank account details for your information:

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

They have also advised that their records indicate they only had a bank transfer for the flight on 1 September 2023, for a total of \$188.24.

**OFFICIAL: Sensitive**

As we have now provided the additional information required for your review, we ask that you provide your response to our correspondence of 4 August 2023 (**Attachment A**) to [assurance@ipea.gov.au](mailto:assurance@ipea.gov.au). Please provide your response by **6 September 2023**, or advise prior to this date if you require more time.

As we advised in our letter of 4 August 2023, if no relevant information is received by the response date, IPEA must raise invoice for the transactions identified. For the business class airfares, this means IPEA must raise an invoice for the difference between the business class airfare and an economy airfare for all the relevant transactions, excluding any amounts that you paid for personally.

Should you wish to discuss the above matters, please contact [REDACTED] on 02 6215 3000.

Yours sincerely



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Nicole Pearson  
Branch Manager, Transparency, Assurance & Legal  
Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603



Australian Government  
Independent Parliamentary  
Expenses Authority

4 August 2023

[REDACTED]

Email: [REDACTED]

Dear [REDACTED]

**Assurance Review of staff travel expenses and business class airfares**

The Independent Parliamentary Expenses Authority (IPEA) is responsible for monitoring the use of travel resources used in connection with travel by staff employed under the *Members of Parliament (Staff) Act 1984* (MOP(S) Act).

IPEA is currently undertaking an Assurance Review of travel expenses and business class airfares used by you during your period of employment as a MOP(S) Act employee from [REDACTED]

[REDACTED] Please note, IPEA publishes its assurance reviews on the [Published audits, assurance reviews and rulings](#) page on the website.

From the information available to IPEA, we have identified two issues for which we require information from yourself to assess:

- your use of staff unscheduled commercial ground transport, including hire cars and Cabcharge, and
- your use of business class airfares.

The expenses for which we require additional information were used during your employment with Ms Dai Le MP, from [REDACTED] (the relevant period).

To commence this Assurance Review, we contacted Ms Le and sought her assistance to examine every expense and allowance for the relevant period and confirm:

- that she, or an authorised person in her office, directed you to undertake the travel
- the purpose of the travel, and
- the travel was consistent with the requirements of the legislative framework.

We also provided Ms Le with Determination 2020/15 - Staff Travel and Relief Staff Arrangements (the Determination) which we have attached to this correspondence at **Attachment A**.

The Determination details the circumstances under which staff travel expenses may be used, including the requirements of travel.

Key sections of the Determination are outlined below:

Items 3 and 4 which provide that employees may travel as directed anywhere within Australia on official business.

Items 16, 17 and 18 provide the requirements for the use of car transport, including staff hire car and Cabcharge. In particular, these items state that it is an employee's responsibility to transport him or herself to and from work for his or her normal hours of duty and that hire cars should not be used for journeys within Canberra or the city/town where the employer's electorate or other office is located.

Item 14 which provides that employees other than senior staff are limited to a fare which shall not exceed the cost of an economy class airfare.

It is important to note that the Determination does not allow the Independent Parliamentary Expenses Authority discretion in interpreting or administering the above provisions.

**Use of Cabcharge and staff hire cars**

**Attachment B** details your Commonwealth-funded hire cars and Cabcharges for the relevant period, which Ms Le has identified were not approved or appear to be inconsistent with the legislative framework.

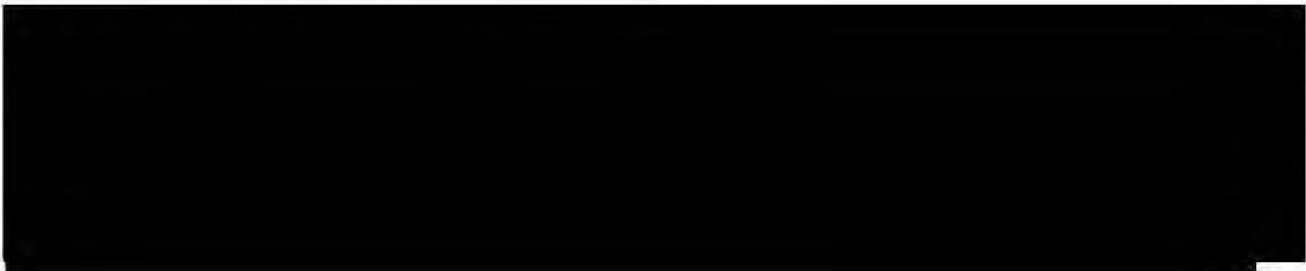
From the information available to IPEA it appears you have used hire cars in Canberra and Sydney, the city where Ms Dai Le's electorate office is located. As outlined above, the Determination states that hire cars should not be used for journeys within Canberra or the city/town where the employer's electorate or other office is located.

Further, it also appears that you have used Cabcharge to travel between Parliament house and your accommodation when in Canberra for work. As outlined above, it is an employee's responsibility to transport him or herself to and from work for his or her normal hours of duty.

To assist with this Assurance Review, please examine each use of hire care and Cabcharge at **Attachment B**. If you believe the information provided was incorrect, and have evidence to the contrary, we request that you provide this information to IPEA. If no information is received by the response date, IPEA will be required to raise invoices for the relevant transactions. Where only part of the expense use was not approved or is inconsistent with the legislative framework, such as some identified hire cars, partial invoices will be raised.

**Use of staff business class airfares**

**Attachment C** details your business class airfares for the relevant period. Ms Le has indicated that she did not direct you to travel business class on the flights, but the travel between the locations was approved. As outlined above, employees other than senior staff are limited to a fare which shall not exceed the cost of an economy class airfare.



**OFFICIAL: Sensitive**

For the airfares listed at **Attachment C**, the Travel Services Provider has advised that you upgraded your economy seat to business class using the cost of two economy airfares. IPEA also notes that on 7 occasions you advised the travel provider you would pay the difference between the cost of two economy seats and the business class airfare, however they were unable to charge your credit card.

To assist with this review, please examine the list of airfares and information at **Attachment C** and then **either**:

- confirm the transactions and provided information are correct, **or**
- provide any additional relevant information, such as evidence that may explain the travel, or confirms you did not travel at business class, or confirms that you have paid the additional costs of the flights.

If no relevant information is received by the response date, IPEA must raise an invoice for the difference between the business class airfare and an economy airfare for all the relevant transactions, excluding any amounts that you paid for personally.

We ask that you provide your response to this correspondence to [assurance@ipea.gov.au](mailto:assurance@ipea.gov.au), by **18 August 2023**.

Should you wish to discuss the above matters, please contact [REDACTED] on 02 6215 3000.

Yours sincerely

[REDACTED]

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Nicole Pearson  
Branch Manager, Transparency, Assurance & Legal  
Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603

DETERMINATION 2020/15

*Members of Parliament (Staff) Act 1984*

**STAFF TRAVEL AND RELIEF STAFF ARRANGEMENTS**

I, MATHIAS CORMANN, Minister for Finance, for and on behalf of the Prime Minister, determine under subsection 13(2) and subsection 20(2) of the *Members of Parliament (Staff) Act 1984* (the Act) that, with effect on and from the date of this Determination:

- Determination 2018/30 made on 12 December 2018 is revoked;
- the travel arrangements set out in Schedule A of this determination apply to the staff of Senators and Members employed under Part III and Part IV of the Act;
- the relief staff arrangements set out in Schedule B of this determination apply; and
- the Electorate Support Budget is calculated as set out in Schedule C of this determination.

Dated this

29<sup>th</sup>

day of

JUNE

2020



**MATHIAS CORMANN**  
Minister for Finance



**SCHEDULE A****Domestic Travel**

1. Employees may only travel by the most efficient direct route available.
2. Subject to item 16, 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. This responsibility includes travel between accommodation and the office when travelling on parliamentary or electorate business away from the employee's work base. This also includes travel to attend work when the employee's work base is distant from the employee's home.
3. All personal employees may travel as directed anywhere within Australia on official business.
4. Subject to available funds in the Electorate Support Budget (where applicable), electorate employees may travel as directed anywhere within Australia on official business. All travel costs under this determination and associated travelling allowance and motor vehicle allowance under the *Commonwealth Members of Parliament Staff Enterprise Agreement 2016-2019* or successor agreements (Enterprise Agreement) are debited against the Electorate Support Budget (where applicable).
5. One nominated electorate employee working for a Minister, a Parliamentary Secretary, an Opposition Office Holder, a Leader or Deputy Leader of a Minority Party, a Chair of a Parliamentary Committee, or, with the approval of the Special Minister of State, a Chair of a Parliamentary Sub-Committee, may travel as directed anywhere within Australia on official business without debit against the Electorate Support Budget.
  - (a) The nomination of an electorate employee is to be a settled arrangement, that is, the expectation is that the nomination would not change within 12 months. The name of the nominated employee must be notified to the Independent Parliamentary Expenses Authority (IPEA) in writing<sup>1</sup>. All travel under this Schedule by the nominated employee that was undertaken prior to the date that the nomination took effect will be debited against the Electorate Support Budget.
  - (b) A Senator or Member may nominate only one electorate employee who may travel as directed anywhere within Australia on official business without debit against the Electorate Support Budget at any one time, irrespective of the number of office holder positions (as specified in this item) held by the Senator or Member.
  - (c) The general travel conditions set out in this Schedule continue to apply, where appropriate, to the nominated employee.
  - (d) All travel by the electorate employees of the Senator or Member, other than the nominated employee, will be debited against the Electorate Support Budget, subject to item 6.

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<sup>1</sup> Using the *Electorate Employee Travel Nomination* form on the IPEA website.

6. A Presiding Officer, including a Deputy Presiding Officer, Parliamentary Secretary<sup>2</sup>, Whip or a Shadow Minister, other than an Opposition Office Holder, may nominate a personal employee whose travel will be debited against the Electorate Support Budget, in place of a nominated electorate employee, whose travel will not be debited against the Electorate Support Budget.
  - (a) The nomination of a personal and electorate employee is to be a settled arrangement, that is, the expectation is that the nomination would not change within 12 months. The names of the nominated personal and electorate employees must be notified to IPEA in writing<sup>3</sup>. Travel by the nominated electorate employee that was undertaken prior to the date that the nomination took effect will be debited against the Electorate Support Budget.
7. Official travel is restricted to Australia (excluding the external territories), unless the employing Senator or Member has a specific work expense for travel to an Australian external territory.
8. Travel may not be undertaken at Commonwealth expense for the personal benefit of an employee.
9. With the approval of the employing Senator or Member, an employee is permitted to make a stopover for personal reasons in the course of travel on official business by the most efficient direct route available, provided:
  - (a) the stopover is for a maximum of two nights only;
  - (b) no annual leave is taken by an employee as part of the stopover; and
  - (c) any additional costs for fares or costs related to the stopover are paid by the employee at the time of booking the travel.
10. Travelling allowance is not payable during a personal stopover. A personal stopover is defined as personal time spent at a destination where an employee has been directed to travel on official business<sup>4</sup> or a break in travel at a usual point en route to the final travel destination<sup>5</sup>.
11. An employee may only use charter services when accompanying their employing Senator or Member under the Senator's or Member's charter work expense or where scheduled transport services (including air, rail, sea and bus) are not available.
  - (a) If the charter service also carries other passengers, the Commonwealth will only pay the pro rata cost of the travel of the employee.
  - (b) Charter services may not be used for the sole reason that scheduled services are fully booked, or are not available at the most convenient time.
  - (c) Some regions of Australia have infrequent scheduled services and/or no scheduled air services. Employees travelling to these locations should plan their travel with regard to these constraints.

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<sup>2</sup> A Parliamentary Secretary may nominate an electorate employee whose travel will not be debited from the ESB under item 5 and, concurrently, nominate a personal employee whose travel will be debited from the ESB in place of a nominated different electorate employee whose travel will not be debited under item 6.

<sup>3</sup> Using the *Electorate Employee Travel Nomination* form on the IPEA website.

<sup>4</sup> For example, a Canberra-based employee travels to Brisbane on official business on Friday. The employee stays in Brisbane on Saturday and Sunday nights and returns on Monday. In this case, the Saturday and Sunday are counted as a personal stopover and return airfare will be covered by the Electorate Support Budget. However, if the employee returns on Tuesday or later, it is at their own expense.

<sup>5</sup> For example, travel from Hobart to Canberra may have a usual stop in Melbourne en route.

12. Employees are required to take all reasonable steps to ensure, where applicable, that departure and destination travel arrangements are compatible with scheduled transport services.

### **Class of Travel**

13. Senior staff (employees above the level of Adviser) who are required by the employing Senator or Member to travel on official business by air, rail, road or sea are limited to a fare which shall not exceed the cost of a business class airfare for the most reasonable and usual route between the departure and destination points. Where a business class airfare is not published for the destination point, the cost to the Commonwealth of travel by air, rail, road or sea must not exceed the economy class airfare for the most reasonable and usual route, between the departure and destination points.
14. Employees, other than senior staff, who are required by the employing Senator or Member to travel on official business by air, rail, road or sea are limited to a fare which shall not exceed the cost of an economy class airfare for the most reasonable and usual route between the departure and destination points, unless otherwise determined by the Special Minister of State.
15. A Minister, Parliamentary Secretary, Opposition Office Holder or Presiding Officer (but not a Deputy Presiding Officer) may direct a member of his or her staff who is on the same aircraft to travel at the same class as him or her, where there is a working need to do so. It is expected that no more than one employee will do so on any particular trip.

### **Car Transport**

16. As set out in item 2 of this Schedule, 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:
- (a) 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
  - (b) the employee is travelling on official business and scheduled public transport services are not readily available; or
  - (c) the employee is travelling on official business and is carrying luggage to and/or from the office for the purpose of the trip.
17. Employees, when travelling as directed on official business, or under the exceptions at item 16, subject to the restrictions at items 1 to 9, may use<sup>6</sup>:
- (a) taxis;
  - (b) regulated ridesharing services;
  - (c) hire cars; and

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<sup>6</sup> Motor vehicle allowance (MVA) may also be payable under Enterprise Agreement where an employee travels under the provisions of this determination in their privately owned vehicle or self-drive hire vehicle, at their own expense.

- (d) short-term self-drive cars hired through the travel services provider, or with any car hire company, provided that:
    - (i) the hire is of no more than 10 days duration;
    - (ii) the vehicle is not used for journeys within Canberra (other than to collect and/or return the vehicle);
    - (iii) the vehicle is not used for journeys within a city/town where the employer's electorate or other office is located (other than to collect and/or return the vehicle), except by employees of the Prime Minister, the Leader of the Opposition, or the leader of a minority party;
    - (iv) for the purposes of short-term self-drive car hire under this determination, a capital city, other than Canberra, is defined by the boundaries of the electorates identified as urban on the Federal Electoral Boundaries map published from time to time by the Australian Electoral Commission. Canberra includes locations within a 30km radius of Parliament House; and
    - (v) the cost of insurance will be met by the Commonwealth where it is purchased as part of the vehicle hire. It is the responsibility of employees to ensure that they arrange the appropriate level of insurance for the circumstances of the hire. To reduce liability to the Commonwealth in case of loss or damage to the vehicle, this will usually be the highest level of insurance cover available.
18. Self-drive hire cars should be used on weekdays only unless exceptional circumstances apply and the Senator or Member has approved the use. Employees may not use taxis, regulated ridesharing services, hire cars or short-term self-drive hire cars at Commonwealth expense for private use, other than as set out at item 16.

### **Tolls and Parking Costs**

- 19. Employees authorised by the employing Senator or Member to travel on official business may be reimbursed their toll and parking costs. Such costs must be reasonable to be eligible for full reimbursement<sup>7</sup>.
- 20. Toll and parking costs will not be reimbursed where incurred during a personal stopover or a period of leave. Administrative charges or penalties for late payment or non-payment of tolls and parking costs will not be reimbursed.
- 21. Employees will not be reimbursed for valet parking costs, with the exception of valet parking costs incurred at the accommodation occupied by the employee for travel on official business involving an overnight stay away from their work base.

### **Travel for Training**

- 22. Senators and Members whose electorate offices are outside the greater metropolitan area of capital cities (including satellite cities), or within the Northern Territory or Tasmania, have access to four trips per financial year (five trips per financial year where the Member has a second official electorate office or six trips per financial year where the Member has a third official electorate office) for their electorate employees to travel to the nearest capital city to attend training under the

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<sup>7</sup> For example, it is generally expected that long-stay parking will be used at an airport.

Professional Development Program or approved ad hoc training and professional development opportunities, IT training or training for Work Health and Safety roles.

- (a) For electorate offices located in the Northern Territory, employees may also use the trips to travel to Adelaide or Brisbane.
  - (b) For electorate offices located in Tasmania, employees may also use the trips to travel to Melbourne.
23. The Senators and Members whose employees are eligible for the trips in item 22 will be listed on the Ministerial and Parliamentary Services (M&PS) website.

#### **Travel for ECG Representatives and WHS Committee Members**

24. Associated travel costs<sup>8</sup> of employees who are Employee Consultative Group<sup>9</sup> (ECG) representatives and Work Health and Safety (WHS) Committee<sup>10</sup> members, and whose travel is subject to the Electorate Support Budget, will not be debited against the Electorate Support Budget when the employee travels for the purpose of attending an ECG meeting or WHS Committee meeting, provided that the travel to the meeting location is not also for other official business.
25. Where the travel is also for other official business, only the *additional* travel costs associated with the ECG meeting or WHS Committee meeting will not be debited against the Electorate Support Budget.

#### **COMCAR Services for Employees of the Prime Minister**

26. All employees of the Prime Minister may use a COMCAR to travel to or from Defence Establishment Fairbairn when embarking or returning from travel with or on behalf of the Prime Minister.
27. With prior notification to the COMCAR Client Liaison Manager, the Prime Minister's employees may also travel in a COMCAR, when the car would otherwise be travelling without passengers, in the following circumstances:
- (a) if a COMCAR is travelling out of zone to meet the Prime Minister<sup>11</sup>, and employees need to travel along the same route to meet the Prime Minister; or
  - (b) if a COMCAR is travelling as part of the Prime Minister's advance party and employees need to travel along the same route.
28. In using COMCAR for these purposes, the COMCAR booking will be based solely on the Prime Minister's requirements. Employees must make their own way to and from any pick up/drop off point that COMCAR advise, which will be on the direct intended route. The COMCAR schedule cannot be altered to incur waiting time on behalf of an employee.

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<sup>8</sup> 'Associated travel costs' are costs under this determination (or its successor determinations), including domestic flights and car travel, and as provided under the Enterprise Agreement, including travelling allowance and motor vehicle allowance.

<sup>9</sup> As described at clause 5 of the Enterprise Agreement.

<sup>10</sup> A Health and Safety Committee for MOP(S) Act employees for the purposes of Division 4 of the *Work Health and Safety Act 2011*.

<sup>11</sup> For example, from Canberra to Merimbula.

**SCHEDULE B****Relief Staff Arrangements**

29. Each Senator and Member may engage relief staff as electorate employees with a work base of the electorate office, Parliament House office, or office holder's office as described at item 30, in accordance with the Enterprise Agreement, up to the limit of his or her Electorate Support Budget. The Special Minister of State may approve an alternative work base for a person employed against the Electorate Support Budget in special circumstances.
30. For the purpose of item 29, an office holder's office is an office, other than the electorate office/s and Parliament House office, provided at Commonwealth expense to the employing Senator or Member within the state or territory of their electorate and who is:
- (a) a Minister;
  - (b) an Opposition Office Holder;
  - (c) a Leader of a Minority Party; or
  - (d) a Presiding Officer.
31. The employment of electorate staff against an established position will not be debited against the Electorate Support Budget under the following circumstances:
- (a) filling of positions that are vacant due to resignation, retirement or termination;
  - (b) filling of positions that are temporarily vacant due to an employee being temporarily progressed to a personal employee position;
  - (c) absences of one week<sup>12</sup> or more on personal leave<sup>13</sup>;
  - (d) all absences on the following types of leave:
    - (i) unpaid carer's leave;
    - (ii) compassionate leave;
    - (iii) community service leave;
    - (iv) miscellaneous or other leave paid in accordance with the Enterprise Agreement (including Defence Force service, participation in major international sporting events, war service sick leave, political exchange leave, and other special purposes, but not including study leave);
    - (v) long service leave;
    - (vi) maternity leave<sup>14</sup>;
    - (vii) adoption leave;

<sup>12</sup> The term 'one week' means an absence of 38 hours regardless of whether the employee is full-time or part-time.

<sup>13</sup> Where an employee who is absent due to personal illness or injury or carers duties has exhausted their paid personal leave and therefore uses annual or long service leave, they may be replaced without debit against the Electorate Support Budget.

<sup>14</sup> Where other forms of paid leave are used within the 52 week maternity leave period, the Electorate Support Budget provisions that apply to maternity leave take precedence over the Electorate Support Budget provisions that apply to the type of leave used.

- (viii) supporting partner leave;
  - (ix) unpaid parental leave; and
  - (x) leave without pay.
32. Where an electorate employee is partially incapacitated (i.e. working fewer than their usual weekly hours on the basis of medical advice), working up to but not exceeding 20 hours per week, that employee will be treated as totally incapacitated and full-time relief arrangements will apply (to the maximum of the usual weekly hours of the employee) for a maximum period of six months without debit against the Electorate Support Budget. After six months, or when the affected employee's work hours exceed 20 hours per week (but are less than their usual weekly hours), relief staff may be engaged part-time in order to fully staff the position without debit against the Electorate Support Budget.
33. Senators and Members who hold a 'relevant office', as defined under section 3 of the Act, engage relief staff as electorate employees against the Electorate Support Budget under Part III of the Act. Senators and Members who do not hold a 'relevant office' engage relief staff as electorate employees against the Electorate Support Budget under Part IV of the Act.

**SCHEDULE C****Calculation of the Electorate Support Budget**

34. Subject to items 35 to 38, the Electorate Support Budget is calculated at the commencement of each financial year as the sum of:
- the electorate staff travel component; and
  - the relief staff component.
35. The Electorate Support Budget is calculated pro rata, on the basis of the number of calendar days remaining, for the financial year in which a Senator or Member commences his or her term.
36. The relief staff component will be adjusted in line with changes to the base salary point of the Electorate Officer B classification.
37. The relief staff component will be adjusted pro rata where a Member is allocated, or ceases to be allocated, an additional position for a second and/or third official electorate office.
38. The Special Minister of State may approve changes to the Electorate Support Budget for any Senator or Member.
39. If the Electorate Support Budget for a year is exhausted, a Senator or Member may not draw from the Electorate Support Budget for the following year. The costs beyond the Electorate Support Budget are a debt owed to the Commonwealth and must be repaid by the Senator or Member. Unused funds may not be carried over to the following year.

**Electorate staff travel component**

40. Except as provided at items 41, 42 and 43, the electorate staff travel component is calculated on the basis of:
- 20 return economy airfares (fully flexible) between the primary electorate office and Canberra;
  - 110 nights of travelling allowance at the rate applicable to Canberra;
  - taxi fares and/or motor vehicle allowance to and from the relevant airports for the 20 flights above; and
  - an amount for other travel as follows:

Senator/Member	Electorate Size	\$
Member	0-199 km <sup>2</sup>	\$300
Member	200-999 km <sup>2</sup>	\$500
Member	1,000-9,999 km <sup>2</sup>	\$700
Member	10,000-99,999 km <sup>2</sup>	\$1,000
Member	100,000-199,999 km <sup>2</sup>	\$8,132
Member	200,000-499,999 km <sup>2</sup>	\$10,132
Member	500,000 km <sup>2</sup> or greater	\$12,132
Senators for the NT	–	\$9,000
All other Senators	–	\$500



41. Where a Senator or Member's primary electorate office is located within 150km of Canberra by road, the electorate staff travel component is calculated at the commencement of each financial year on the basis of:
- the value of motor vehicle allowance payable for 20 return motor vehicle trips between the primary electorate office and Canberra;
  - 110 nights of travelling allowance at the rate applicable to Canberra; and
  - an amount for other travel as set out at item 40(d).
42. The electorate staff travel component for each financial year for the Member for Bean and Senators for the ACT is calculated on the basis of:
- three return economy airfares (fully flexible) between Canberra and Norfolk Island;
  - eight nights of travelling allowance at the commercial rate applicable to Norfolk Island; and
  - an amount of \$2,000 for other travel.
43. The electorate staff travel component for each financial year for the following Senators and Members is calculated as follows:

Senator/Member	\$
Member for Canberra	\$2,000
Member for Fenner	\$2,000
Member for Eden-Monaro	\$5,000
Senator whose electorate office is in Queanbeyan	\$5,000

### **Relief staff component**

44. The relief staff component is calculated on the basis of:
- 150 days' salary at the base salary point of the Electorate Officer B classification; and
  - an additional 50 days' salary at the base salary point of the Electorate Officer B classification where a Member is allocated an additional position for a second official electorate office; and
  - an additional 50 days' salary at the base salary point of the Electorate Officer B classification where a Member is allocated an additional position for a third official electorate office.

### **Terms and Definitions**

45. In this determination, terms have the meaning set out in the Enterprise Agreement. In addition, the terms below have the following meanings:

***Opposition Office Holder*** means:

- the Leader or Deputy Leader of the Opposition in the House of Representatives; or
- the Leader or Deputy Leader of the Opposition in the Senate.

***Leader or Deputy Leader of a Minority Party*** means the Leader or Deputy Leader of a recognised non-Government party of at least five members, but does not include an Opposition Office Holder.

***Professional Development Program*** means a scheduled program of training courses for MOP(S) Act employees, administered by the Department of Finance.

***Regulated ridesharing services*** means a ridesharing service operating under regulation in the State or Territory in which the travel occurs.

## Attachment B

## Assurance Review of travel expenses

Transaction Type	Departure Date	Departure Time	Departure Location	Arrival Date	Arrival Time	Arrival Location	Class	Itinerary Code	Number of nights	Total Amount	Assessment provided by Parliamentarian
Travel Services Provider	4/08/2022	4:00 PM	Canberra	5/08/2022	6:00 PM	Canberra		Car Hire		\$268.94	Not approved to travel within Canberra
Cabcharge	20/09/2022			20/09/2022	6:07 AM					\$135.45	Not approved
Travel Services Provider	11/10/2022	9:40 AM	Sydney	12/10/2022	5:00 PM	Sydney		Car Hire		\$373.74	Not approved to hire car to travel within Sydney
Cabcharge	7/11/2022		Barton	7/11/2022	8:25 AM	Capital Hill				\$14.60	Not approved to cabcharge from accommodation to Parliament
Cabcharge	9/11/2022		Barton	9/11/2022	9:26 AM	Capital Hill				\$14.28	Not approved to cabcharge from accommodation to Parliament
Cabcharge	10/11/2022		OFFICE	10/11/2022	9:28 AM	OFFICE				\$14.18	Not approved to cabcharge from accommodation to Parliament
Travel Services Provider	15/11/2022	10:40 AM	Sydney	18/11/2022	6:00 PM	Sydney		Car Hire		\$567.06	Not approved
Cabcharge	21/11/2022		Barton	21/11/2022	9:05 AM	Capital Hill				\$14.60	Not approved
Cabcharge	21/11/2022		Barton	21/11/2022	12:28 AM	Barton				\$30.66	Not approved
Cabcharge	22/11/2022		CITY	22/11/2022	9:40 AM	Capital Hill				\$15.75	Not approved
Cabcharge	28/11/2022		Barton	28/11/2022	11:26 AM	Capital Hill				\$16.38	Not approved
Cabcharge	28/11/2022		CITY	28/11/2022	10:59 PM	CITY				\$21.42	Not approved
Cabcharge	29/11/2022		Barton	29/11/2022	9:52 AM	Capital Hill				\$16.70	Not approved
Cabcharge	30/11/2022		Barton	30/11/2022	9:30 AM	Capital Hill				\$12.60	Not approved
Cabcharge	2/12/2022		Barton	2/12/2022	6:23 AM	Capital Hill				\$12.23	Not approved

## Attachment B

## Assurance Review of travel expenses

Transaction Type	Departure Date	Departure Time	Departure Location	Arrival Date	Arrival Time	Arrival Location	Class	Itinerary Code	Number of nights	Total Amount	Assessment provided by Parliamentarian
Cabcharge	6/12/2022		SUBURBS	6/12/2022	6:44 AM	SUBURBS				\$262.50	Not approved
Cabcharge	6/12/2022		AIRPORT	6/12/2022	10:39 PM					\$256.41	Not approved
Travel Services Provider	12/12/2022	10:40 AM	Sydney	15/12/2022	8:00 AM	Sydney		Car Hire		\$494.12	Not approved to hire car
Travel Services Provider	20/09/2022	03:15 PM	Sydney	29/09/2022	12:00 PM	Canberra		Car Hire		\$1,074.46	Not approved – does not meet parliamentary framework
Travel Services Provider	20/09/2022	03:15 PM	Sydney	29/09/2022	12:00 PM	Canberra		Toll Charges		\$99.54	Not approved – does not meet parliamentary framework
Travel Services Provider	24/10/2022	10:00 AM	Sydney	30/10/2022	07:00 AM	Canberra		Car Hire		\$829.98	Travel Sydney to Canberra only approved – <i>Hire Car appears to have been used in Canberra for 6 days</i>
Travel Services Provider	24/10/2022	10:00 AM	Sydney	30/10/2022	07:00 AM	Canberra		Toll Charges		\$51.18	Travel Sydney to Canberra only approved - <i>Hire Car appears to have been used in Canberra for 6 days</i>
Travel Services Provider	6/12/2022	10:40 AM	Sydney	6/12/2022	08:00 PM	Sydney		Car Hire		\$136.54	Not approved - does not meet parliamentary framework
Travel Services Provider	12/12/2022	10:40 AM	Sydney	15/12/2022	08:00 AM	Sydney		Toll Charges		\$84.41	Not approved - does not meet parliamentary framework

Attachment C  
[REDACTED]  
 Assurance Review of travel expenses

Transaction Type	Departure Date	Departure Time	Departure Location	Arrival Date	Arrival Time	Arrival Location	Cost of business class airfare	Amount paid by Mr Addison	Cost of economy airfare	Summary provided by the Travel Provider
Travel Services Provider	5/08/2022	7:20 PM	Canberra	5/08/2022	9:00 PM	<span style="background-color: black; color: black;">[REDACTED]</span>	\$638.06	\$179.56	\$258.80	The Travel Provider charged <span style="background-color: black; color: black;">[REDACTED]</span> \$179.56.
Travel Services Provider	1/09/2022	7:15 AM	Sydney	1/09/2022	8:55 AM	Adelaide	\$356.84	\$0.00	\$228.59	<span style="background-color: black; color: black;">[REDACTED]</span> did not pay any additional amount of this airfare.
Travel Services Provider	4/10/2022	7:05 AM	<span style="background-color: black; color: black;">[REDACTED]</span>	4/10/2022	9:40 AM	Sydney	\$399.79	\$0.00	\$204.30	The Travel Provider attempted to charge \$35.49 to <span style="background-color: black; color: black;">[REDACTED]</span> credit card. The card kept declining, and no response was received from <span style="background-color: black; color: black;">[REDACTED]</span> when they attempted to contact <span style="background-color: black; color: black;">[REDACTED]</span> .
Travel Services Provider	4/10/2022	6:30 PM	Sydney	4/10/2022	7:00 PM	<span style="background-color: black; color: black;">[REDACTED]</span>	\$399.79	\$0.00	\$176.80	The Travel Provider tried to charge \$88.19 to <span style="background-color: black; color: black;">[REDACTED]</span> credit card. The card kept declining, and no response was received from <span style="background-color: black; color: black;">[REDACTED]</span> when they attempted to contact <span style="background-color: black; color: black;">[REDACTED]</span> .
Travel Services Provider	29/10/2022	9:30 AM	Canberra	29/10/2022	10:10 AM	<span style="background-color: black; color: black;">[REDACTED]</span>	\$1,187.75	\$0.00	\$720.48	No additional amount paid by <span style="background-color: black; color: black;">[REDACTED]</span> .
Travel Services Provider	6/11/2022	8:50 AM	<span style="background-color: black; color: black;">[REDACTED]</span>	6/11/2022	11:40 AM	Canberra	\$640.85	\$0.00	\$482.80	No additional amount paid by <span style="background-color: black; color: black;">[REDACTED]</span> .
Travel Services Provider	11/11/2022	12:20 PM	Canberra	11/11/2022	1:00 PM	<span style="background-color: black; color: black;">[REDACTED]</span>	\$640.85	\$14.35	\$482.80	<span style="background-color: black; color: black;">[REDACTED]</span> has paid \$14.35 towards this airfare.
Travel Services Provider	15/11/2022	8:05 AM	<span style="background-color: black; color: black;">[REDACTED]</span>	15/11/2022	10:40 AM	Sydney	\$399.79	\$0.00	\$176.80	The Travel Provider attempted to charge \$89.77 to <span style="background-color: black; color: black;">[REDACTED]</span> credit card. The card kept declining, and no response was received from <span style="background-color: black; color: black;">[REDACTED]</span> when they attempted to contact <span style="background-color: black; color: black;">[REDACTED]</span> .
Travel Services Provider	18/11/2022	6:30 PM	Sydney	18/11/2022	7:00 PM	<span style="background-color: black; color: black;">[REDACTED]</span>	\$399.79	\$0.00	\$176.80	The Travel Provider attempted to charge \$89.77 to <span style="background-color: black; color: black;">[REDACTED]</span> credit card. The card kept declining, and no response was received from <span style="background-color: black; color: black;">[REDACTED]</span> when they attempted to contact <span style="background-color: black; color: black;">[REDACTED]</span> .
Travel Services Provider	20/11/2022	8:25 PM	<span style="background-color: black; color: black;">[REDACTED]</span>	20/11/2022	11:15 PM	Canberra	\$640.85	\$79.16	\$482.80	Travel provider was able to charge \$79.16, factoring in the second economy seat, to <span style="background-color: black; color: black;">[REDACTED]</span> credit card. The remaining amount is owed to IPEA, for the second economy seat.

**Attachment C**  
**[REDACTED]**  
 Assurance Review of travel expenses

Transaction Type	Departure Date	Departure Time	Departure Location	Arrival Date	Arrival Time	Arrival Location	Cost of business class airfare	Amount paid by Mr Addison	Cost of economy airfare	Summary provided by the Travel Provider
Travel Services Provider	6/12/2022	8:05 AM	[REDACTED]	6/12/2022	10:40 AM	Sydney	\$399.79	\$0.00	\$176.80	The Travel Provider attempted to charge \$85.49 to [REDACTED] credit card. The card kept declining, and no response was received from [REDACTED] when they attempted to contact [REDACTED].
Travel Services Provider	6/12/2022	8:30 PM	Sydney	6/12/2022	9:00 PM	[REDACTED]	\$399.79	\$0.00	\$176.80	The Travel Provider attempted to charge \$85.49 to [REDACTED] credit card. The card kept declining, and no response was received from [REDACTED] when they attempted to contact [REDACTED].
Travel Services Provider	12/12/2022	8:05 AM	[REDACTED]	12/12/2022	10:40 AM	Sydney	\$399.79	\$0.00	\$176.80	The Travel Provider attempted to charge \$85.49 to [REDACTED] credit card. The card kept declining, and no response was received from [REDACTED] when they attempted to contact [REDACTED].
Travel Services Provider	15/12/2022	8:00 AM	Sydney	15/12/2022	8:30 AM	[REDACTED]	\$399.79	\$0.00	\$176.80	The Travel Provider attempted to charge \$85.49 to [REDACTED] credit card. The card kept declining, and no response was received from [REDACTED] when they attempted to contact [REDACTED].

Attachment B  
[REDACTED]  
 Assurance Review of travel expenses

Transaction Type	Departure Date	Departure Location	Arrival Date	Arrival Time	Arrival Location	Total Amount
Cabcharge	20/09/2022	<span style="background-color: black; color: black;">[REDACTED]</span>	20/09/2022	6:07 AM	<span style="background-color: black; color: black;">[REDACTED]</span>	\$135.45
Cabcharge	7/11/2022	National Circuit, Barton, Australian Capital Territory, 2600	7/11/2022	8:25 AM	Parliament Drive, Capital Hill, Australian Capital Territory, 2600	\$14.60
Cabcharge	9/11/2022	National Circuit, Barton, Australian Capital Territory, 2600	9/11/2022	9:26 AM	Parliament Drive, Capital Hill, Australian Capital Territory, 2600	\$14.28
Cabcharge	10/11/2022	OFFICE	10/11/2022	9:28 AM	OFFICE	\$14.18
Cabcharge	21/11/2022	Burbury Close, Barton, Australian Capital Territory, 2600	21/11/2022	9:05 AM	Parliament Drive, Capital Hill, Australian Capital Territory, 2600	\$14.60
Cabcharge	21/11/2022	Burbury Close, Barton, Australian Capital Territory, 2600	21/11/2022	12:28 AM	Burbury Close, Barton, Australian Capital Territory, 2600	\$30.66
Cabcharge	22/11/2022	CITY	22/11/2022	9:40 AM	Parliament Drive, Capital Hill, Australian Capital Territory, 2600	\$15.75
Cabcharge	28/11/2022	Burbury Close, Barton, Australian Capital Territory, 2600	28/11/2022	11:26 AM	Parliament Drive, Capital Hill, Australian Capital Territory, 2600	\$16.38
Cabcharge	28/11/2022	CITY	28/11/2022	10:59 PM	CITY	\$21.42
Cabcharge	29/11/2022	Burbury Close, Barton, Australian Capital Territory, 2600	29/11/2022	9:52 AM	Parliament Drive, Capital Hill, Australian Capital Territory, 2600	\$16.70
Cabcharge	30/11/2022	Burbury Close, Barton, Australian Capital Territory, 2600	30/11/2022	9:30 AM	Parliament Drive, Capital Hill, Australian Capital Territory, 2600	\$12.60
Cabcharge	2/12/2022	Burbury Close, Barton, Australian Capital Territory, 2600	2/12/2022	6:23 AM	Parliament Drive, Capital Hill, Australian Capital Territory, 2600	\$12.23
Cabcharge	6/12/2022	SUBURBS	6/12/2022	6:44 AM	SUBURBS	\$262.50
Cabcharge	6/12/2022	AIRPORT	6/12/2022	10:39 PM	<span style="background-color: black; color: black;">[REDACTED]</span>	\$256.41

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**From:** [REDACTED]  
**Sent:** Monday, 4 September 2023 1:01 AM  
**To:** [REDACTED]  
**Subject:** Assurance Review Response  
**Attachments:** Attachment C.PDF; Attachment B.PDF

Hi [REDACTED]

I have gone through the spreadsheet and added up the totals and put a few responses, I hope they make sense. If we can arrange a call to go over it that would be great.

I am hoping this can be as quick of a process as possible to resolve, if IPEA agrees with the original spreadsheets that I have added to.

Thank you for sending the framework through in the previous email, I hope that MOPs Act employees become more aware over time and how important it is to be informed on the workings of it all.

Attachment C which had the flights - I have come to a total that needs to be repayable of **\$2465.38**

Attachment B includes what I feel should be amended with an amended total of **\$1556.66**

Which would mean the total amount repayable is **\$4013.04**

*It would be best to call me between 3-5pm Canberra time due to [REDACTED]*

Warm regards,  
[REDACTED]

**Be careful with this message**

External email. Do not click links or open attachments unless you recognise the sender and know the content is safe.



## Attachment B

## Assurance Review of travel expenses

Transaction Type	Departure Date	Departure Time	Departure Location	Arrival Date	Arrival Time	Arrival Location	Class	Itinerary Code	Number of nights	Total Amount	Assessment provided by Parliamentarian Response provided by former employee in Red Response in green where agreeable to pay cost
Travel Services Provider	4/08/2022	4:00 PM	Canberra	5/08/2022	6:00 PM	Canberra		Car Hire		\$268.94 <del>\$268.94</del>	Not approved to travel within Canberra This was approved - I traveled to Sydney to the office from parliament, [REDACTED]
Cabcharge	20/09/2022		[REDACTED]	20/09/2022	6:07 AM	[REDACTED]				\$135.45 <del>\$135.45</del>	Not approved - [REDACTED] is the [REDACTED] where I was flying to the Sydney Office so this was approved
Travel Services Provider	11/10/2022	9:40 AM	Sydney	12/10/2022	5:00 PM	Sydney		Car Hire		\$373.74 <del>\$373.74</del>	Not approved to hire car to travel within Sydney - was approved and met framework
Cabcharge	7/11/2022		Barton	7/11/2022	8:25 AM	Capital Hill				\$14.60	Not approved to cabcharge from accommodation to Parliament I followed the precedent set by colleagues, but should have read the framework so I will take account for this cost.
Cabcharge	9/11/2022		Barton	9/11/2022	9:26 AM	Capital Hill				\$14.28	Not approved to cabcharge from accommodation to Parliament I followed the precedent set by colleagues, but should have read the framework so I will take account for this cost.
Cabcharge	10/11/2022		OFFICE	10/11/2022	9:28 AM	OFFICE				\$14.18	Not approved to cabcharge from accommodation to Parliament I followed the precedent set by colleagues, but should have read the framework so I will take account for this cost.
Travel Services Provider	15/11/2022	10:40 AM	Sydney	18/11/2022	6:00 PM	Sydney		Car Hire		\$567.06 <del>\$567.06</del>	Not approved Was approved and met framework
Cabcharge	21/11/2022		Barton	21/11/2022	9:05 AM	Capital Hill				\$14.60	Not approved I followed the precedent set by colleagues, but should have read the framework so I will take account for this cost.
Cabcharge	21/11/2022		Barton	21/11/2022	12:28 AM	Barton				\$30.66 ?	Not approved If I can please get the exact pick-up and drop-off details of this it would be appreciated, I believe this may have been for a work event due to time of cab.
Cabcharge	22/11/2022		CITY	22/11/2022	9:40 AM	Capital Hill				\$15.75	Not approved I followed the precedent set by colleagues, but should have read the framework so I will take account for this cost.
Cabcharge	28/11/2022		Barton	28/11/2022	11:26 AM	Capital Hill				\$16.38	Not approved I followed the precedent set by colleagues, but should have read the framework so I will take account for this cost.

Cabcharge	28/11/2022		CITY	28/11/2022	10:59 PM	CITY				\$21.42	Not approved If I can please get the exact pick-up and drop-off details of this it would be appreciated, I believe this may have been for a work event due to time of cab.
Cabcharge	29/11/2022		Barton	29/11/2022	9:52 AM	Capital Hill				\$16.70	Not approved I followed the precedent set by colleagues, but should have read the framework so I will take account for this cost.
Cabcharge	30/11/2022		Barton	30/11/2022	9:30 AM	Capital Hill				\$12.60	Not approved I followed the precedent set by colleagues, but should have read the framework so I will take account for this cost.
Cabcharge	2/12/2022		Barton	2/12/2022	6:23 AM	Capital Hill				\$12.23	Not approved I followed the precedent set by colleagues, but should have read the framework so I will take account for this cost.

**Attachment B**

Assurance Review of travel expenses

Transaction Type	Departure Date	Departure Time	Departure Location	Arrival Date	Arrival Time	Arrival Location	Class	Itinerary Code	Number of nights	Total Amount	Assessment provided by Parliamentarian
Cabcharge	6/12/2022		SUBURBS	6/12/2022	6:44 AM	SUBURBS				\$262.50 <del>\$262.50</del>	Not approved - had to return to office last minute for the day to assist member and cabcharge was to the airport and following is returning in the evening
Cabcharge	6/12/2022		AIRPORT	6/12/2022	10:39 PM					\$256.41 <del>\$256.41</del>	Not approved - returned from airport after getting cab to airport in the morning.
Travel Services Provider	12/12/2022	10:40 AM	Sydney	15/12/2022	8:00 AM	Sydney		Car Hire		\$494.12 <del>\$494.12</del>	Not approved to hire car - was approved as part of business to be in office to [REDACTED] so there would not be a need to travel to the office in January.
Travel Services Provider	20/09/2022	03:15 PM	Sydney	29/09/2022	12:00 PM	Canberra		Car Hire		\$1,074.46 <del>\$835.69</del>	Not approved – does not meet parliamentary framework - 2 Days meet the framework and was approved [REDACTED] before going to canberra. Will accept the cost for the remaining period of 7 days that did not meet the framework.
Travel Services Provider	20/09/2022	03:15 PM	Sydney	29/09/2022	12:00 PM	Canberra		Toll Charges		\$99.54 <del>\$99.54</del>	Not approved – does not meet parliamentary framework - tolls were for travel between the airport and sydney office, does meet framework.
Travel Services Provider	24/10/2022	10:00 AM	Sydney	30/10/2022	07:00 AM	Canberra		Car Hire		\$829.98 <del>\$553.32</del>	Travel Sydney to Canberra only approved – Hire Car appears to have been used in Canberra for 6 days - 2 days met the framework but will accept remaining cost for period of 4 days that did not meet framework as was unaware.

Travel Services Provider	24/10/2022	10:00 AM	Sydney	30/10/2022	07:00 AM	Canberra		Toll Charges		\$51.18 <del>\$51.18</del>	Travel Sydney to Canberra only approved - Hire Car appears to have been used in Canberra for 6 days - <i>this cost was while in sydney and met the framework</i>
Travel Services Provider	6/12/2022	10:40 AM	Sydney	6/12/2022	08:00 PM	Sydney		Car Hire		\$136.54 <del>\$136.54</del>	Not approved - does not meet parliamentary framework <i>This did meet the framework and was approved</i>
Travel Services Provider	12/12/2022	10:40 AM	Sydney	15/12/2022	08:00 AM	Sydney		Toll Charges		\$84.41 <del>\$84.41</del>	Not approved - does not meet parliamentary framework <i>Does meet framework as tolls were accumulated to and from the airport.</i>
											<b>TOTAL PAYABLE: \$1556.66</b>

## Attachment C

## Assurance Review of travel expenses

Transaction Type	Departure Date	Departure Time	Departure Location	Arrival Date	Arrival Time	Arrival Location	Cost of business class airfare	Amount paid by Mr Addison	Cost of economy airfare	Remaining Amount to be paid	Summary provided by the Travel Provider Response in Red
Travel Services Provider	5/08/2022	7:20 PM	Canberra	5/08/2022	9:00 PM		\$638.06	\$179.56	\$258.80	\$200.7	The Travel Provider charged ██████████ \$179.56.
Travel Services Provider	1/09/2022	7:15 AM	Sydney	1/09/2022	8:55 AM	Adelaide	\$356.84	\$0.00	\$228.59	\$128.25	██████████ did not pay any additional amount of this airfare.
Travel Services Provider	4/10/2022	7:05 AM		4/10/2022	9:40 AM	Sydney	\$399.79	\$0.00	\$204.30	\$195.49	The Travel Provider attempted to charge \$35.49 to ██████████ credit card. The card kept declining, and no response was received from ██████████ when they attempted to contact ██████████.
Travel Services Provider	4/10/2022	6:30 PM	Sydney	4/10/2022	7:00 PM		\$399.79	\$0.00	\$176.80	\$229.99	The Travel Provider tried to charge \$88.19 to ██████████ credit card. The card kept declining, and no response was received from ██████████ when they attempted to contact ██████████.
Travel Services Provider	29/10/2022	9:30 AM	Canberra	29/10/2022	10:10 AM		\$1,187.75	\$0.00	\$720.48	\$467.27	No additional amount paid by ██████████. Did mention this to ██████████ when we spoke, this flight in question was when there was confusion at the airport and flight needed to be changed. I would like for this cost to be removed as I did not ask for a business class seat.
Travel Services Provider	6/11/2022	8:50 AM		6/11/2022	11:40 AM	Canberra	\$640.85	\$0.00	\$482.80	\$158.05	No additional amount paid by ██████████.
Travel Services Provider	11/11/2022	12:20 PM	Canberra	11/11/2022	1:00 PM		\$640.85	\$14.35	\$482.80	\$143.70	██████████ has paid \$14.35 towards this airfare.
Travel Services Provider	15/11/2022	8:05 AM		15/11/2022	10:40 AM	Sydney	\$399.79	\$0.00	\$176.80	\$222.99	The Travel Provider attempted to charge \$89.77 to ██████████ credit card. The card kept declining, and no response was received from ██████████ when they attempted to contact ██████████.

											These summaries are incorrect - for me to travel, I had to communicate with CTM which means this does not make sense.
Travel Services Provider	18/11/2022	6:30 PM	Sydney	18/11/2022	7:00 PM		\$399.79	\$0.00	\$176.80	\$222.99	The Travel Provider attempted to charge \$89.77 to [REDACTED] credit card. The card kept declining, and no response was received from [REDACTED] when they attempted to contact [REDACTED].  These summaries are incorrect - for me to travel, I had to communicate with CTM which means this does not make sense.
Travel Services Provider	20/11/2022	8:25 PM	[REDACTED]	20/11/2022	11:15 PM	Canberra	\$640.85	\$79.16	\$482.80	\$79.89	Travel provider was able to charge \$79.16, factoring in the second economy seat, to [REDACTED] credit card. The remaining amount is owed to IPEA, for the second economy seat.

**Attachment C**

Assurance Review of travel expenses

Transaction Type	Departure Date	Departure Time	Departure Location	Arrival Date	Arrival Time	Arrival Location	Cost of business class airfare	Amount paid by Mr Addison	Cost of economy airfare	Remaining Amount to be Paid	Summary provided by the Travel Provider
Travel Services Provider	6/12/2022	8:05 AM	[REDACTED]	6/12/2022	10:40 AM	Sydney	\$399.79	\$0.00	\$176.80	\$222.99	The Travel Provider attempted to charge \$85.49 to [REDACTED] credit card. The card kept declining, and no response was received from [REDACTED] when they attempted to contact [REDACTED].
Travel Services Provider	6/12/2022	8:30 PM	Sydney	6/12/2022	9:00 PM	[REDACTED]	\$399.79	\$0.00	\$176.80	\$222.99	The Travel Provider attempted to charge \$85.49 to [REDACTED] credit card. The card kept declining, and no response was received from [REDACTED] when they attempted to contact [REDACTED].
Travel Services Provider	12/12/2022	8:05 AM	[REDACTED]	12/12/2022	10:40 AM	Sydney	\$399.79	\$0.00	\$176.80	\$222.99	The Travel Provider attempted to charge \$85.49 to [REDACTED] credit card. The card kept declining, and no response was received from [REDACTED] when they attempted to contact [REDACTED].



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**From:** Assurance  
**Sent:** Thursday, 21 September 2023 4:15 PM  
**To:** [REDACTED]  
**Cc:** Assurance; [REDACTED]  
**Subject:** Assurance Review - [REDACTED] travel [SEC=OFFICIAL]  
**Attachments:** IPEA to Ms Dai Le MP - Assurance Review - 21 September 2023.pdf

**Classification:** OFFICIAL

**Classified by:** [REDACTED] on: 19/07/2023 10:15:56 AM **OFFICIAL**

Good afternoon Ms Le

Please find attached correspondence from the Independent Parliamentary Expenses Authority in relation to the Assurance Review of [REDACTED] use of travel expenses.

Should you wish to discuss this matter, please do not hesitate to contact [REDACTED] or [assurance@ipea.gov.au](mailto:assurance@ipea.gov.au).

Yours sincerely

---

[REDACTED]  
Branch Manager (A/g), Transparency, Assurance and Legal  
Independent Parliamentary Expenses Authority  
T: [REDACTED] | E: [assurance@ipea.gov.au](mailto:assurance@ipea.gov.au)



**Australian Government**  
**Independent Parliamentary**  
**Expenses Authority**

21 September 2023

Ms Dai Le MP  
Member for Fowler  
Level 2  
24-32 Hughes Street  
Cabramatta, NSW, 2166

Email [REDACTED]

Dear Ms Le

**Assurance Review of staff travel expenses**

As you are aware, IPEA is undertaking an Assurance Review of travel expenses and allowances incurred by [REDACTED] employed in your office from [REDACTED] to [REDACTED] (the relevant period).

Following our correspondence with your Office, IPEA contact [REDACTED] and provided the list of Commonwealth-funded hire cars and Cabcharges for the relevant period, which were not approved or appear to be inconsistent with the legislative framework. We requested that [REDACTED] examine each use of hire care and Cabcharge and provided any relevant information.

[REDACTED] has agreed to repay a number of expenses and has also provided additional information for some of the hire car and Cabcharge usage.

**Attachment A** details the four expenses for which [REDACTED] has provided additional information for consideration. To assist with the Assurance Review, please examine the additional information and advise if:

- [REDACTED] was directed by you, or an authorised person in your office, to undertake the travel
- the travel is consistent with the requirements of the legislative framework.

To assist with your review, at **Attachment B** we have provided relevant travel data that connects to those expenses, which you advised were approved in your original response of 14 July 2023. You do not need to comment further on this, as it is provided for information only.

Please note for the hire care use between 20 to 29 September 2022, only travel between Sydney and Canberra would be consistent with the requirements of the legislative framework. As previously advised, under Determination 2020/15 - Staff Travel and Relief Staff Arrangements, hire cars cannot be used for journeys within Canberra or the city/town where the employer's electorate or other office is located. This provision has also been explained to [REDACTED]. For this expense, we ask you to consider only the 1 day hire between Sydney and Canberra.



**OFFICIAL: Sensitive**

I would be grateful if you could provide your response via email to [assurance@ipea.gov.au](mailto:assurance@ipea.gov.au), by close of business on **6 October 2023**, or advise us prior to the date if you need more time.

Please note that IPEA publishes its Assurance Reviews on its website at [www.ipea.gov.au](http://www.ipea.gov.au). Should you wish to discuss this matter, please contact [REDACTED]

Yours sincerely

[REDACTED]

[REDACTED]

A/S Branch Manager, Transparency, Assurance & Legal  
Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603

Attachment A

Assurance Review of travel expenses

Transaction Type	Departure Date	Departure Time	Departure Location	Arrival Date	Arrival Time	Arrival Location	Total Amount	Response from [REDACTED]	Confirmation of Travel <i>Provide confirmation the travel was approved by you, or an authorised person, and the travel was consistent with the requirements of the legislative framework</i>
Cabcharge	20/09/2022		[REDACTED]	20/09/2022	6:07 AM	[REDACTED]	\$135.45	[REDACTED] where I was flying to the Sydney Office so this was approved	
Travel Services Provider	20/09/2022	3:15 PM	Sydney	29/09/2022	12:00 PM	Canberra	\$1074.46	2 Days meet the framework and was approved before going to Canberra. Will accept the cost for the remaining period of 7 days that did not meet the framework.	
Cabcharge	6/12/2022		SUBURBS	6/12/2022	6:44 AM	SUBURBS	\$262.50	had to return to office last minute for the day to assist member and cabcharge was to the airport and following is returning in the evening	
Cabcharge	6/12/2022		AIRPORT	6/12/2022	10:39 PM	[REDACTED]	\$256.41	returned from airport after getting cab to airport in the morning.	

Attachment B

Assurance Review of travel expenses

Transaction Type	Departure Date	Departure Time	Departure Location	Arrival Date	Arrival Time	Arrival Location	Class	Itinerary Code	Number of nights	Total Amount
Travel Services Provider	20/09/2022	7:35 AM	[REDACTED]	20/09/2022	9:10 AM	Sydney	Discount Econ	Air Travel		\$314.30
Domestic Travel Allowance	20/09/2022		[REDACTED]	20/09/2022	9:10 AM	Sydney			2	\$584.00
Cabcharge	20/09/2022		Mascot	20/09/2022	10:10 AM	Cabramatta				\$108.26
Domestic Travel Allowance	22/09/2022		Cabramatta	22/09/2022	9:00 AM	Capital Hill			7	\$2,023.00
Travel Services Provider	6/12/2022	8:05 AM	[REDACTED]	6/12/2022	10:40 AM	Sydney	Business	Air Travel		\$399.79
Travel Services Provider	6/12/2022	8:30 PM	Sydney	6/12/2022	9:00 PM	[REDACTED]	Business	Air Travel		\$399.79

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**From:** Assurance  
**Sent:** Wednesday, 11 October 2023 12:50 PM  
**To:** Assurance; [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: HPE CM: Assurance Review - [REDACTED] travel [SEC=OFFICIAL]  
**Attachments:** IPEA to Ms Dai Le - 11 October 2023.pdf; IPEA to Ms Dai Le MP - Assurance Review - 21 September 2023.pdf

**OFFICIAL**

Good afternoon Ms Le

Please find attached correspondence from the Independent Parliamentary Expenses Authority in relation to the Assurance Review of [REDACTED] use of travel expenses.

Should you wish to discuss this matter, please do not hesitate to contact [REDACTED] or [assurance@ipea.gov.au](mailto:assurance@ipea.gov.au).

Yours sincerely

---

[REDACTED]  
Branch Manager (A/g), Transparency, Assurance and Legal  
Independent Parliamentary Expenses Authority  
T: [REDACTED] | E: [assurance@ipea.gov.au](mailto:assurance@ipea.gov.au)

**Classification: OFFICIAL**  
**Classified by: assurance@ipea.gov.au on: 21/09/2023 4:14:33 PM**

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**From:** Assurance <[Assurance@ipea.gov.au](mailto:Assurance@ipea.gov.au)>  
**Sent:** Thursday, September 21, 2023 4:15 PM  
**To:** [REDACTED] <[REDACTED]>  
**Cc:** Assurance <[Assurance@ipea.gov.au](mailto:Assurance@ipea.gov.au)>; [REDACTED]  
**Subject:** HPE CM: Assurance Review - [REDACTED] travel [SEC=OFFICIAL]

**Classification: OFFICIAL**  
**Classified by: [REDACTED] on: 19/07/2023 10:15:56 AM** **OFFICIAL**

Good afternoon Ms Le

Please find attached correspondence from the Independent Parliamentary Expenses Authority in relation to the Assurance Review of [REDACTED] use of travel expenses.

Should you wish to discuss this matter, please do not hesitate to contact [REDACTED] or [assurance@ipea.gov.au](mailto:assurance@ipea.gov.au).

Yours sincerely

---

[REDACTED]  
Branch Manager (A/g), Transparency, Assurance and Legal  
Independent Parliamentary Expenses Authority  
[REDACTED] | E: [assurance@ipea.gov.au](mailto:assurance@ipea.gov.au)



**Australian Government**  
**Independent Parliamentary**  
**Expenses Authority**

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11 October 2023

Ms Dai Le MP  
Member for Fowler  
Level 2  
24-32 Hughes Street  
Cabramatta, NSW, 2166

Email: [REDACTED]

Dear Ms Le

**Assurance Review of staff travel expenses**

On 21 September 2023, IPEA wrote to you in relation to an Assurance Review of travel expenses and allowances incurred by your [REDACTED] staff member, [REDACTED]

A response was requested from you by Thursday 6 October 2023. There was a provision in the letter for you to request an extension if you required more time to prepare a written response. An extension has not been requested and your response to this matter is now overdue.

Please provide a written response, via email to [assurance@ipea.gov.au](mailto:assurance@ipea.gov.au), by close of business on **Wednesday 1 November 2023**.

Should you wish to discuss this matter, please contact [REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]  
A/g Branch Manager, Transparency, Assurance & Legal  
Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603

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**From:** Le, Dai (MP) [REDACTED]  
**Sent:** Thursday, 12 October 2023 10:02 AM  
**To:** Assurance  
**Cc:** [REDACTED]  
**Subject:** RE: HPE CM: Assurance Review - [REDACTED] travel [SEC=OFFICIAL]  
**Attachments:** [REDACTED] assurance review.pdf

**Categories:**

Dear [REDACTED],

I just had a look at the explanations [REDACTED] provided. I cannot recall authorising those travels, however, I can now confirm that those transactions are consistent with the requirements of the legislative framework.

I hope this assist with your review.

Thank you.

Dai

## Dai Le

### Independent Federal Member for Fowler

Suite 2, Level 2, 24-32 Hughes Street, Cabramatta NSW 2166

Phone: (02) 9726 3988

Email: [REDACTED] | Website: [www.daile.com.au](http://www.daile.com.au)



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**From:** Assurance <Assurance@ipea.gov.au>  
**Sent:** Wednesday, October 11, 2023 12:50 PM  
**To:** Assurance <Assurance@ipea.gov.au>; Le, Dai (MP) <[REDACTED]>  
**Cc:** [REDACTED]  
**Subject:** RE: HPE CM: Assurance Review - [REDACTED] travel [SEC=OFFICIAL]

**OFFICIAL**

Good afternoon Ms Le

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**From:** Assurance  
**Sent:** Friday, 24 November 2023 9:12 AM  
**To:** [REDACTED]  
**Cc:** Assurance  
**Subject:** Assurance Review - [REDACTED] [SEC=OFFICIAL]  
**Attachments:** IPEA to [REDACTED] - 24 November 2023.PDF; Attachment A.pdf; Attachment B.pdf; Attachment C.pdf

**Categories:**

**OFFICIAL**

Dear [REDACTED]

Please find attached correspondence from the Independent Parliamentary Expenses Authority in relation to the assurance review into your use of travel expenses.

Should you wish to discuss this matter, please do not hesitate to contact [REDACTED].

Yours sincerely

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[REDACTED]  
Branch Manager, Transparency, Assurance and Legal  
Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603  
**T:** 02 6215 3000  
**E:** [assurance@ipea.gov.au](mailto:assurance@ipea.gov.au)  
**W:** [www.ipea.gov.au](http://www.ipea.gov.au) & [www.ipea.gov.au/ed](http://www.ipea.gov.au/ed)



Australian Government  
Independent Parliamentary  
Expenses Authority

23 November 2023

[REDACTED]  
Email: [REDACTED]

Dear [REDACTED]

**Assurance Review of staff travel expenses and business class airfares**

As you are aware, IPEA is currently undertaking an Assurance Review of travel expenses and business class airfares accessed by you during your period of employment as a MOP(S) Act employee from [REDACTED]

As discussed over the phone on 20 November 2023, IPEA has completed our assessment and further information is provided below for your review. Please note, as discussed with you on 20 November 2023, IPEA will provide two weeks for your final review of this information, and then the required invoices will be raised and provided to you for repayment.

**Use of Cabcharge and staff hire cars**

Items 16, 17 and 18 of Determination 2020/15 - Staff Travel and Relief Staff Arrangements (the Determination) state that it is an employee's responsibility to transport him or herself to and from work for his or her normal hours of duty and that hire cars should not be used for journeys within Canberra or the city/town where the employer's electorate or other office is located. Ms Le's electorate office is located in Sydney, NSW. The Determination does not allow the Independent Parliamentary Expenses Authority discretion in interpreting or administering the above provisions.

In your response of 4 September 2023, and subsequent engagement with IPEA, you agreed to repay a number of Cabcharge and staff hire car expenses, including all hire cars used within Canberra or Sydney. These expenses are outlined at **Attachment A** and the total amount to be recovered is \$2970.34. Please note, for the hire car for your travel from Sydney to Canberra on 24 October 2023, the cost for one day will not be invoiced as the travel from Sydney to Canberra was within the provisions of the determination and at the direction of Ms Le.

In response you also provided additional information in relation to four expenses, and IPEA provided these expenses to Ms Le for review. In our letter of 4 September 2023, we advised travel must be as directed for official business, as per items 3 and 4 of the Determination.



Ms Le has reiterated to IPEA that she did not direct you to use the travel expenses and at **Attachment B** is the list of additional Cabcharge transactions and staff hire cars that Ms Le has confirmed she did not direct you to use, a total amount of \$1728.82. In your engagement with IPEA on 20 November 2023, you advised that you had evidence that the use of the travel expenses was approved. Please provide this evidence to IPEA by 7 December 2023. If the evidence is not received by this date, the expenses must be recovered, and an invoice will be raised for these expenses.

**Use of staff business class airfares**

In your response of 4 September 2023, you agreed to repay the difference between the economy airfare and business class airfare for 13 business class airfares. You also advised that for the flight on 29 October 2023 you did not request a business class seat. As you were advised in your discussion with IPEA on 20 November 2023, the travel provider has provided the booking notes for this transaction, and they confirm that a business class airfare was requested. Therefore, the difference between the economy airfare and business class airfare must be recovered for this flight.

A list of the business class airfares for which repayment is required is at **Attachment C**. The total amount to be recovered is \$2932.28.

**Payment of invoices**

You had previously mentioned in your engagement with IPEA that you would like to discuss a payment plan for the recovery of these expenses. Once the invoices have been to you, you can contact the IPEA Finance team at [REDACTED] to discuss repayment options.

**Publication of Assurance Review**

Please note, as advised in our original correspondence, of 4 August 2023, IPEA publishes its assurance reviews on the Published audits, assurance reviews and rulings page on the website. The final, redacted version for Assurance Review will be provided to you prior to publication.

Should you wish to discuss this matter, please contact [REDACTED] or at [assurance@ipea.gov.au](mailto:assurance@ipea.gov.au).

Yours sincerely

[REDACTED]

[REDACTED]

Acting Branch Manager, Transparency, Assurance & Legal  
Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603

## Attachment A

## Assurance Review of travel expenses

Transaction Type	Departure Date	Departure Time	Departure Location	Arrival Date	Arrival Time	Arrival Location	Class	Itinerary Code	Number of nights	Total Amount	Assessment provided by Parliamentarian
Travel Services Provider	4/08/2022	4:00 PM	Canberra	5/08/2022	6:00 PM	Canberra		Car Hire		\$268.94	Not approved to travel within Canberra
Travel Services Provider	11/10/2022	9:40 AM	Sydney	12/10/2022	5:00 PM	Sydney		Car Hire		\$373.74	Not approved to hire car to travel within Sydney
Cabcharge	7/11/2022		Barton	7/11/2022	8:25 AM	Capital Hill				\$14.60	Not approved to cabcharge from accommodation to Parliament
Cabcharge	9/11/2022		Barton	9/11/2022	9:26 AM	Capital Hill				\$14.28	Not approved to cabcharge from accommodation to Parliament
Cabcharge	10/11/2022		OFFICE	10/11/2022	9:28 AM	OFFICE				\$14.18	Not approved to cabcharge from accommodation to Parliament
Travel Services Provider	15/11/2022	10:40 AM	Sydney	18/11/2022	6:00 PM	Sydney		Car Hire		\$567.06	Not approved
Cabcharge	21/11/2022		Barton	21/11/2022	9:05 AM	Capital Hill				\$14.60	Not approved
Cabcharge	21/11/2022		Barton	21/11/2022	12:28 AM	Barton				\$30.66	Not approved
Cabcharge	22/11/2022		CITY	22/11/2022	9:40 AM	Capital Hill				\$15.75	Not approved
Cabcharge	28/11/2022		Barton	28/11/2022	11:26 AM	Capital Hill				\$16.38	Not approved
Cabcharge	28/11/2022		CITY	28/11/2022	10:59 PM	CITY				\$21.42	Not approved
Cabcharge	29/11/2022		Barton	29/11/2022	9:52 AM	Capital Hill				\$16.70	Not approved
Cabcharge	30/11/2022		Barton	30/11/2022	9:30 AM	Capital Hill				\$12.60	Not approved
Cabcharge	2/12/2022		Barton	2/12/2022	6:23 AM	Capital Hill				\$12.23	Not approved

## Attachment A

## Assurance Review of travel expenses

Transaction Type	Departure Date	Departure Time	Departure Location	Arrival Date	Arrival Time	Arrival Location	Class	Itinerary Code	Number of nights	Total Amount	Assessment provided by Parliamentarian
Travel Services Provider	12/12/2022	10:40 AM	Sydney	15/12/2022	8:00 AM	Sydney		Car Hire		\$494.12	Not approved to hire car
Travel Services Provider	20/09/2022	03:15 PM	Sydney	29/09/2022	12:00 PM	Canberra		Toll Charges		\$99.54	Not approved – does not meet parliamentary framework
Travel Services Provider	24/10/2022	10:00 AM	Sydney	30/10/2022	07:00 AM	Canberra		Car Hire		\$829.98	Travel Sydney to Canberra only approved – <i>Hire Car appears to have been used in Canberra for 6 days</i>
Travel Services Provider	24/10/2022	10:00 AM	Sydney	30/10/2022	07:00 AM	Canberra		Toll Charges		\$51.18	Travel Sydney to Canberra only approved - <i>Hire Car appears to have been used in Canberra for 6 days</i>
Travel Services Provider	6/12/2022	10:40 AM	Sydney	6/12/2022	08:00 PM	Sydney		Car Hire		\$136.54	Not approved - does not meet parliamentary framework
Travel Services Provider	12/12/2022	10:40 AM	Sydney	15/12/2022	08:00 AM	Sydney		Toll Charges		\$84.41	Not approved - does not meet parliamentary framework

**Attachment B**  
[REDACTED]  
Assurance Review of travel expenses

Transaction Type	Departure Date	Departure Time	Departure Location	Arrival Date	Arrival Time	Arrival Location	Total Amount
Cabcharge	20/09/2022		[REDACTED]	20/09/2022	6:07 AM	[REDACTED]	\$135.45
Travel Services Provider	20/09/2022	3:15 PM	Sydney	29/09/2022	12:00pm	Canberra	\$1,074.46
Cabcharge	6/12/2022		SUBURBS	6/12/2022	6:44 AM	SUBURBS	\$262.50
Cabcharge	6/12/2022		AIRPORT	6/12/2022	10:39 PM	[REDACTED]	\$256.41

**Attachment C**  
[REDACTED]  
 Assurance Review of travel expenses

Transaction Type	Departure Date	Departure Time	Departure Location	Arrival Date	Arrival Time	Arrival Location	Cost of business class airfare	Amount paid by Mr Addison	Cost of economy airfare	Amount to be invoiced
Travel Services Provider	5/08/2022	7:20 PM	Canberra	5/08/2022	9:00 PM	<span style="background-color: black; color: black;">[REDACTED]</span>	\$638.06	\$179.56	\$258.80	\$199.70
Travel Services Provider	1/09/2022	7:15 AM	Sydney	1/09/2022	8:55 AM	Adelaide	\$356.84	\$0.00	\$228.59	\$128.25
Travel Services Provider	4/10/2022	7:05 AM	<span style="background-color: black; color: black;">[REDACTED]</span>	4/10/2022	9:40 AM	Sydney	\$399.79	\$0.00	\$204.30	\$195.49
Travel Services Provider	4/10/2022	6:30 PM	Sydney	4/10/2022	7:00 PM	<span style="background-color: black; color: black;">[REDACTED]</span>	\$399.79	\$0.00	\$176.80	\$222.99
Travel Services Provider	29/10/2022	9:30 AM	Canberra	29/10/2022	10:10 AM	<span style="background-color: black; color: black;">[REDACTED]</span>	\$1,187.75	\$0.00	\$720.48	\$467.27
Travel Services Provider	6/11/2022	8:50 AM	<span style="background-color: black; color: black;">[REDACTED]</span>	6/11/2022	11:40 AM	Canberra	\$640.85	\$0.00	\$482.80	\$158.05
Travel Services Provider	11/11/2022	12:20 PM	Canberra	11/11/2022	1:00 PM	<span style="background-color: black; color: black;">[REDACTED]</span>	\$640.85	\$14.35	\$482.80	\$143.70
Travel Services Provider	15/11/2022	8:05 AM	<span style="background-color: black; color: black;">[REDACTED]</span>	15/11/2022	10:40 AM	Sydney	\$399.79	\$0.00	\$176.80	\$222.99
Travel Services Provider	18/11/2022	6:30 PM	Sydney	18/11/2022	7:00 PM	<span style="background-color: black; color: black;">[REDACTED]</span>	\$399.79	\$0.00	\$176.80	\$222.99
Travel Services Provider	20/11/2022	8:25 PM	<span style="background-color: black; color: black;">[REDACTED]</span>	20/11/2022	11:15 PM	Canberra	\$640.85	\$79.16	\$482.80	\$78.89
Travel Services Provider	6/12/2022	8:05 AM	<span style="background-color: black; color: black;">[REDACTED]</span>	6/12/2022	10:40 AM	Sydney	\$399.79	\$0.00	\$176.80	\$222.99
Travel Services Provider	6/12/2022	8:30 PM	Sydney	6/12/2022	9:00 PM	<span style="background-color: black; color: black;">[REDACTED]</span>	\$399.79	\$0.00	\$176.80	\$222.99
Travel Services Provider	12/12/2022	8:05 AM	<span style="background-color: black; color: black;">[REDACTED]</span>	12/12/2022	10:40 AM	Sydney	\$399.79	\$0.00	\$176.80	\$222.99
Travel Services Provider	15/12/2022	8:00 AM	Sydney	15/12/2022	8:30 AM	<span style="background-color: black; color: black;">[REDACTED]</span>	\$399.79	\$0.00	\$176.80	\$222.99

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**From:** Assurance  
**Sent:** Wednesday, 20 December 2023 2:00 PM  
**To:** [REDACTED]  
**Cc:** Assurance  
**Subject:** Assurance Review - [REDACTED] [SEC=OFFICIAL]  
**Attachments:** [REDACTED] - 20 December 2023.pdf; Attachment A.pdf; Attachment B.PDF; Attachment C.PDF; Attachment D.PDF

**OFFICIAL**

Dear [REDACTED]

Please find attached correspondence from the Independent Parliamentary Expenses Authority in relation to the assurance review into your use of travel expenses.

Should you wish to discuss this matter, please do not hesitate to contact [REDACTED].

Yours sincerely

---

[REDACTED]  
Branch Manager, Transparency, Assurance and Legal  
Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603  
**T:** 02 6215 3000  
**E:** [assurance@ipea.gov.au](mailto:assurance@ipea.gov.au)  
**W:** [www.ipea.gov.au](http://www.ipea.gov.au) & [www.ipea.gov.au/ed](http://www.ipea.gov.au/ed)

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**From:** Assurance <Assurance@ipea.gov.au>  
**Sent:** Friday, November 24, 2023 9:12 AM  
**To:** [REDACTED]  
**Cc:** Assurance <Assurance@ipea.gov.au>  
**Subject:** Assurance Review - [REDACTED] [SEC=OFFICIAL]

**OFFICIAL**

Dear [REDACTED]

Please find attached correspondence from the Independent Parliamentary Expenses Authority in relation to the assurance review into your use of travel expenses.

Should you wish to discuss this matter, please do not hesitate to contact [REDACTED].

Yours sincerely

---

[REDACTED]  
Branch Manager, Transparency, Assurance and Legal  
Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603  
**T:** 02 6215 3000  
**E:** [assurance@ipea.gov.au](mailto:assurance@ipea.gov.au)  
**W:** [www.ipea.gov.au](http://www.ipea.gov.au) & [www.ipea.gov.au/ed](http://www.ipea.gov.au/ed)



Australian Government  
Independent Parliamentary  
Expenses Authority

20 December 2023

[REDACTED]

Email [REDACTED]

Dear [REDACTED]

**Assurance Review of staff travel expenses and business class airfares**

As you are aware, IPEA is currently undertaking an Assurance Review of travel expenses and business class airfares accessed by you during your period of employment as a MOP(S) Act employee from [REDACTED].

In our letter of 23 November 2023 (**Attachment A**), IPEA requested that you provide any additional evidence by 7 December 2023, or invoices would be raised. No response was received, and IPEA has now raised the invoices which are attached. A summary of each invoice is provided below.

**Use of Cabcharge and staff hire cars**

In your response of 4 September 2023, and subsequent engagement with IPEA, you agreed to repay a number of Cabcharge and staff hire car expenses, including all hire cars used within Canberra or Sydney. The invoice for these expenses is at **Attachment B** and the total amount to be recovered is \$2970.34. Please note, for the hire car for your travel from Sydney to Canberra on 24 October 2023, the cost for one day will not be invoiced as the travel from Sydney to Canberra was within the provisions of the determination and at the direction of Ms Le.

In your response of 4 September 2023, you also provided additional information in relation to four expenses, and IPEA provided these expenses to Ms Le for review. As advised in our correspondence of 23 November 2023, Ms Le has reiterated to IPEA that she did not direct you to use the travel expenses. In your engagement with IPEA on 20 November 2023, you advised that you had evidence that the use of the travel expenses was approved.

In our correspondence of 23 November 2023, we requested that you provide this evidence to IPEA by 7 December 2023, and advised that if the evidence was not received by this date, an invoice would be raised for these expenses. As no response was received or evidence provided, the invoice for these expenses is at **Attachment C** and the total amount to be recovered is \$1728.82.

**Use of staff business class airfares**

In your response of 4 September 2023, you agreed to repay the difference between the economy airfare and business class airfare for 13 business class airfares. You also advised that for the flight on 29 October 2023 you did not request a business class seat. As you were advised in your discussion with IPEA on 20 November 2023, and in our correspondence of 23 November 2023, the travel provider has provided the booking notes for this transaction, and they confirm that a business class airfare was requested. Therefore, the difference between the economy airfare and business class airfare must be recovered for this flight.

The invoice for the differences between the economy airfare and business class airfare for the 14 flights assessed as part of this review is at **Attachment D**. The total amount to be recovered is \$2932.28.

**Payment of invoices**

As advised in our correspondence on 23 November 2023, now the invoices have been raised you can contact the IPEA Finance team at [REDACTED] to discuss repayment options.

**Publication of Assurance Review**

Please note, as advised in our original correspondence, of 4 August 2023, IPEA publishes its assurance reviews on the Published audits, assurance reviews and rulings page on the website. The final, redacted version for this Assurance Review will be provided to you prior to publication.

Should you wish to discuss this matter, please contact [REDACTED] or at [assurance@ipea.gov.au](mailto:assurance@ipea.gov.au).

Yours sincerely

[REDACTED]

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[REDACTED]  
Acting Branch Manager, Transparency, Assurance & Legal  
Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603





Australian Government  
Independent Parliamentary  
Expenses Authority

23 November 2023

[REDACTED]  
Email: [REDACTED]

Dear [REDACTED]

**Assurance Review of staff travel expenses and business class airfares**

As you are aware, IPEA is currently undertaking an Assurance Review of travel expenses and business class airfares accessed by you during your period of employment as a MOP(S) Act employee from [REDACTED]

As discussed over the phone on 20 November 2023, IPEA has completed our assessment and further information is provided below for your review. Please note, as discussed with you on 20 November 2023, IPEA will provide two weeks for your final review of this information, and then the required invoices will be raised and provided to you for repayment.

**Use of Cabcharge and staff hire cars**

Items 16, 17 and 18 of Determination 2020/15 - Staff Travel and Relief Staff Arrangements (the Determination) state that it is an employee's responsibility to transport him or herself to and from work for his or her normal hours of duty and that hire cars should not be used for journeys within Canberra or the city/town where the employer's electorate or other office is located. Ms Le's electorate office is located in Sydney, NSW. The Determination does not allow the Independent Parliamentary Expenses Authority discretion in interpreting or administering the above provisions.

In your response of 4 September 2023, and subsequent engagement with IPEA, you agreed to repay a number of Cabcharge and staff hire car expenses, including all hire cars used within Canberra or Sydney. These expenses are outlined at **Attachment A** and the total amount to be recovered is \$2970.34. Please note, for the hire car for your travel from Sydney to Canberra on 24 October 2023, the cost for one day will not be invoiced as the travel from Sydney to Canberra was within the provisions of the determination and at the direction of Ms Le.

In response you also provided additional information in relation to four expenses, and IPEA provided these expenses to Ms Le for review. In our letter of 4 September 2023, we advised travel must be as directed for official business, as per items 3 and 4 of the Determination.

Ms Le has reiterated to IPEA that she did not direct you to use the travel expenses and at **Attachment B** is the list of additional Cabcharge transactions and staff hire cars that Ms Le has confirmed she did not direct you to use, a total amount of \$1728.82. In your engagement with IPEA on 20 November 2023, you advised that you had evidence that the use of the travel expenses was approved. Please provide this evidence to IPEA by 7 December 2023. If the evidence is not received by this date, the expenses must be recovered, and an invoice will be raised for these expenses.

**Use of staff business class airfares**

In your response of 4 September 2023, you agreed to repay the difference between the economy airfare and business class airfare for 13 business class airfares. You also advised that for the flight on 29 October 2023 you did not request a business class seat. As you were advised in your discussion with IPEA on 20 November 2023, the travel provider has provided the booking notes for this transaction, and they confirm that a business class airfare was requested. Therefore, the difference between the economy airfare and business class airfare must be recovered for this flight.

A list of the business class airfares for which repayment is required is at **Attachment C**. The total amount to be recovered is \$2932.28.

**Payment of invoices**

You had previously mentioned in your engagement with IPEA that you would like to discuss a payment plan for the recovery of these expenses. Once the invoices have been to you, you can contact the IPEA Finance team at [REDACTED] to discuss repayment options.

**Publication of Assurance Review**

Please note, as advised in our original correspondence, of 4 August 2023, IPEA publishes its assurance reviews on the Published audits, assurance reviews and rulings page on the website. The final, redacted version for Assurance Review will be provided to you prior to publication.

Should you wish to discuss this matter, please contact [REDACTED] or at [assurance@ipea.gov.au](mailto:assurance@ipea.gov.au).

Yours sincerely

[REDACTED]

[REDACTED]  
Acting Branch Manager, Transparency, Assurance & Legal  
Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603

## Attachment A

## Assurance Review of travel expenses

Transaction Type	Departure Date	Departure Time	Departure Location	Arrival Date	Arrival Time	Arrival Location	Class	Itinerary Code	Number of nights	Total Amount	Assessment provided by Parliamentarian
Travel Services Provider	4/08/2022	4:00 PM	Canberra	5/08/2022	6:00 PM	Canberra		Car Hire		\$268.94	Not approved to travel within Canberra
Travel Services Provider	11/10/2022	9:40 AM	Sydney	12/10/2022	5:00 PM	Sydney		Car Hire		\$373.74	Not approved to hire car to travel within Sydney
Cabcharge	7/11/2022		Barton	7/11/2022	8:25 AM	Capital Hill				\$14.60	Not approved to cabcharge from accommodation to Parliament
Cabcharge	9/11/2022		Barton	9/11/2022	9:26 AM	Capital Hill				\$14.28	Not approved to cabcharge from accommodation to Parliament
Cabcharge	10/11/2022		OFFICE	10/11/2022	9:28 AM	OFFICE				\$14.18	Not approved to cabcharge from accommodation to Parliament
Travel Services Provider	15/11/2022	10:40 AM	Sydney	18/11/2022	6:00 PM	Sydney		Car Hire		\$567.06	Not approved
Cabcharge	21/11/2022		Barton	21/11/2022	9:05 AM	Capital Hill				\$14.60	Not approved
Cabcharge	21/11/2022		Barton	21/11/2022	12:28 AM	Barton				\$30.66	Not approved
Cabcharge	22/11/2022		CITY	22/11/2022	9:40 AM	Capital Hill				\$15.75	Not approved
Cabcharge	28/11/2022		Barton	28/11/2022	11:26 AM	Capital Hill				\$16.38	Not approved
Cabcharge	28/11/2022		CITY	28/11/2022	10:59 PM	CITY				\$21.42	Not approved
Cabcharge	29/11/2022		Barton	29/11/2022	9:52 AM	Capital Hill				\$16.70	Not approved
Cabcharge	30/11/2022		Barton	30/11/2022	9:30 AM	Capital Hill				\$12.60	Not approved
Cabcharge	2/12/2022		Barton	2/12/2022	6:23 AM	Capital Hill				\$12.23	Not approved

## Attachment A

## Assurance Review of travel expenses

Transaction Type	Departure Date	Departure Time	Departure Location	Arrival Date	Arrival Time	Arrival Location	Class	Itinerary Code	Number of nights	Total Amount	Assessment provided by Parliamentarian
Travel Services Provider	12/12/2022	10:40 AM	Sydney	15/12/2022	8:00 AM	Sydney		Car Hire		\$494.12	Not approved to hire car
Travel Services Provider	20/09/2022	03:15 PM	Sydney	29/09/2022	12:00 PM	Canberra		Toll Charges		\$99.54	Not approved – does not meet parliamentary framework
Travel Services Provider	24/10/2022	10:00 AM	Sydney	30/10/2022	07:00 AM	Canberra		Car Hire		\$829.98	Travel Sydney to Canberra only approved – <i>Hire Car appears to have been used in Canberra for 6 days</i>
Travel Services Provider	24/10/2022	10:00 AM	Sydney	30/10/2022	07:00 AM	Canberra		Toll Charges		\$51.18	Travel Sydney to Canberra only approved - <i>Hire Car appears to have been used in Canberra for 6 days</i>
Travel Services Provider	6/12/2022	10:40 AM	Sydney	6/12/2022	08:00 PM	Sydney		Car Hire		\$136.54	Not approved - does not meet parliamentary framework
Travel Services Provider	12/12/2022	10:40 AM	Sydney	15/12/2022	08:00 AM	Sydney		Toll Charges		\$84.41	Not approved - does not meet parliamentary framework

Attachment B

Assurance Review of travel expenses

Transaction Type	Departure Date	Departure Time	Departure Location	Arrival Date	Arrival Time	Arrival Location	Total Amount
Cabcharge	20/09/2022			20/09/2022	6:07 AM		\$135.45
Travel Services Provider	20/09/2022	3:15 PM	Sydney	29/09/2022	12:00pm	Canberra	\$1,074.46
Cabcharge	6/12/2022		SUBURBS	6/12/2022	6:44 AM	SUBURBS	\$262.50
Cabcharge	6/12/2022		AIRPORT	6/12/2022	10:39 PM		\$256.41

**Attachment C**  
[REDACTED]  
 Assurance Review of travel expenses

Transaction Type	Departure Date	Departure Time	Departure Location	Arrival Date	Arrival Time	Arrival Location	Cost of business class airfare	Amount paid by Mr Addison	Cost of economy airfare	Amount to be invoiced
Travel Services Provider	5/08/2022	7:20 PM	Canberra	5/08/2022	9:00 PM	<span style="background-color: black; color: black;">[REDACTED]</span>	\$638.06	\$179.56	\$258.80	\$199.70
Travel Services Provider	1/09/2022	7:15 AM	Sydney	1/09/2022	8:55 AM	Adelaide	\$356.84	\$0.00	\$228.59	\$128.25
Travel Services Provider	4/10/2022	7:05 AM	<span style="background-color: black; color: black;">[REDACTED]</span>	4/10/2022	9:40 AM	Sydney	\$399.79	\$0.00	\$204.30	\$195.49
Travel Services Provider	4/10/2022	6:30 PM	Sydney	4/10/2022	7:00 PM	<span style="background-color: black; color: black;">[REDACTED]</span>	\$399.79	\$0.00	\$176.80	\$222.99
Travel Services Provider	29/10/2022	9:30 AM	Canberra	29/10/2022	10:10 AM	<span style="background-color: black; color: black;">[REDACTED]</span>	\$1,187.75	\$0.00	\$720.48	\$467.27
Travel Services Provider	6/11/2022	8:50 AM	<span style="background-color: black; color: black;">[REDACTED]</span>	6/11/2022	11:40 AM	Canberra	\$640.85	\$0.00	\$482.80	\$158.05
Travel Services Provider	11/11/2022	12:20 PM	Canberra	11/11/2022	1:00 PM	<span style="background-color: black; color: black;">[REDACTED]</span>	\$640.85	\$14.35	\$482.80	\$143.70
Travel Services Provider	15/11/2022	8:05 AM	<span style="background-color: black; color: black;">[REDACTED]</span>	15/11/2022	10:40 AM	Sydney	\$399.79	\$0.00	\$176.80	\$222.99
Travel Services Provider	18/11/2022	6:30 PM	Sydney	18/11/2022	7:00 PM	<span style="background-color: black; color: black;">[REDACTED]</span>	\$399.79	\$0.00	\$176.80	\$222.99
Travel Services Provider	20/11/2022	8:25 PM	<span style="background-color: black; color: black;">[REDACTED]</span>	20/11/2022	11:15 PM	Canberra	\$640.85	\$79.16	\$482.80	\$78.89
Travel Services Provider	6/12/2022	8:05 AM	<span style="background-color: black; color: black;">[REDACTED]</span>	6/12/2022	10:40 AM	Sydney	\$399.79	\$0.00	\$176.80	\$222.99
Travel Services Provider	6/12/2022	8:30 PM	Sydney	6/12/2022	9:00 PM	<span style="background-color: black; color: black;">[REDACTED]</span>	\$399.79	\$0.00	\$176.80	\$222.99
Travel Services Provider	12/12/2022	8:05 AM	<span style="background-color: black; color: black;">[REDACTED]</span>	12/12/2022	10:40 AM	Sydney	\$399.79	\$0.00	\$176.80	\$222.99
Travel Services Provider	15/12/2022	8:00 AM	Sydney	15/12/2022	8:30 AM	<span style="background-color: black; color: black;">[REDACTED]</span>	\$399.79	\$0.00	\$176.80	\$222.99



# TAX INVOICE

Invoice To:  
[REDACTED]

Invoice Date: 20.12.2023  
Phone number: (02) 6215 3000  
Invoice Reference: [REDACTED]  
Payment Reference: [REDACTED]  
Customer No: [REDACTED]  
Payment Due Date: 19.01.2024  
Email: [REDACTED]

On any correspondence,  
please quote the Invoice Reference.

Please pay within 30 days of the invoice date

Item Description	Net Amount	GST Amount	Total Amount
001 *Recovery of Cabcharge 21 Nov 22	\$26.55	\$2.66	\$29.21
002 *Recovery of Cabcharge 29 Nov 22	\$14.45	\$1.45	\$15.90
003 *Recovery of Cabcharge (service fee) 21 Nov 22	\$1.46		\$1.46
004 *Recovery of Tolls between 20 and 29 Sep 22	\$90.49	\$9.05	\$99.54
005 *Recovery of Hire Car between 12 Dec and 15 Dec 22	\$449.20	\$44.92	\$494.12
006 *Recovery of Hire Car between 24 Oct and 30 Oct 22	\$646.72	\$64.67	\$711.39
007 *Recovery of Cabcharge (service fee) 7 Nov 22	\$0.70		\$0.70
008 *Recovery of Cabcharge 7 Nov 22	\$12.64	\$1.26	\$13.90
009 *Recovery of Cabcharge 21 Nov 22	\$12.64	\$1.26	\$13.90
010 *Recovery of Cabcharge (service fee) 2 Dec 22	\$0.58		\$0.58
011 *Recovery of Cabcharge 10 Nov 22	\$12.27	\$1.23	\$13.50
012 *Recovery of Cabcharge (service fee) 21 Nov 22	\$0.70		\$0.70
013 *Recovery of Cabcharge 22 Nov 22	\$13.64	\$1.36	\$15.00
014 *Recovery of Cabcharge (service fee) 28 Nov 22	\$0.78		\$0.78
015 *Recovery of Cabcharge (service fee) 22 Nov 22	\$0.75		\$0.75
016 *Recovery of Cabcharge (service fee) 29 Nov 22	\$0.80		\$0.80

Page: 1 of 2

### 1. Payment by Direct Debit

### 2. Mailing your payment

All cheques and money orders should be made payable to the IPEA.  
Mail payment together with this stub to:

IPEA  
1 Canberra Avenue FORREST, ACT, 2603

### 3. Payment by Credit Card

Complete the following and return by email to [REDACTED] or contact the IPEA Help Desk on (02) 6215 3000 with your credit card details.

Card Type:  Mastercard  Visa

Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_ CCV \_\_\_\_\_

Name of Card Holder: \_\_\_\_\_ Signature: \_\_\_\_\_

Payment Amount: \_\_\_\_\_ Date: \_\_\_\_\_ Payment Ref: 3100002699



[REDACTED]

# TAX INVOICE

**Invoice To:**

[REDACTED]  
[REDACTED]  
[REDACTED]

**Invoice Date:** 20.12.2023  
**Phone number:** (02) 6215 3000  
**Invoice Reference:** [REDACTED]  
**Payment Reference:** [REDACTED]  
**Customer No:** [REDACTED]  
**Payment Due Date:** 19.01.2024  
**Email:** [REDACTED]

On any correspondence,  
please quote the Invoice Reference.

Item Description	Net Amount	GST Amount	TotalAmount
017 *Recovery of Cabcharge (service fee) 28 Nov 22	\$1.02		\$1.02
018 *Recovery of Tolls between 24 Oct and 30 Oct 22	\$46.53	\$4.65	\$51.18
019 *Recovery of Cabcharge (service fee) 9 Nov 22	\$0.68		\$0.68
020 *Recovery of Cabcharge 28 Nov 22	\$18.55	\$1.86	\$20.41
021 *Recovery of Cabcharge 30 Nov 22	\$10.91	\$1.09	\$12.00
022 *Recovery of Cabcharge 9 Nov 22	\$12.36	\$1.24	\$13.60
023 *Recovery of Cabcharge (service fee) 30 Nov 22	\$0.60		\$0.60
024 *Recovery of Cabcharge (service fee) 10 Nov 22	\$0.68		\$0.68
025 *Recovery of Tolls between 12 and 15 Dec 22	\$76.74	\$7.67	\$84.41
026 *Recovery of Hire Car between 4 Aug and 5 Aug 22	\$244.49	\$24.45	\$268.94
027 *Recovery of Hire Car between 15 Nov and 18 Nov 22	\$515.51	\$51.55	\$567.06
028 *Recovery of Hire Car between 11 Oct and 12 Oct 22	\$339.76	\$33.98	\$373.74
029 *Recovery of Hire Car 6 Dec 22	\$124.13	\$12.41	\$136.54
030 *Recovery of Cabcharge 28 Nov 22	\$14.18	\$1.42	\$15.60
031 *Recovery of Cabcharge 2 Dec 22	\$10.59	\$1.06	\$11.65
<b>Total:</b>	<b>\$2,701.10</b>	<b>\$269.24</b>	<b>\$2,970.34</b>





# TAX INVOICE

Invoice To:

[REDACTED]

Invoice Date: 20.12.2023  
 Phone number: (02) 6215 3000  
 Invoice Reference: [REDACTED]  
 Payment Reference: [REDACTED]  
 Customer No: [REDACTED]  
 Payment Due Date: 19.01.2024  
 Email: [REDACTED]

On any correspondence,  
please quote the Invoice Reference.

Please pay within 30 days of the invoice date

Item Description	Net Amount	GST Amount	Total Amount
001 *Recovery of Cabcharge (service fee) 6 Dec 22	\$12.50		\$12.50
002 *Recovery of Hirecar 20 Sep 22	\$976.78	\$97.68	\$1,074.46
003 *Recovery of Cabcharge 20 Sep 22	\$106.31	\$10.63	\$116.94
004 *Recovery of Cabcharge 6 Dec 22	\$222.00	\$22.20	\$244.20
005 *Recovery of Cabcharge (service fee) 6 Dec 22	\$12.21		\$12.21
006 *Recovery of Cabcharge (service fee) 20 Sep 22	\$18.51		\$18.51
007 *Recovery of Cabcharge 6 Dec 22	\$227.27	\$22.73	\$250.00

**Total:** \$1,575.58 \$153.24 \$1,728.82

### 1. Payment by Direct Debit

### 2. Mailing your payment

All cheques and money orders should be made payable to the IPEA.  
Mail payment together with this stub to:

IPEA  
1 Canberra Avenue FORREST, ACT, 2603

### 3. Payment by Credit Card

Complete the following and return by email to [REDACTED] or contact the IPEA Help Desk on (02) 6215 3000 with your credit card details.

Card Type:  Mastercard  Visa

Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_ CCV \_\_\_\_\_

Name of Card Holder: \_\_\_\_\_ Signature: \_\_\_\_\_

Payment Amount: \_\_\_\_\_ Date: \_\_\_\_\_ Payment Ref: 3100002696



# TAX INVOICE

Invoice To:

[REDACTED]

Invoice Date: 20.12.2023  
 Phone number: (02) 6215 3000  
 Invoice Reference: [REDACTED]  
 Payment Reference: [REDACTED]  
 Customer No: [REDACTED]  
 Payment Due Date: 19.01.2024  
 Email: [REDACTED]

On any correspondence,  
please quote the Invoice Reference.

Please pay within 30 days of the invoice date

Item Description	Net Amount	GST Amount	Total Amount
001 *Recovery of Airfare 15 Dec 22	\$202.72	\$20.27	\$222.99
002 *Recovery of Airfare 11 Nov 22	\$130.64	\$13.06	\$143.70
003 *Recovery of Airfare 18 Nov 22	\$202.72	\$20.27	\$222.99
004 *Recovery of Airfare 20 Nov 22	\$71.72	\$7.17	\$78.89
005 *Recovery of Airfare 1 Sep 22	\$116.59	\$11.66	\$128.25
006 *Recovery of Airfare 4 Oct 22	\$202.72	\$20.27	\$222.99
007 *Recovery of Airfare 12 Dec 22	\$202.72	\$20.27	\$222.99
008 *Recovery of Airfare 4 Oct 22	\$177.72	\$17.77	\$195.49
009 *Recovery of Airfare 6 Nov 22	\$143.68	\$14.37	\$158.05
010 *Recovery of Airfare 6 Dec 22	\$202.72	\$20.27	\$222.99
011 *Recovery of Airfare 6 Dec 22	\$202.72	\$20.27	\$222.99
012 *Recovery of Airfare 5 Aug 22	\$181.55	\$18.16	\$199.71
013 *Recovery of Airfare 15 Nov 22	\$202.72	\$20.27	\$222.99
014 *Recovery of Airfare 29 Oct 22	\$424.77	\$42.49	\$467.26
<b>Total:</b>	<b>\$2,665.71</b>	<b>\$266.57</b>	<b>\$2,932.28</b>



### 1. Payment by Direct Debit

[REDACTED]

### 2. Mailing your payment

All cheques and money orders should be made payable to the IPEA.  
Mail payment together with this stub to:

IPEA  
1 Canberra Avenue FORREST, ACT, 2603

### 3. Payment by Credit Card

Complete the following and return by email to [REDACTED] or contact the IPEA Help Desk on (02) 6215 3000 with your credit card details.

Card Type:  Mastercard  Visa

Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_ CCV \_\_\_\_\_

Name of Card Holder: \_\_\_\_\_ Signature: \_\_\_\_\_

Payment Amount: \_\_\_\_\_ Date: \_\_\_\_\_ Payment Ref: 3100002702