



CHARTER CERTIFICATION

— PRESIDING OFFICERS, OPPOSITION OFFICE HOLDERS, LEADERS OF A MINORITY PARTY

Office Holders may use charter transport (including aircraft, helicopters and other vehicles) for their personal transport in connection with their Office Holder duties.

The entitlement to charter travel by the Leader of a Minority Party is limited to \$15,000 per financial year.

This form should be completed for charter transport used when performing Office Holder duties.

This form is not to be used for charter travel for the service of the electorate (see form 37).

Please complete all relevant sections.

A separate Charter Certification should be completed for each vehicle hired, i.e. if a charter aircraft is hired to get you to a location and then a hire car is required, two Charter Certifications should be completed.

The itinerary should only contain those legs which were travelled in the chartered vehicle.

Please ensure that all individual legs are listed.

Please forward the completed form to Ministerial and Parliamentary Services.

Send to Ministerial and Parliamentary Services
Department of Finance
John Gorton Building
King Edward Terrace
PARKES ACT 2600

Contacts Entitlements Management Branch
Phone: (02) 6215 3542
Fax: (02) 6267 3337

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OFFICE HOLDER'S DETAILS

▶ Name

▶ Title

CHARTER DETAILS

▶ Mode of transport: Aircraft ☐ Motor vehicle ☐ Other

▶ Travel booked through travel services provider? Yes ☐ No ☐ ▶ Attach a copy of the charter invoice

Date	From	To

ENTITLED PASSENGERS

▶ Accompanied by: Spouse ☐

One member of your staff ☐ ▶ Give name

CONTINUED OVERLEAF ▶

**OTHER ACCOMPANYING
PASSENGERS**

► Details of passengers for whom debt recovery should occur.

NOTE:

- Additional passengers may only accompany an Office Holder if no additional cost is involved.
- It is the Office Holder's responsibility to advise accompanying passengers that recovery arrangements will apply for their portion of travel.
- The Office Holder will be responsible for the cost of travel by accompanying passengers, where the Office Holder does not obtain prior consent of the accompanying passengers to paying their own travel costs.
- The amount to be recovered from non-entitled accompanying passengers will be the equivalent scheduled commercial airfare, or where there are no scheduled services, the actual cost of the charter, pro rated for each passenger.

Name	Address	Legs of charter undertaken

CERTIFICATION

► I understand that:

- knowingly giving false or misleading information is a serious offence under the Criminal Code Act 1995.

► I certify that:

- I travelled on the charter and it was provided for official purposes.

► **Signature of
Office Holder**

Date