

PROPOSAL FOR NON-EXECUTIVE MEMBER TO UNDERTAKE "STUDY TRAVEL"⁹⁹

(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):

Travel to Brisbane to attend meeting between State and Territory Infrastructure and Transport Ministers and Shadow Ministers. Agenda items include State and Commonwealth funding of projects and policy initiatives.

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

Meeting of Infrastructure and Transport State and Territory Ministers and Shadow Ministers.

Parliament House, Brisbane

Arrive Brisbane Friday 23rd March, and depart Brisbane Saturday 24th March.

Estimated costings:

Travel Allowance (1 x \$290) \$290

Estimated Cost of Activity **\$700**.....

(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 approximately \$9,000 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.

ALISTAR WE

Member's Name

Signature

15/3/15

☒ APPROVED ☐ NOT APPROVED

Speaker

24/3/12



Attachment B

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: Alistair Coe MLA

Purpose of Visit: meeting between State and Territory Infrastructure and Transport Ministers and Shadow Ministers.

Places visited and dates of visit: Parliament House Brisbane

Expenses incurred (including any reimbursement received for spouse accompanied travel):
\$603.20

Organisation(s) and individuals visited:

Office of The Hon Warren Truss
Mr Adam Giles MP
Mr Scott Emerson MP
Dr Mark Robinson MP
Ms Vickie Chapman MP

Area of responsibility of persons contacted:
various

Business undertaken:
Agenda items included State and Commonwealth funding of projects and policy initiatives.

Conclusions and/or recommendations:

Signed:



Date:

24.8.12

As discussed, I believe this was submitted earlier.