

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):

Flying to Melbourne to attend Liberal Minister/Shadow Ministers for Health Meeting on Friday 29 May 09 9am-2pm. After the completion of meeting will be spending 2 days in Melbourne for personal reasons with family.

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

Depart Canberra Thurs 28 May at 1935 - Arrive Melbourne at 2040. Hire a car for transport to and from Airport. Accommodation in Melb CBD for Thurs 28 May, Fri (pm), Sat/Sun (30/31) will be used for personal business. Depart Melb Sun 31 May @ 1150 arrive in Canberra @ 1255.

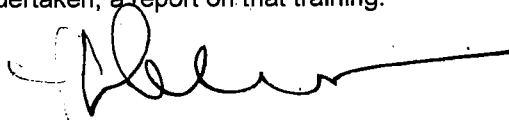
Estimated Cost of Activity \$ 600 -

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

I have confirmed with the Secretariat's Corporate Services Office that I have \$ 22,292 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.

Jeremy Hanson
Member's Name


Signature 29/4/09

APPROVED / NOT APPROVED


Speaker 29/4/09

Extract from the relevant Remuneration Tribunal Determination

Travel for Studies and Investigations Entitlement/Accompanied Travel – Non-Executive Members

4.1 A non-Executive Member of the Legislative Assembly is entitled to financial assistance up to a maximum of \$24,000 to cover the four-year term of an Assembly for the following purposes:

(a) travel by the non-Executive Member for the purpose of undertaking studies or investigations of matters relating to his or her duties and responsibilities as a Member, or to attend conferences or training courses, provided the travel allowance component of any financial assistance provided is in accordance with Part D, sub-clauses 1.1 and 1.2 of this Determination; and

(b) travel by a person nominated by the non-Executive Member to accompany him or her while travelling outside Canberra on official or Assembly business, provided:

(i) the non-Executive Member's nominee travels in the company of the non-Executive Member for all or part of the travel;

(ii) a non-Executive Member shall not be entitled to receive a per diem travelling allowance in respect of any travel by the nominee; and

(iii) where the Presiding Office approves travel at non-Executive expense for a nominee of a non-Executive Member, this does not diminish the entitlement under this part. The entitlement continues to be available to the non-Executive Member who may nominate an additional person to accompany him or her.

4.2 This entitlement is not cumulative and is to be paid on a pro-rata basis where a non-Executive Member only serves part of the term.

4.3 The entitlement is available for use on more than one occasion during the term of an Assembly.

4.4 Financial assistance may be by way of reimbursement where the non-Executive Member has met the costs associated with that travel or, provision of an advance that the non-Executive Member shall acquit with evidence of expenditure.

(Sample report attached)



Jeremy Hanson CSC MLA

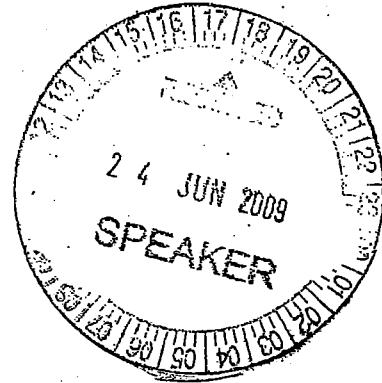
Australian Capital Territory

Member for Molonglo

Opposition Whip

Shadow Minister for Health, Police, Indigenous Affairs, Veterans' Affairs and Corrections

Mr Shane Rattenbury MLA
Speaker
GPO Box 1020
CANBERRA ACT 2601



Dear Mr Speaker,

Please find attached the Study Trip Report for my recent travel to Melbourne.

Yours sincerely,

Jeremy Hanson, CSC, MLA

23 June 2009

STUDY TRIP REPORT

Name: **Jeremy Hanson CSC MLA**

Purpose of Visit:

To attend the Liberal Minister/Shadow Ministers for Health Meeting to discuss the provision of Public Health Services.

Places visited and dates of visit:

Commonwealth Parliamentary Offices in Melbourne on 29 May 2009.

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

Airfares:	\$234.28 (ex GST)
TA:	\$325.00
Taxi:	\$192.20 (ex GST)
TOTAL:	\$751.48 (ex GST)

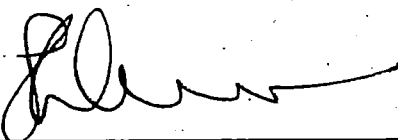
Organisation(s) and individuals visited: **N/A**

Area of responsibility of persons contacted: **N/A**

Business undertaken: **N/A**

Conclusions and/or recommendations: **N/A**

Signed:



Date:

15 June 2009