

# PROPOSAL FOR NON-EXECUTIVE MEMBER TO UNDERTAKE "STUDY TRAVEL"

(Updated Nov 08)

The relevant Remuneration Tribunal Determination (copied overleaf) provides non-Executive Members with an entitlement to financial assistance for the purposes of studies and investigations ("study travel") as well as an accompanied travel entitlement when travelling on Assembly Business.

Consistent with the requirements of the Determination and the Assembly's **Guidelines for non-Executive Members' Travel**, a non-Executive Member proposing to utilise this entitlement is required to submit certain details of their proposal to the Speaker for approval. Non-Executive Members should complete the following details to address these requirements.

**Members should note that approval to utilise this entitlement cannot be sought retrospectively.**

## Mr Speaker

I am proposing to utilise my "study travel" entitlement and seek your approval accordingly. To enable you to consider my proposal, the following details are provided:

Brief Description of the Proposed Activity (including the purpose of the journey/activity and details of any conferences to be attended or training to be undertaken):

**I will be attending the Infrastructure Partnerships Australia, Partnerships 2010 Infrastructure & Investment Conference on Thursday 5 August in Melbourne, as well as some additional meetings with Victorian Shadow Ministers.**

Detailed itinerary (including dates and times) of the places to be visited/activity to be undertaken:

**The conference will take place on Thursday 5 August at the Grand Hyatt Melbourne. The meetings are expected to take place on Thursday and Friday.**

### Estimated Cost of Activity

(cost should include fares, travelling allowances, conference fees and other training expenses)

**I will be flying to Melbourne on the evening of Wednesday 4 August and returning to Canberra on Friday 6 August 2010.**

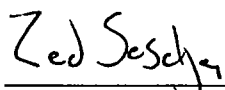
**I will be claiming the cost of Airfares, Cab Charge, and travel allowance for two nights.**

**There will be no cost for the conference as I have been invited as a guest.**

**The return airfares come to a total of \$194.20**

I have confirmed with the Secretariat's Corporate Services Office that I have \$18,212.43 available/remaining of my "study travel" entitlement.

I understand that, if the proposal is approved, I will submit to you, within eight weeks of completing the activity, a written report detailing the travel undertaken and expenses incurred (including any reimbursement received for nominee accompanied travel), names and area of responsibility of persons contacted, a summary of business undertaken, and, in relation to any approved training undertaken, a report on that training.



Member's Name



Signature

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☒ APPROVED / NOT APPROVED

  
Speaker

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## REPORTS ON MEMBER'S STUDY TRIPS (Version 2.2- December 02)

A study trip report must be submitted within eight weeks of completing any travel made under the Member's study entitlement. The report will be presented in the Assembly by the Speaker. The following format may be used by Members or may act as a guideline for Members in preparing reports.

### STUDY TRIP REPORT

Name: **Zed Seselja**

Purpose of Visit:

**To attend the Partnerships 2010 Infrastructure & Investment Conference on Thursday 5 August in Melbourne at the Grand Hyatt, as well as some additional meetings with Victorian Shadow Ministers.**

Places visited and dates of visit:

**4-6 August 2010 in Melbourne**

Expenses incurred (including any reimbursement received for spouse accompanied travel):  
**Excluding GST**

**Zed Seselja (LA 0645):**

<b>Fares:</b>	<b>\$176.55</b>
<b>TA:</b>	<b>\$880.00</b>
<b>Other:</b>	<b>\$118.59 (Taxis)</b>
<b>Total:</b>	<b>\$1175.14</b>

As per calculations from Corporate Services attached.

Organisation(s) and individuals visited:

**As detailed above**

Business undertaken:

**Attended the Partnerships 2010 Infrastructure & Investment Conference and had additional meetings with Shadow Ministerial counterparts.**

Signed:



Date: **29.9.10**