



Australian Government

Department of Finance and Deregulation

The Hon Tony Abbott MP

2009-2010 Entitlements

September 2009

Prepared by:
Ministerial and Parliamentary Services

*For further information contact the Entitlements Management Branch
on (02) 6215 3542 or by e-mail to emb@finance.gov.au*

Management Report

Monthly Management Report

'Helpful Hints'

This Month's Tip...

Listed below for your information are the most recent circulars on entitlements that were sent to all Senators and Members.

Type and Number	Title
Ministerial 2009/19	<i>Changes to Newspapers and Periodicals Entitlement</i>
Ministerial 2009/20	<i>Changes to Office Requisites and Stationery Entitlement</i>
Ministerial 2009/21	<i>Changes to the Printing Entitlement and Communications Allowance</i>
Ministerial 2009/24	<i>Changes to the Parliamentary Entitlements framework to be implemented on 1 October 2009</i>
Departmental 2009/43	<i>Invoice detail requirements under the New Publications Entitlement</i>
Departmental 2009/48	<i>Invoice detail requirements under the New Publications Entitlement</i>

The circulars are available on the MOPS intranet at the following addresses:

Ministerial

http://mops/S_M_Menu/Circulars_issued_by_The_Special_Minister_of_State_2009.htm

Departmental

http://mops/S_M_Menu/Circulars_issued_by_the_Department_of_Finance_and_Deregulation_2009.html

The Hon Tony Abbott MP

**CERTIFICATION OF USE OF ENTITLEMENTS
SEPTEMBER 2009**

I,.....[*print name*] confirm that in relation to the Monthly Management Report:

- I have read and understand the following *Certification Explanatory Statement* that describes the essential elements of each entitlement report;
- I have examined the transaction details^{*}; and
- The transactions described^{**} were accessed in accordance with the relevant legislation.

I understand that:

- It is not appropriate for an authorised person to certify their own use of entitlements; and
- Knowingly giving false or misleading information is a serious offence under the *Criminal Code*.

Senator or Member Certification

Part A and Part B (in respect of use of entitlements by an authorised person or all use of entitlements if there is no authorised person)

Certified by: Date:.....
Senator or Member

Authorised Person Certification

Part B (Where completed by authorised^{***}person)

Certified by: Date:.....
Authorised person

^{*} Not including the *LeasePlan Transaction Report* which is provided for information only.

^{**} If you identify a discrepancy in the Monthly Management Report, please sign the certification 'subject to qualification'. You should then fax or email the details of the discrepancy to your Entitlements Manager or the Entitlements Management Branch on facsimile (02) 6267 3279 or email emb@finance.gov.au. The record will be reviewed and, if necessary, an updated record sent to you.

^{***} Please be aware that a specific authorisation for signing Monthly Management Reports is required.

Senators and Members are asked to certify that their use of entitlements has been in accordance with the *Parliamentary Entitlements Act 1990* (including the Regulations), relevant determinations of the Remuneration Tribunal and the *Members of Parliament (Staff) Act 1984* (together referred to as 'the relevant legislation').

The following *Certification Explanatory Statement* details the essential elements of each entitlement that may have been accessed by you, your staff or other persons entitled under the relevant legislation and reported in this Monthly Management Report. Because the entitlement accrues to you as a Senator or Member, you have the ultimate responsibility to ensure that entitlements were accessed in accordance with the relevant legislation.

Certification is an important process by which Ministerial and Parliamentary Services is able to comply with its obligations under the *Financial Management and Accountability Act 1997*. The certification process is also an integral part of the accountability framework that serves to protect you from unwarranted criticism regarding your use of entitlements.

Some entitlements you will have personal knowledge of, for example, your own flights or that of your spouse. Other entitlements may have been accessed by a staff member, of which you may not have personal knowledge, for example, Cabcharge usage or stationery supplies.

Where you have certified use of an entitlement at a transactional level, you or an authorised person will not be required to certify it again in this Monthly Management Report.

The certification above is divided into TWO PARTS: Part A: Certification for a Senator or Member personally - includes travel by (a) self; (b) spouse (c) family (d) Telecard use and (e) residential telephones. Part B: Certification for all staff use of entitlements and general office/administrative costs - either the Senator or Member or an authorised person may certify this section. ***

The signed certification should be returned to:

Entitlements Management Branch
Ministerial and Parliamentary Services
Department of Finance and Deregulation
John Gorton Building, King Edward Terrace
PARKES ACT 2600

The Hon Tony Abbott MP

CERTIFICATION EXPLANATORY STATEMENT

PART A

DOMESTIC TRAVEL - SCHEDULED SERVICES

Senators and Members

That you accessed your entitlement for the purposes of carrying out your functions on parliamentary, electorate or official business.

(Source: Item 8 Part 1 and Item 1 Part 2, Schedule 1 of the *Parliamentary Entitlements Act 1990*; and Clauses 2.1 - 2.7 of Remuneration Tribunal Determination 2006/18)

Spouse of a Minister, Opposition Office Holder or Presiding Officer

That your spouse travelled for official purposes.

(Source: Item 3(2) Part 2 Schedule 1 of the *Parliamentary Entitlements Act 1990*)

Dependent children of a Minister, Opposition Office Holder or Presiding Officer (with the approval of the Special Minister of State)

That your dependent child(ren) travelled.

(Source: Item 4 Part 2 Schedule 1 of *Parliamentary Entitlements Act 1990*)

Canberra and Intrastate Family Travel to accompany or join Senators and Members

That, when you travelled at Commonwealth expense on parliamentary, electorate or official business, one or more of your:

- a. spouse or nominee;
- b. dependent child(ren); or
- c. designated person(s)

accompanied or joined you, on travel for non-commercial purposes:

- a. to Canberra;
- b. from Canberra to your electorate or their principal place of residence;
- c. on intra-state trips within your home state or territory (except when the family member travelled to join you at your principal place of residence after they have been to another destination for private purposes); or
- d. for a spouse or nominee, from the spouse's or nominee's principal place of residence to your electorate

within the budget provided in Clause 2.12 of Remuneration Tribunal Determination 2006/18.

(Source: Clauses 2.8 - 2.18 of Remuneration Tribunal Determination 2006/18)

Interstate Family Travel to accompany or join Senators and Members

That one or more of your spouse / nominee, dependent child(ren) or designated person(s) travelled interstate for non-commercial purposes to accompany or join you, when you travelled at Commonwealth expense on parliamentary, electorate or official business, subject to Clauses 2.15 - 2.16 of Remuneration Tribunal Determination 2006/18.

Representational travel by a Spouse or Nominee of a Senator or Member

That your spouse or nominee travelled to represent you at:

- a. a funeral;
- b. a function where your spouse or nominee accepted an award or honour on your behalf;
- c. a function within your electorate to which you had been invited; or
- d. any other function approved by the Special Minister of State.

within the budget provided in Clause 2.12 of Remuneration Tribunal Determination 2006/18.

(Source: Clause 2.19 of Remuneration Tribunal Determination 2006/18)

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Additional travel by a Spouse or Nominee of a Senator or Member

- i. That your spouse or nominee travelled to attend an official government, parliamentary or vice-regal function as an invitee.
- ii. That you have satisfied the qualifying period for the issue of a Life Gold Pass, and your spouse (but not your nominee) travelled to Canberra to accompany or join you.

(Source: Clause 2.20 of Remuneration Tribunal Determination 2006/18)

CAR TRANSPORT

Senators and Members

That you accessed your entitlement to carry out parliamentary or official business, or to attend meetings of a parliamentary political party, or of its executive, committees or national conference.

(Source: Clauses 3.1- 3.12 of Remuneration Tribunal Determination 2006/18)

Spouse, nominee, staff, Senators or Members, others

That, when you accessed your entitlement under Clause 3.1 of Remuneration Tribunal Determination 2006/18, you were accompanied by:

- a. your spouse or nominee;
- b. member(s) of your staff;
- c. other Senators or Members; and/or
- d. other person(s) for reason(s) permitted by Clause 3.5 of Remuneration Tribunal Determination 2006/18.

(Source: Clauses 3.1, 3.5 of Remuneration Tribunal Determination 2006/18)

Opposition Office Holders (in addition to the car transport entitlement provided to you as a Senator or Member).

That you accessed your entitlement for official business.

(Source: Item 1(1)(b) Part 2 Schedule 1 of the *Parliamentary Entitlements Act 1990*)

Shadow Ministers and Leaders of a Minority Party (in addition to the car transport entitlement provided to you as a Senator or Member)

That you accessed your entitlement for the purpose of carrying out duties or functions connected with your office when used in the capital city of the state in which you reside.

(Source: Clause 3.13 of Remuneration Tribunal Determination 2006/18)

PRIVATE-PLATED VEHICLE

Senators and Members

That you accessed the entitlement for parliamentary, electorate or official business, family travel and private purposes, but *not* for commercial purposes.

(Source: Clauses 5.1-5.10 of Remuneration Tribunal Determination 2006/18)

OR

That, if you elected not to be provided with a Private-Plated Vehicle and received the additional \$19,500 p.a. of electorate allowance, you met the costs of transport within and for the service of the electorate including transport by taxis, hire cars, and public transport (such as buses, trains, trams and ferries), noting that "costs of transport " does not include lease or purchase of a vehicle.

(Source: Clauses 5.11 – 5.13 of Remuneration Tribunal Determination 2006/18)

TELEPHONE SERVICES

Residential telephone(s)

You should *note* the costs incurred in respect of your residential telephone(s). If you have any concerns about the stated cost, contact your Entitlements Manager.

(Source: Clauses 10.1-10.2 of Remuneration Tribunal Determination 2006/18)

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Telephone Services Charge Card

That it was used personally by you, for parliamentary or electorate business. Again, you should *note* the cost.

(Source: Clause 10.3 of Remuneration Tribunal Determination 2006/18)

PART B

STAFF

Electorate Staff

Are employed to assist you to carry out your duties as a Member of Parliament and not for party political purposes.

(Source: Determination 2007/Part IV/1 under the *Members of Parliament (Staff) Act 1984*)

Personal Staff

Are employed to assist you to carry out your duties as an Office Holder.

(When you sign the certification, you need to be satisfied that your staff acted consistently with this purpose.)

STAFF TRAVEL

That staff have been directed to travel on official business by the most direct/efficient route within the limits of their entitlement, by the appropriate class of travel and to an entitled destination.

(Source: Determination 2007/32 under the *Members of Parliament (Staff) Act 1984*)

COMMUNICATIONS ALLOWANCE

That you used the Communications Allowance for:

- the commercial distribution of letters, newsletters, parcels;
- electronic services (including the establishment and maintenance of websites);
- parliamentary or electorate (but not party) business.

(Source: Clauses 10.4-10.13 of Remuneration Tribunal Determination 2006/18)

Official Postage for specified Office Holders

That the costs incurred in relation to postage were for official business.

(Source: Item 7 Part 2 Schedule 1 of *Parliamentary Entitlements Act 1990*)

FLAGS

That the purchase of:

- flags for presentation to private individuals has not exceeded 50 flags per annum, of a size no larger than 1,370mm x 690mm (4'6" x 2'3"); and that records have been maintained of all individuals and eligible groups to whom flags have been presented.
- desktop and hand waver flags has not exceeded a maximum combined value of \$900 per annum (GST exclusive) for presentation to eligible bodies and individuals.

PROPERTY OPERATING AND GENERAL ADMINISTRATIVE EXPENSES

That the costs incurred in relation to your electorate office were necessary to operate the office and were for purposes related to Parliamentary, electorate or official business, but not commercial business.

(Source: Item 7 Part 1 Schedule 1 of *Parliamentary Entitlements Act 1990*)

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**MONTHLY MANAGEMENT REPORT CERTIFICATIONS
2009-2010**

The below table provides each office with an update as to the completion of the Monthly Management Report certification page for each month for 2009-2010.

Certification is an important process by which Ministerial and Parliamentary Services is able to comply with its obligations under the *Financial Management and Accountability Act 1997*. The certification process is also an integral part of the accountability framework that serves to protect you from unwarranted criticism regarding your use of entitlements.

Monthly Management Report Certifications for 2009-2010	
July-2009	Not Received
August-2009	Not Received
September-2009	
October-2009	
November-2009	
December-2009	
January-2010	
February-2010	
March-2010	
April-2010	
May-2010	
June-2010	
End of Financial Year Report 2008-2009	
End of Financial Year 2008-2009	

If your office has an outstanding certification for any month please complete and return to Ministerial and Parliamentary Services:

Entitlements Management Branch
Ministerial and Parliamentary Services
Department of Finance and Deregulation
John Gorton Building
King Edward Terrace
PARKES ACT 2600

Or Fax to: 02 6267 3279

The Hon Tony Abbott MP**Airline Loyalty Points**

This form is to be completed and returned only if there have been flights taken using airline loyalty points.

Please indicate below, any flights that you, your spouse/nominee, dependent children, designated persons or staff have taken during September 2009 using airline loyalty points acquired at Government expense. Please also advise the number of airline loyalty points redeemed. If the points are not advised Finance will use an approximated value.

Self, Spouse/Nominee, Dependent Children, Designated Persons

Name	Date of Travel	Destination	Airline	Point Value
		From:	Class:	
		To:	Flight:	
		From:	Class:	
		To:	Flight:	
		From:	Class:	
		To:	Flight:	
		From:	Class:	
		To:	Flight:	
		From:	Class:	
		To:	Flight:	
		From:	Class:	
		To:	Flight:	

Staff

Name	Date of Travel	Destination	Airline	Point Value
		From:	Class:	
		To:	Flight:	
		From:	Class:	
		To:	Flight:	
		From:	Class:	
		To:	Flight:	
		From:	Class:	
		To:	Flight:	
		From:	Class:	
		To:	Flight:	

I understand that knowingly giving false or misleading information is a serious offence.

Signature: _____ **Date:** ____/____/____

If applicable, return this form to:

**Entitlements Management Branch
Ministerial and Parliamentary Services
Department of Finance and Deregulation
John Gorton Building
King Edward Terrace
PARKES ACT 2600**

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Parliamentarian, Spouse/Nominee, Dependants, Designated Persons

Name	Position	Period Covered	Home Base
ABBOTT, Anthony John	Shadow Minister - Member		Sydney
s22	s22		s47F
s22	s22		s47F
s22	s22		s47F
s22	s22		s47F

Personal Staff

Name	Position	Period Covered	Home Base
s22	Adviser 1		s47F

Electorate Staff

Name	Position	Period Covered	Home Base
s22	Relief Budget Electorate Officer		s47F
s22	Electorate Officer C		s47F
s22	Electorate Officer A		s47F
s22	Electorate Officer B		s47F
s22	Electorate Officer B		s47F
s22	Relief Budget Electorate Officer		s47F
s22	Electorate Officer A		s47F

Expenditure

Executive Summary PART A

- ◆ Figures provided reflect accounts paid from 1 September 2009 to 30 September 2009 in respect of entitlement usage for the 2009-2010 financial year. Any invoices or refunds received subsequently will appear in a future report.
- ◆ Goods and services purchased by Finance on behalf of Senators and Members are reported exclusive of recoverable Goods and Services Tax (GST). This is in accordance with the requirement that all agencies report all expenditure as exclusive of recoverable GST. It is important to contact the M&PS Entitlements Management Branch to obtain the correct amount before repaying any monies to the Department, as GST along with other fees that are not included on dockets or invoices provided directly to Senators, Members or staff by service providers needs to be included.
- ◆ At the time an invoice is raised by M&PS (e.g. for passengers on a charter flight) this transaction will appear as a negative amount in the report. It indicates only that an invoice has been raised, it does not report that the payment has been received.
- ◆ When a flight or leg has not been flown then the refund will appear in the Monthly Management Report (MMR) when the credit is received from the Travel Service Provider. This usually occurs within a month of date of travel and, as a result, will appear in the next MMR. For checking purposes, it is advisable to delay any refund query until the subsequent month's report.

Parliamentarian's Domestic Travel

Entitlement	Budget	This Month	Year To Date	Balance
Car Parking Costs				
Car Transport		\$63.87	\$110.75	
Fares		\$6,420.36	\$18,772.98	
Private Plated Vehicle		\$3,296.39	\$5,709.84	
Private Vehicle Allowance				
Travelling Allowance		\$2,813.00	\$5,131.00	
Total		\$12,593.62	\$29,724.57	

Parliamentarian's Overseas Travel

Entitlement	Budget	This Month	Year To Date	Balance
OS Delegation - Accommodation and Meals				
OS Delegation - Additional Equipment Allowance - Sen/Mem				
OS Delegation - Basic Equipment Allowance - Sen/Mem				
OS Delegation - Charter				
OS Delegation - Fares				
OS Delegation - Ground Transport				
OS Delegation - Medical Costs				
OS Delegation - Official Hospitality non Portfolio related				
OS Delegation - Passport Costs				
OS Delegation - Related Travel Expenses				
OS Delegation - Travel Advance				
OS Study - Accommodation & Meals				
OS Study - Fares				
OS Study - Ground Transport				
OS Study - Medical Costs				
OS Study - Passports				
OS Study - Related Travel Expenses				
Total		\$0.00	\$0.00	

Family Interstate Travel

Entitlement	Budget	This Month	Year To Date	Balance
s22				
s22				
s22				
s22				
Total		3.00 trips		3.00 trips

Spouse/Nominee Domestic Travel

Entitlement	Budget	This Month	Year To Date	Balance
Car Transport				
Family Interstate Travel				
Fares - Canberra travel				
Total		\$0.00	\$0.00	

Entitlement	Budget	This Month	Year To Date	Balance
s22				
Car Transport				
Family Interstate Travel				
Fares - Canberra travel				
Total		\$0.00	\$0.00	

Dependent Travel

Entitlement	Budget	This Month	Year To Date	Balance
Family Interstate Travel				
Fares - Canberra/Home travel				
Total		\$0.00	\$0.00	

Entitlement	Budget	This Month	Year To Date	Balance
s22				
Family Interstate Travel				
Fares - Canberra/Home travel				
Total		\$0.00	\$0.00	

s22

Entitlement	Budget	This Month	Year To Date	Balance
Family Interstate Travel				
Fares - Canberra/Home travel				
Total		\$0.00	\$0.00	

s22

Entitlement	Budget	This Month	Year To Date	Balance
Family Interstate Travel				
Fares - Canberra/Home travel				
Total		\$0.00	\$0.00	

Personal Administrative Expenses

Entitlement	Budget	This Month	Year To Date	Balance
Cost for dedicated data line at residence for all parliamentarians		\$54.50	\$163.50	
Residential Phone		\$1,469.97	\$2,156.42	
Telephone Charge Card Costs				
Total		\$1,524.47	\$2,319.92	

Expenditure

Executive Summary PART B

- ◆ Figures provided reflect accounts paid from 1 September 2009 to 30 September 2009 in respect of entitlement usage for the 2009-2010 financial year. Any invoices or refunds received subsequently will appear in a future report.
- ◆ Goods and services purchased by Finance on behalf of Senators and Members are reported exclusive of recoverable Goods and Services Tax (GST). This is in accordance with the requirement that all agencies report all expenditure as exclusive of recoverable GST. It is important to contact the M&PS Entitlements Management Branch to obtain the correct amount before repaying any monies to the Department, as GST along with other fees that are not included on dockets or invoices provided directly to Senators, Members or staff by service providers needs to be included.
- ◆ At the time an invoice is raised by M&PS (e.g. for passengers on a charter flight) this transaction will appear as a negative amount in the report. It indicates only that an invoice has been raised, it does not report that the payment has been received.
- ◆ When a flight or leg has not been flown then the refund will appear in the Monthly Management Report (MMR) when the credit is received from the Travel Service Provider. This usually occurs within a month of date of travel and, as a result, will appear in the next MMR. For checking purposes, it is advisable to delay any refund query until the subsequent month's report.

Personal Staff Domestic Travel

Entitlement	Budget	This Month	Year To Date	Balance
Car Transport				
Fares				
Motor Vehicle Allowance				
Travelling Allowance				
Total		\$0.00	\$0.00	

s22

Entitlement	Budget	This Month	Year To Date	Balance
Car Transport				
Fares				
Motor Vehicle Allowance				
Travelling Allowance				
Total		\$0.00	\$0.00	

Electorate Staff Domestic Travel

Entitlement	Budget	This Month	Year To Date	Balance
Car Transport		\$261.21	\$285.58	
Fares			\$283.32	
Motor Vehicle Allowance				
Travelling Allowance		\$276.00	\$276.00	
Total	\$36,841.00	\$537.21	\$844.90	\$35,996.10

s22

Entitlement	Budget	This Month	Year To Date	Balance
Car Transport		\$42.89	\$42.89	
Fares				
Motor Vehicle Allowance				
Travelling Allowance				
Total		\$42.89	\$42.89	

s22

Entitlement	Budget	This Month	Year To Date	Balance
Car Transport				
Fares				
Motor Vehicle Allowance				
Travelling Allowance				
Total		\$0.00	\$0.00	

s22

Entitlement	Budget	This Month	Year To Date	Balance
Car Transport		\$218.32	\$242.69	
Fares			\$283.32	
Motor Vehicle Allowance				
Travelling Allowance		\$276.00	\$276.00	
Total		\$494.32	\$802.01	

s22

Entitlement	Budget	This Month	Year To Date	Balance
Car Transport				
Fares				
Motor Vehicle Allowance				
Travelling Allowance				
Total		\$0.00	\$0.00	

s22

Entitlement	Budget	This Month	Year To Date	Balance
Car Transport				
Fares				
Motor Vehicle Allowance				
Travelling Allowance				
Total		\$0.00	\$0.00	

Staff Salaries

	This Month	Year To Date
Total	\$35,226.72	\$140,082.88

- The salaries shown above are the gross amounts (including allowances and employer superannuation) paid during this month and since 1 July, respectively for all Electorate and/or Personal staff.

Relief Budget Summary

	Budget	Used/Committed	Balance
	\$31,199.81	\$30,445.83	\$753.98

Name	AGS Number	Salary	Hours	Days	Dollars	From	To
s22	s22	\$41,419	172.50	23.00	\$3,652.17	7 Jul 09	8 Dec 09
s22	s22	\$43,679	7.50	1.00	\$167.46	6 Jul 09	6 Jul 09
		\$44,813	382.50	51.00	\$8,762.31	13 Jul 09	28 Jun 10
s22	s22	\$43,679	7.50	1.00	\$167.46	1 Jul 09	1 Jul 09
		\$44,813	772.50	103.00	\$17,696.43	3 Jul 09	25 Jun 10
Total					\$30,445.83		

Property Operating Expenses

Entitlement	Budget	This Month	Year To Date	Balance
Cleaning		\$513.15	\$1,759.45	
Outgoings			\$165.00	
Power		\$1,161.02	\$1,161.02	
Rent		\$8,573.31	\$35,711.43	
Repair and Maintenance		\$901.17	\$901.17	
Security		\$90.93	\$105.93	
Total		\$11,239.58	\$39,804.00	

General Administrative Expenses

Entitlement	Budget	This Month	Year To Date	Balance
Advertising				
Communications Allowance (1 Jul – 30 Sep 09)	\$49,737.56	\$2,301.94	\$2,301.94	\$47,435.62
Electorate Office Facsimile		\$80.78	\$168.84	
Electorate Office Phone		\$592.19	\$1,041.84	
Flags - Desktop and Handwaver	\$900.00			\$900.00
Flags and Flagpoles for display outside the Electorate Office				
Flags ordered under the Constituents Request Program			\$13,250.91	
Mobile Phone - Senator / Member				
Mobile Phone - Supplementary			\$445.25	
Newsletters, personalised stationery other printed material (1 Jul – 30 Sep 09)	\$100,000.00			\$100,000.00
Occupational Health & Safety				
Office Machines – Consumables (1 Jul – 30 Sep 09)		\$2,769.90	\$2,769.90	
Office Machines - Hire				
Office Machines - Purchases				
Office Machines - Repairs & Maintenance		\$47.33	\$127.33	
Office Relocations				
Office Requisites (1 Oct 09 – 30 Jun 10)	\$26,178.00			\$26,178.00
Office requisites & stationery (1 Jul – 30 Sep 09)		\$160.50	\$249.85	
PDA – Senator / Member		\$479.02	\$479.02	
Photocopy Paper (1 Jul – 30 Sep 09)			\$228.00	
Photographs				
PO Box Rental				
Printing and Communications (1 Oct 09 – 30 Jun 10)	\$127,990.65			\$127,990.65
Publications	\$3,419.00			\$3,419.00
Removal Costs				
Software Reimbursement	\$1,500.00			\$1,500.00

Entitlement	Budget	This Month	Year To Date	Balance
Staff Expenses				
Storage, freight and courier services (inc. office relocation expenses)				
Training course costs				
Total		\$6,431.66	\$21,062.88	

Expenditure Transaction Details



- ◆ Fares itemised in the following pages have been advised by the airlines and charged against your account. They should be checked against travel actually taken. All unused tickets (including for multiple bookings on the same day) **must be returned** to the booking agent to enable a refund to be processed. If unused tickets are not returned, the value of the tickets will continue to appear as a charge against your account and, of course, will be included in any Departmental reports on your travel expenditure.

- ◆ Figures provided reflect accounts paid from 1 September 2009 to 30 September 2009 in respect of entitlement usage for the 2009-2010 financial year. Any invoices or refunds received subsequently will appear in a future report.

- ◆ Goods and services purchased by Finance on behalf of Senators and Members are reported exclusive of recoverable Goods and Services Tax (GST). This is in accordance with the requirement that all agencies report all expenditure as exclusive of recoverable GST. It is important to contact the M&PS Entitlements Management Branch to obtain the correct amount before repaying any monies to the Department, as GST along with other fees that are not included on dockets or invoices provided directly to Senators, Members or staff by service providers needs to be included.

- ◆ At the time an invoice is raised by M&PS (e.g. for passengers on a charter flight) this transaction will appear as a negative amount in the report. It indicates only that an invoice has been raised, it does not report that the payment has been received.

- ◆ When a flight or leg has not been flown then the refund will appear in the Monthly Management Report (MMR) when the credit is received from the Travel Service Provider. This usually occurs within a month of date of travel and, as a result, will appear in the next MMR. For checking purposes, it is advisable to delay any refund query until the subsequent month's report.

Parliamentarian's Domestic Travel

Fares - Scheduled Service

Reference	Travel date	Flight	From	To	Class	Amount	Notes
<i>Fares for Shadow Ministers and Backbenchers</i>							
3396310009	16 Aug 09	QF924	Sydney	Cairns	Business	\$1,883.98	AIR-Flown
	26 Aug 09	QF927	Cairns	Sydney	Business		AIR- Unconfirmed
3396478840	27 Aug 09	QF445	Sydney	Melbourne	Business	\$930.95	AIR-Flown
	28 Aug 09	QF418	Melbourne	Sydney	Business		AIR-Flown
3396580260	1 Sep 09	QF2030	Sydney	Armidale	Economy	\$518.16	AIR-Flown
	2 Sep 09	QF2013	Armidale	Sydney	Economy		AIR-Flown
3396580490	3 Sep 09	QF439	Sydney	Melbourne	Business	\$930.95	AIR-Flown
	4 Sep 09	QF418	Melbourne	Sydney	Business		AIR-Flown
3396667835	7 Sep 09	QF1461	Sydney	Canberra	Economy	\$514.97	AIR-Flown
	10 Sep 09	QF806	Canberra	Sydney	Business		AIR-Flown
3396883055	21 Sep 09	QF2213	Sydney	Albury	Economy	\$625.90	AIR-Flown
	22 Sep 09	QF2202	Albury	Sydney	Economy		AIR-Flown
N4MJSS	9 Oct 09	JQ1074	Darwin	Sydney	Economy	\$547.27	AIR-Flown
Q1SHZ0	6 Nov 09	DJ1162	Coffs Harbour	Sydney	Premium Econ	\$468.18	AIR-Flown
	6 Nov 09	DJ830	Sydney	Melbourne	Premium Econ		AIR-Flown
Total						\$6,420.36	

Car Transport

Reference	Details	Amount
<i>Car Transport costs for Ministers, Opposition Office Holders, Shadow Ministers and Leaders of Minority Parties on official business</i>		
3389297	28/07/2009 - ABBOTT, Anthony John - from Suburbs to St Leonards	\$30.18
	28/07/2009 - Cabcharge Service Fee	\$3.32
3389298	28/07/2009 - ABBOTT, Anthony John - from Suburbs to Sorlie	\$27.36
	28/07/2009 - Cabcharge Service Fee	\$3.01
Total		\$63.87

Private-Plated Vehicle

Reference	Supplier	Details	Amount
<i>Private Plated Vehicle for use in Electorate</i>			
1003196	LEASEPLAN	s47F Lease 1 Oct to 31 Oct 09	\$1,246.11
1003235	LEASEPLAN	s47F Fuel 2 Aug to 31 Aug 09 s47F Fuel interest fee 15 Aug 09	\$452.15 \$2.08
1001934	LEASEPLAN	s47F Fuel 2 Jul to 31 Jul 09 s47F Fuel interest fee 15 Jul 09	\$401.95 \$1.85
1001169	LEASEPLAN	s47F Lease 1 Sep to 30 Sep 09	\$1,246.11
1001257	DEPT HOUSE OF REPRESENTATIVES	Deduction of Personal Contribution for Private Plated Vehicle	-\$53.86
Total			\$3,296.39

Parliamentarian's Travelling Allowance

Reference	Start date	Number of Nights	Location	Clause	Amount
<i>Travelling Allowance</i>					
128584	17 Aug 09	8	Aurukun	25	\$1,720.00
128757	1 Sep 09	1	Armidale	25	\$75.00
128758	3 Sep 09	1	Melbourne	25	\$328.00
128759	7 Sep 09	3	Canberra	10a	\$690.00
Total					\$2,813.00

Personal Administrative Expenses

Cost for dedicated data line at residence for all parliamentarians

Reference	Supplier Invoice	Details	Amount
1001963	TELSTRA AUSTRALIA-MAIN ACCOUNT	Dedicated data line 9 Sep 09	\$54.50
Total			\$54.50

Residential Phone

Reference	Supplier Invoice	Details	Amount
1003116	TELSTRA AUSTRALIA-MAIN ACCOUNT	Residential phones 9 Sep 09	\$788.98
1003124	TELSTRA AUSTRALIA-MAIN ACCOUNT	Residential phones 8 Aug 09	\$680.99
Total			\$1,469.97

Electorate Staff Domestic Travel

Car Transport

Reference	Details	Amount
<i>Car Transport for Electorate Staff of all Members of Parliament (except Ministers and Opposition Office Holders)</i>		
3390776	28/07/2009 - s22 - from Office to s47	\$38.64
	28/07/2009 - Cabcharge Service Fee	\$4.25
Total		\$42.89

s22

Reference	Details	Amount
<i>Car Transport for Electorate Staff of all Members of Parliament (except Ministers and Opposition Office Holders)</i>		
3393356	28/07/2009 - s22 - from Office to Reid 28/07/2009 - Cabcharge Service Fee	\$12.82 \$1.41
3393357	5/08/2009 - s22 - from s47F to Pialligo 5/08/2009 - Cabcharge Service Fee	\$40.82 \$4.49
3393358	5/08/2009 - s22 - from Suburbs to North Sydney 5/08/2009 - Cabcharge Service Fee	\$28.82 \$3.17
3393359	5/08/2009 - s22 - from Suburbs to South Steyne 5/08/2009 - Cabcharge Service Fee	\$26.36 \$2.90
3393360	5/08/2009 - s22 - from City to Mascot 5/08/2009 - Cabcharge Service Fee	\$19.09 \$2.10
3393361	6/08/2009 - s22 - from Suburbs to Airport 6/08/2009 - Cabcharge Service Fee	\$13.64 \$1.50
3393362	6/08/2009 - s22 - from Airport to Office 6/08/2009 - Cabcharge Service Fee	\$32.68 \$3.60
3393363	6/08/2009 - s22 - from Capital Hill to s47F 6/08/2009 - Cabcharge Service Fee	\$22.45 \$2.47
Total		\$218.32

Travelling Allowance

s22

Reference	Travel date	From	To	Canberra Days	Amount
<i>Travelling Allowance for Electorate Staff of Non-Ministers</i>					
276123	5 Aug 09	Canberra	Sydney		\$276.00
	6 Aug 09	Sydney	Canberra		
Total					\$276.00

Property Operating Expenses

Cleaning

Reference	Supplier Invoice	Details	Amount
1002536	UNITED KFPW P/L	Cleaning 01 Sep 09 to 30 Sep 09	\$513.15
Total			\$513.15

Power

Reference	Supplier Invoice	Details	Amount
1002135	UNITED KFPW P/L	Electricity 01 Jul 09 to 31 Jul 09	\$598.04
1003324	UNITED KFPW P/L	Electricity 01 Aug 09 to 31 Aug 09	\$562.98
Total			\$1,161.02

Rent

Reference	Supplier Invoice	Details	Amount
1002536	UNITED KFPW P/L	Rent Charges 01 Oct 09 to 31 Oct 09	\$8,573.31
Total			\$8,573.31

Repair and Maintenance

Reference	Supplier Invoice	Details	Amount
1002135	UNITED KFPW P/L	Shredding & Recycling 31 Jul 09	\$174.17
		Fire Equipment Inspection 16 Jul 09	\$44.00
		Property repairs - electrical 19 Aug 09	\$263.00
1003324	UNITED KFPW P/L	Pest Control 28 Aug 09	\$420.00
Total			\$901.17

Security

Reference	Supplier Invoice	Details	Amount
1000240	GRADE ONE MONITORING PTY LTD	Security monitoring 1 Aug to 31 Oct 09	\$90.93
Total			\$90.93

General Administrative Expenses

Electorate Office Facsimile

Reference	Supplier Invoice	Details	Amount
1003289	TELSTRA AUSTRALIA-MAIN ACCOUNT	Office fax 7 Sep 09	\$80.78
Total			\$80.78

Electorate Office Phone

Reference	Supplier Invoice	Details	Amount
1003289	TELSTRA AUSTRALIA-MAIN ACCOUNT	Office phones 7 Sep 09	\$592.19
Total			\$592.19

Office Machines - Consumables

Reference	Supplier Invoice	Details	Amount
1002971	OFFICE MAX AUSTRALIA LTD	Computer Consumables Aug 09	\$2,769.90
Total			\$2,769.90

Office Machines - Repairs & Maintenance

Reference	Supplier Invoice	Details	Amount
1002758	TOSHIBA (AUSTRALIA) P/L	Photocopier usage 1 Aug to 31 Aug 09	\$46.55
999706	TOSHIBA (AUSTRALIA) P/L	Photocopier usage 1 Jul to 31 Jul 09	\$0.78
Total			\$47.33

Office Requisites & Stationery

Reference	Supplier Invoice	Details	Amount
1002971	OFFICE MAX AUSTRALIA LTD	Stationery Aug 09	\$160.50
Total			\$160.50

PDA – Senator / Member

Reference	Supplier Invoice	Details	Amount
998796	TELSTRA AUSTRALIA-MAIN ACCOUNT	Mobile PDA 20 Jul 09	\$479.02
Total			\$479.02

Communications Allowance

Reference	Supplier Invoice	Details	Amount
1001020	AUSTRALIA POST (COMMUNICATIONS)	Postal Services 1 Jul 09	\$1,858.75
1002949	AUSTRALIA POST (COMMUNICATIONS)	Postage Meter Credit 1 Aug 09	\$454.55
		Postage Meter Credit 1 Aug 09	-\$11.36
Total			\$2,301.94

Appendices



COMCAR Car transport costed in the period 1 - 30 September 2009

City	Date	From suburb	To suburb	Start time	End time	Passenger	Title	Charge	Reference
Brisbane	15-Jul-09	Strathpine	As Directed	16:45	17:30	ABBOTT, TONY	THE HON	\$61.50	449843
Sydney	5-Aug-09	Forestville	Qantas Airport Desk	09:00	09:45	ABBOTT, TONY	THE HON	\$96.00	286332
Sydney	14-Aug-09	Forestville	Qantas Airport Desk	06:50	07:23	ABBOTT, TONY	THE HON	\$81.00	287054
Perth	14-Aug-09	PER Domestic AP	Perth City	11:40	12:27	ABBOTT, TONY	THE HON	\$75.00	608437
Melbourne	28-Aug-09	Melbourne City	As Directed	07:04	08:37	ABBOTT, TONY	THE HON	\$131.70	328127
Sydney	28-Aug-09	SYD Domestic AP	Forestville	10:29	11:01	ABBOTT, TONY	THE HON	\$55.52	287367
Sydney	29-Aug-09	Forestville	Virgin Airport Desk	15:19	15:47	ABBOTT, TONY	THE HON	\$81.32	287781
Sydney	30-Aug-09	SYD Domestic AP	Forestville	20:33	21:05	ABBOTT, TONY	THE HON	\$85.87	287362
Sydney	1-Sep-09	Forestville	Circular Quay	12:00	12:40	ABBOTT, TONY	THE HON	\$55.12	288091
Sydney	1-Sep-09	Circular Quay	Qantas Airport Desk	14:21	14:40	ABBOTT, TONY	THE HON	\$40.00	287375
Sydney	2-Sep-09	SYD Domestic AP	Forestville	08:05	08:49	ABBOTT, TONY	THE HON	\$91.12	287378
Sydney	3-Sep-09	Forestville	St Leonards	09:40	10:02	ABBOTT, TONY	THE HON	\$41.90	288296
Sydney	3-Sep-09	St Leonards	As Directed	12:30	13:15	ABBOTT, TONY	THE HON	\$81.32	286855
Melbourne	3-Sep-09	Melbourne City	As Directed	16:14	16:36	ABBOTT, TONY	THE HON	\$78.60	328805
Melbourne	3-Sep-09	Hawthorn	Melbourne City	22:30	22:41	ABBOTT, TONY	THE HON	\$132.30	328806
Sydney	4-Sep-09	SYD Domestic AP	Sydney City	10:30	10:55	ABBOTT, TONY	THE HON	\$47.27	287915
Sydney	7-Sep-09	Forestville	Qantas Airport Desk	05:26	06:04	ABBOTT, TONY	THE HON	\$66.47	285176
Sydney	10-Sep-09	SYD Domestic AP	As Directed	19:00	19:30	ABBOTT, TONY	THE HON	\$89.52	285177
Sydney	21-Sep-09	Forestville	Sydney City	11:40	12:15	ABBOTT, TONY	THE HON	\$61.67	287382

Sydney	21-Sep-09	Sydney City	Qantas Airport Desk	14:22	14:44	ABBOTT, TONY	THE HON	\$43.82	287384
Sydney	22-Sep-09	SYD Domestic AP	Forestville	07:55	08:45	ABBOTT, TONY	THE HON	\$79.32	287386
								\$1,576.34	

LeasePlan Transaction Report *

Client Code	Registration Number	Driver Name	Date	Fuel Station Location	Product Category Description	Fuel Litres	Purchase Cost	Odometer Reading
s47F	s47F	HON T ABBOTT	2-Aug-09	s47F	ULP Ethanol Blend	53.20	\$60.75	59856
s47F	s47F	HON T ABBOTT	2-Aug-09		Transact. Fees			59856
s47F	s47F	HON T ABBOTT	6-Aug-09	s47F	ULP Ethanol Blend	64.28	\$76.25	60295
s47F	s47F	HON T ABBOTT	6-Aug-09		Transact. Fees			60295
s47F	s47F	HON T ABBOTT	9-Aug-09	s47F	ULP Ethanol Blend	66.93	\$73.91	60737
s47F	s47F	HON T ABBOTT	9-Aug-09		Transact. Fees			60737
s47F	s47F	HON T ABBOTT	15-Aug-09	s47F	ULP Ethanol Blend	62.47	\$75.25	61131
s47F	s47F	HON T ABBOTT	15-Aug-09		Transact. Fees			61131
s47F	s47F	HON T ABBOTT	21-Aug-09	s47F	ULP Ethanol Blend	67.93	\$80.56	61559
s47F	s47F	HON T ABBOTT	21-Aug-09		Transact. Fees			61559
s47F	s47F	HON T ABBOTT	28-Aug-09	s47F	ULP Ethanol Blend	68.18	\$81.07	61987
s47F	s47F	HON T ABBOTT	31-Aug-09		Administration Charge		\$0.36	0
s47F	s47F	HON T ABBOTT	31-Aug-09		Card Fee		\$0.80	0
s47F	s47F	HON T ABBOTT	31-Aug-09		Card Fee		\$3.18	0
							\$452.13	

Airline Loyalty Points Summary

The amounts shown below are approximations only.

Self, Spouse/Nominee, Dependent Children, Designated Persons

Name	Points Earned This Month	Points Earned Year To date	Points Used This Month	Points Used Year To Date	Balance 2009-2010
ABBOTT, Anthony John	24,727	69,516			69,516
s22					
s22					
s22					
s22					
Total					69,516

Staff

Name	Points Earned This Month	Points Earned Year To date	Points Used This Month	Points Used Year To Date	Balance 2009-2010
s22					
s22					
s22					
s22					
s22					
s22		1,375			1,375
s22					
s22					
s22					
s22					
Total					1,375

Transaction Details

Self, Spouse/Nominee, Dependent Children, Designated Persons

ABBOTT, ANTHONY JOHN

Reference	Travel Date	Flight	From	To	Class	Approximate Points Value
3396310009	16 Aug 09	QF924	Sydney	Cairns	Business	2,757
3396478840	27 Aug 09	QF445	Sydney	Melbourne	Business	1,250
	28 Aug 09	QF418	Melbourne	Sydney	Business	1,250
3396580260	1 Sep 09	QF2030	Sydney	Armidale	Economy	1,000
	2 Sep 09	QF2013	Armidale	Sydney	Economy	1,000
3396580490	3 Sep 09	QF439	Sydney	Melbourne	Business	1,250
	4 Sep 09	QF418	Melbourne	Sydney	Business	1,250
3396667835	7 Sep 09	QF1461	Sydney	Canberra	Economy	1,000
	10 Sep 09	QF806	Canberra	Sydney	Business	1,250
3396883055	21 Sep 09	QF2213	Sydney	Albury	Economy	1,000
	22 Sep 09	QF2202	Albury	Sydney	Economy	1,000
N4MJSS	9 Oct 09	JQ1074	Darwin	Sydney	Economy	3,920
Q1SHZ0	6 Nov 09	DJ1162	Coffs Harbour	Sydney	Premium Economy	2,800
	6 Nov 09	DJ830	Sydney	Melbourne	Premium Economy	4,000
Total						24,727