



SALARIES AND ALLOWANCES TRIBUNAL

Parliamentary Travel: Guide for completing international travel report

The Parliamentary Travel Allowance is provided allow Members to travel intrastate, interstate, internationally and to attend conferences or courses related to a Member's *Parliamentary business*. When a Member undertakes international travel, the Member must submit a report to the Tribunal within 90 days of undertaking the travel that:

- Details how the money was spent (Appendix 2 of the Members of Parliament Determination);
- Certifies the expenditure is related to Parliamentary business and complies with the principles set out in Part 1.6 of the Members of Parliament Determination (Appendix 2 of the Members of Parliament Determination); and
- Submit a report on the expected benefit to the State from the expenditure (see below).

The Report should include sufficient detail for readers to gain an appropriate understanding of the travel undertaken. Reports will be publically available.

There is no set template for the written portion of the Report and members can adapt the questions provided to suit their purposes. A detailed itinerary is not required. However, the Report must answer the following questions:

1. WHAT WAS THE RATIONALE FOR THE TRAVEL/WHY WAS THE TRAVEL WARRANTED

- What was the purpose of the travel?

2. WHY WAS TRAVEL REQUIRED TO ACHIEVE THIS

- Why was travel required to achieve this purpose?

3. IN WHAT WAY WILL THE TRAVEL BENEFIT THE ELECTORATE AND/OR STATE

- How do you expect the community to benefit from the use of taxpayer funds to undertake this travel;
- Are the benefits short term or long term;
- How will the travel improve the Member's ability to conduct Parliamentary business?

4. WHAT WAS THE COMMUNITY DRIVER TO UNDERTAKE THIS TRAVEL

- Where was the interest from the community that supports the need for this travel;
- Who was the Member representing on this travel (State, electorate, community group etc.)?

5. WHICH ORGANISATIONS/INDIVIDUALS DID YOU MEET WITH

- List the organisations/individuals that you met with during the travel;
- What destinations did you visit?

6. WHAT WILL BE THE OUTCOME OF THE TRAVEL

- How do you expect the travel will change/improve the way you conduct Parliamentary business;
- What do you expect the travel to achieve for your electorate and/or State?