

MR 100711

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):

Travel to Melbourne to attend the Federal Liberal Party Council Meeting and associated events from June 29 to July 1.

56th Federal Council of the Liberal Party:

Dates:

29 June to 1 July 2012

Estimated costings:

Travel Allowance (2 x \$365)	\$730
Flights	\$550

Estimated Cost of Activity \$1280.....
(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.

AZISTAIR COE
Member's Name

[Signature]
Signature 12/6/12

APPROVED/ NOT APPROVED

[Signature]
Speaker 20/6/12

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: Attendance at Federal Liberal party Council meeting and associated events.

Places visited and dates of visit:

29 June 2012 Depart Canberra, Arrive Melbourne
1 July 2012 Depart Melbourne, Arrive Canberra

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

Travel allowance: \$1280

Organisation(s) and individuals visited:

Federal Liberal Party Council meeting

Area of responsibility of persons contacted:

Various

Business undertaken:

Attended sessions of the council meeting and associated events.

Conclusions and/or recommendations:

Signed:



Date:

24.8.12