

APPENDIX 2

2023/24 MEMBER'S REPORT: USE OF PARLIAMENTARY TRAVEL AND STUDY ALLOWANCE

MEMBER: _____ INSERT NAME _____

ELECTORATE: _____ INSERT ELECTORATE _____

In accordance with Part 6 of this Determination, within 90 days of expending moneys for international expenses using the Parliamentary Travel and Study Allowance, Members must submit to the Tribunal:

- *a report including details of:*
 - *how moneys were expended (see form below); and*
 - *the expected benefit to the State from the expenditure.*
- *certification (see below) that:*
 - *use of moneys has complied with principles set out in section 1.6; and*
 - *expenses related to the Member's Parliamentary business.*

Members must submit the certification and report to submissions@sat.wa.gov.au

Reports provided by Members will be published on the Tribunal's website.

PARLIAMENTARY TRAVEL AND STUDY ALLOWANCE (PART 6 OF DETERMINATION)

INTERNATIONAL EXPENSES ONLY:

TRAVEL DATES:

DESTINATIONS VISITED: you must state where you have travelled, include the City and Country

ALLOWANCE CLAIMED:	\$
REPORTED EXPENDITURE:	
• Airfares	
• Fees for conferences or short courses	
• Accommodation <ul style="list-style-type: none">○ Number of nights	State the number of nights
• Incidentals	
• Other (please identify)	
TOTAL EXPENDITURE	\$
TOTAL SURPLUS/DEFICIT	\$

EXPECTED BENEFIT TO THE STATE FROM THE EXPENDITURE

Please outline the following.

Refer to the [Parliamentary Travel Guidelines](#)

1. What was the rationale for the travel/why is the travel warranted.....

2. Why was travel required to achieve this.....

3. In what way will the travel benefit the electorate and/or State.....

4. What was the community driver to undertake this travel.....

5. Which was the host organisation for any conference(s) attended. Which other organisations/individuals did you meet with and in which locations.....

6. What will be the outcome of this travel.....

CERTIFICATION

To be signed by Member of Parliament before submission

This report reflects all expenditure for international expenses using the Parliamentary Travel and Study Allowance.

Expenditure detailed in this report conforms to the:

- *conditions of use of the Parliamentary Travel and Study Allowance; and*
- *principles for use of allowances provided in this 1.6 of this Determination, which states that Members must:*
 - (a) use allowances for parliamentary business;*
 - (b) adhere to any conditions for using allowances;*
 - (c) be prepared to be personally responsible and accountable for the use of allowances;*
 - (d) be prepared to publicly justify use of allowances; and*
 - (e) act ethically and in good faith when using, and accounting for the use of allowances.*

Signed: _____ INSERT SIGNATURE _____

Date: _____ INSERT DATE _____