



**Australian Government**

**Department of Finance and Deregulation**

The Hon Tony Abbott MP

2009-2010 Entitlements

*July 2009*

Prepared by:  
Ministerial and Parliamentary Services

*For further information contact the Entitlements Management Branch  
on (02) 6215 3542 or by e-mail to [emb@finance.gov.au](mailto:emb@finance.gov.au)*

Management Report

## Monthly Management Report

### *‘Helpful Hints’*

#### *This Month’s Tips...*

#### **(1) Timeframe for Submission of Employment Agreements**

Senators and Members and their employees are reminded of the requirement that completed employment agreements, and variations to employment agreements, must be received by Ministerial and Parliamentary Services (M&PS) within six weeks of the commencement date of the agreement or variation.

Paragraph 5.1.3 of the *Senators and Members’ Entitlements* handbook refers to the responsibility of the employing Senator or Member for ensuring that completed employment agreements and associated documentation are received by M&PS within six weeks of an employee’s commencement.

Where the above condition is not met, the Commonwealth’s liability for payment of entitlements associated with the employment of the relevant employee is limited to the period commencing six weeks prior to the employment agreement or variation being received by M&PS. In addition, until employment documentation is completed, employees are not entitled to travel and Travelling Allowance will not be paid.

#### **(2) Proof of Identity**

A **certified** copy of documentation that provides proof of identity and date of birth must be submitted with each employment agreement under the following circumstances:

- when commencing MOP(S) Act employment; or
- upon a change of employing Senator or Member.

A document providing proof of identity may be certified by the Senator or Member or anyone who is not an immediate family member. Employment Agreements will not be processed until a certified proof of identity is supplied.

#### **(3) Original Documentation**

When employing staff under the MOP(S) Act, the employing Senator or Member is responsible for ensuring that the relevant employment agreement and any associated employment documentation are completed, signed and submitted to Ministerial and Parliamentary Services (M&PS) **with original signatures**.

## The Hon Tony Abbott MP

### CERTIFICATION OF USE OF ENTITLEMENTS JULY 2009

I,.....[*print name*] confirm that in relation to the Monthly Management Report:

- I have read and understand the following *Certification Explanatory Statement* that describes the essential elements of each entitlement report;
- I have examined the transaction details<sup>\*</sup>; and
- The transactions described<sup>\*\*</sup> were accessed in accordance with the relevant legislation.

I understand that:

- It is not appropriate for an authorised person to certify their own use of entitlements; and
- Knowingly giving false or misleading information is a serious offence under the *Criminal Code*.

#### Senator or Member Certification

**Part A and Part B** (in respect of use of entitlements by an authorised person or all use of entitlements if there is no authorised person)

Certified by: ..... Date:.....  
Senator or Member

#### Authorised Person Certification

**Part B** (Where completed by authorised<sup>\*\*\*</sup>person)

Certified by: ..... Date:.....  
Authorised person

<sup>\*</sup> Not including the *LeasePlan Transaction Report* which is provided for information only.

<sup>\*\*</sup> If you identify a discrepancy in the Monthly Management Report, please sign the certification 'subject to qualification'. You should then fax or email the details of the discrepancy to your Entitlements Manager or the Entitlements Management Branch on facsimile (02) 6267 3279 or email [emb@finance.gov.au](mailto:emb@finance.gov.au). The record will be reviewed and, if necessary, an updated record sent to you.

<sup>\*\*\*</sup> Please be aware that a specific authorisation for signing Monthly Management Reports is required.

Senators and Members are asked to certify that their use of entitlements has been in accordance with the *Parliamentary Entitlements Act 1990* (including the Regulations), relevant determinations of the Remuneration Tribunal and the *Members of Parliament (Staff) Act 1984* (together referred to as 'the relevant legislation').

The following *Certification Explanatory Statement* details the essential elements of each entitlement that may have been accessed by you, your staff or other persons entitled under the relevant legislation and reported in this Monthly Management Report. Because the entitlement accrues to you as a Senator or Member, you have the ultimate responsibility to ensure that entitlements were accessed in accordance with the relevant legislation.

Certification is an important process by which Ministerial and Parliamentary Services is able to comply with its obligations under the *Financial Management and Accountability Act 1997*. The certification process is also an integral part of the accountability framework that serves to protect you from unwarranted criticism regarding your use of entitlements.

Some entitlements you will have personal knowledge of, for example, your own flights or that of your spouse. Other entitlements may have been accessed by a staff member, of which you may not have personal knowledge, for example, Cabcharge usage or stationery supplies.

Where you have certified use of an entitlement at a transactional level, you or an authorised person will not be required to certify it again in this Monthly Management Report.

The certification above is divided into TWO PARTS: Part A: Certification for a Senator or Member personally - includes travel by (a) self; (b) spouse (c) family (d) Telecard use and (e) residential telephones. Part B: Certification for all staff use of entitlements and general office/administrative costs - either the Senator or Member or an authorised person may certify this section. \*\*\*

The signed certification should be returned to:

Entitlements Management Branch  
Ministerial and Parliamentary Services  
Department of Finance and Deregulation  
John Gorton Building, King Edward Terrace  
PARKES ACT 2600

## The Hon Tony Abbott MP

### CERTIFICATION EXPLANATORY STATEMENT

#### PART A

#### DOMESTIC TRAVEL - SCHEDULED SERVICES

##### Senators and Members

That you accessed your entitlement for the purposes of carrying out your functions on parliamentary, electorate or official business.

(Source: Item 8 Part 1 and Item 1 Part 2, Schedule 1 of the *Parliamentary Entitlements Act 1990*; and Clauses 2.1 - 2.7 of Remuneration Tribunal Determination 2006/18)

##### Spouse of a Minister, Opposition Office Holder or Presiding Officer

That your spouse travelled for official purposes.

(Source: Item 3(2) Part 2 Schedule 1 of the *Parliamentary Entitlements Act 1990*)

##### Dependent children of a Minister, Opposition Office Holder or Presiding Officer (with the approval of the Special Minister of State)

That your dependent child(ren) travelled.

(Source: Item 4 Part 2 Schedule 1 of *Parliamentary Entitlements Act 1990*)

##### Canberra and Intrastate Family Travel to accompany or join Senators and Members

That, when you travelled at Commonwealth expense on parliamentary, electorate or official business, one or more of your:

- a. spouse or nominee;
- b. dependent child(ren); or
- c. designated person(s)

accompanied or joined you, on travel for non-commercial purposes:

- a. to Canberra;
- b. from Canberra to your electorate or their principal place of residence;
- c. on intra-state trips within your home state or territory (except when the family member travelled to join you at your principal place of residence after they have been to another destination for private purposes); or
- d. for a spouse or nominee, from the spouse's or nominee's principal place of residence to your electorate

within the budget provided in Clause 2.12 of Remuneration Tribunal Determination 2006/18.

(Source: Clauses 2.8 - 2.18 of Remuneration Tribunal Determination 2006/18)

##### Interstate Family Travel to accompany or join Senators and Members

That one or more of your spouse / nominee, dependent child(ren) or designated person(s) travelled interstate for non-commercial purposes to accompany or join you, when you travelled at Commonwealth expense on parliamentary, electorate or official business, subject to Clauses 2.15 - 2.16 of Remuneration Tribunal Determination 2006/18.

##### Representational travel by a Spouse or Nominee of a Senator or Member

That your spouse or nominee travelled to represent you at:

- a. a funeral;
- b. a function where your spouse or nominee accepted an award or honour on your behalf;
- c. a function within your electorate to which you had been invited; or
- d. any other function approved by the Special Minister of State.

within the budget provided in Clause 2.12 of Remuneration Tribunal Determination 2006/18.

(Source: Clause 2.19 of Remuneration Tribunal Determination 2006/18)

## The Hon Tony Abbott MP

### Additional travel by a Spouse or Nominee of a Senator or Member

- i. That your spouse or nominee travelled to attend an official government, parliamentary or vice-regal function as an invitee.
- ii. That you have satisfied the qualifying period for the issue of a Life Gold Pass, and your spouse (but not your nominee) travelled to Canberra to accompany or join you.

(Source: Clause 2.20 of Remuneration Tribunal Determination 2006/18)

## CAR TRANSPORT

### Senators and Members

That you accessed your entitlement to carry out parliamentary or official business, or to attend meetings of a parliamentary political party, or of its executive, committees or national conference.

(Source: Clauses 3.1- 3.12 of Remuneration Tribunal Determination 2006/18)

### Spouse, nominee, staff, Senators or Members, others

That, when you accessed your entitlement under Clause 3.1 of Remuneration Tribunal Determination 2006/18, you were accompanied by:

- a. your spouse or nominee;
- b. member(s) of your staff;
- c. other Senators or Members; and/or
- d. other person(s) for reason(s) permitted by Clause 3.5 of Remuneration Tribunal Determination 2006/18.

(Source: Clauses 3.1, 3.5 of Remuneration Tribunal Determination 2006/18)

**Opposition Office Holders** (in addition to the car transport entitlement provided to you as a Senator or Member).

That you accessed your entitlement for official business.

(Source: Item 1(1)(b) Part 2 Schedule 1 of the *Parliamentary Entitlements Act 1990*)

**Shadow Ministers and Leaders of a Minority Party** (in addition to the car transport entitlement provided to you as a Senator or Member)

That you accessed your entitlement for the purpose of carrying out duties or functions connected with your office when used in the capital city of the state in which you reside.

(Source: Clause 3.13 of Remuneration Tribunal Determination 2006/18)

## PRIVATE -PLATED VEHICLE

### Senators and Members

That you accessed the entitlement for parliamentary, electorate or official business, family travel and private purposes, but *not* for commercial purposes.

(Source: Clauses 5.1-5.10 of Remuneration Tribunal Determination 2006/18)

OR

That, if you elected not to be provided with a private plated vehicle and received the additional \$19,500 p.a. of electorate allowance, you accessed the entitlement to meet the costs of transport within and for the service of the electorate including transport by taxis, hire cars, and public transport (such as buses, trains, trams and ferries), noting that "costs of transport " does not include lease or purchase of a vehicle.

(Source: Clauses 5.11 – 5.13 of Remuneration Tribunal Determination 2006/18)

## TELEPHONE SERVICES

### Residential telephone(s)

You should *note* the costs incurred in respect of your residential telephone(s). If you have any concerns about the stated cost, contact your Entitlements Manager.

(Source: Clauses 10.1-10.2 of Remuneration Tribunal Determination 2006/18)

## The Hon Tony Abbott MP

### Telephone Services Charge Card

That it was used personally by you, for parliamentary or electorate business. Again, you should *note* the cost.

(Source: Clause 10.3 of Remuneration Tribunal Determination 2006/18)

## PART B

### STAFF

#### Electorate Staff

Are employed to assist you to carry out your duties as a Member of Parliament and not for party political purposes.

(Source: Determination 2007/Part IV/1 under the *Members of Parliament (Staff) Act 1984*)

#### Personal Staff

Are employed to assist you to carry out your duties as an Office Holder.

(When you sign the certification, you need to be satisfied that your staff acted consistently with this purpose.)

### STAFF TRAVEL

That staff have been directed to travel on official business by the most direct/efficient route within the limits of their entitlement, by the appropriate class of travel and to an entitled destination.

(Source: Determination 2007/32 under the *Members of Parliament (Staff) Act 1984*)

### COMMUNICATIONS ALLOWANCE

That you used the Communications Allowance for:

- the commercial distribution of letters, newsletters, parcels;
- electronic services (including the establishment and maintenance of websites);
- parliamentary or electorate (but not party) business.

(Source: Clauses 10.4-10.13 of Remuneration Tribunal Determination 2006/18)

#### Official Postage for specified Office Holders

That the costs incurred in relation to postage were for official business.

(Source: Item 7 Part 2 Schedule 1 of *Parliamentary Entitlements Act 1990*)

### FLAGS

That the purchase of:

- flags for presentation to private individuals has not exceeded 50 flags per annum, of a size no larger than 1,370mm x 690mm (4'6" x 2'3"); and that records have been maintained of all individuals and eligible groups to whom flags have been presented.
- desktop and hand waver flags has not exceeded a maximum combined value of \$900 per annum (GST exclusive) for presentation to eligible bodies and individuals.

### PROPERTY OPERATING AND GENERAL ADMINISTRATIVE EXPENSES

That the costs incurred in relation to your electorate office were necessary to operate the office and were for purposes related to Parliamentary, electorate or official business, but not commercial business.

(Source: Item 7 Part 1 Schedule 1 of *Parliamentary Entitlements Act 1990*)

**The Hon Tony Abbott MP****Airline Loyalty Points**

*This form is to be completed and returned only if there have been flights taken using airline loyalty points.*

**Please indicate below, any flights that you, your spouse/nominee, dependent children, designated persons or staff have taken during July 2009 using airline loyalty points acquired at Government expense. Please also advise the number of airline loyalty points redeemed. If the points are not advised Finance will use an approximated value.**

**Self, Spouse/Nominee, Dependent Children, Designated Persons**

Name	Date of Travel	Destination	Airline	Point Value
		From:	Class:	
		To:	Flight:	
		From:	Class:	
		To:	Flight:	
		From:	Class:	
		To:	Flight:	
		From:	Class:	
		To:	Flight:	
		From:	Class:	
		To:	Flight:	
		From:	Class:	
		To:	Flight:	

**Staff**

Name	Date of Travel	Destination	Airline	Point Value
		From:	Class:	
		To:	Flight:	
		From:	Class:	
		To:	Flight:	
		From:	Class:	
		To:	Flight:	
		From:	Class:	
		To:	Flight:	
		From:	Class:	
		To:	Flight:	

**I understand that knowingly giving false or misleading information is a serious offence.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**If applicable, return this form to:**

**Entitlements Management Branch  
Ministerial and Parliamentary Services  
Department of Finance and Deregulation  
John Gorton Building  
King Edward Terrace  
PARKES ACT 2600**

<b>Persons Covered by Report.....</b>	<b>1</b>
Parliamentarian, Spouse/Nominee, Dependants, Designated Persons.....	1
Personal Staff .....	1
Electorate Staff.....	1
<b>Expenditure - Executive Summary PART A .....</b>	<b>2</b>
Parliamentarian's Domestic Travel .....	3
Parliamentarian's Overseas Travel.....	3
Family Interstate Travel .....	4
Spouse/Nominee Domestic Travel .....	4
Dependent Travel.....	4
Personal Administrative Expenses .....	5
<b>Expenditure - Executive Summary PART B.....</b>	<b>6</b>
Personal Staff Domestic Travel .....	7
Electorate Staff Domestic Travel.....	7
Staff Salaries.....	9
Relief Budget Summary .....	9
Property Operating Expenses.....	9
General Administrative Expenses .....	10
<b>Transaction Details .....</b>	<b>11</b>
Parliamentarian's Domestic Travel .....	12
Fares - Scheduled Service .....	12
Private-Plated Vehicle .....	12
Parliamentarian's Travelling Allowance .....	12
Personal Administrative Expenses .....	13
Cost for dedicated data line at residence for all parliamentarians .....	13
Property Operating Expenses.....	14
Cleaning .....	14
Rent .....	14
Security .....	14



<b>General Administrative Expenses .....</b>	<b>15</b>
Flags ordered under the Constituents Request Program .....	15
Mobile Phone - Supplementary .....	15
<b>Appendices .....</b>	<b>16</b>
COMCAR Car transport costed in the period 1 - 31 July 2009 .....	17
LeasePlan Transaction Report * .....	19
Airline Loyalty Points Summary .....	20

## Parliamentarian, Spouse/Nominee, Dependants, Designated Persons

Name	Position	Period Covered	Home Base
ABBOTT, Anthony John	Shadow Minister - Member		Sydney
s22	s22		s47F
s22	s22		s47F
s22	s22		s47F
s22	s22		s47F

## Personal Staff

Name	Position	Period Covered	Home Base
s22	Adviser 1		s47F

## Electorate Staff

Name	Position	Period Covered	Home Base
s22	Relief Budget Electorate Officer		s47F
s22	Electorate Officer C		s47F
s22	Electorate Officer A		s47F
s22	Electorate Officer B		s47F
s22	Electorate Officer B		s47F
s22	Relief Budget Electorate Officer		s47F
s22	Electorate Officer A		s47F

# Expenditure

## Executive Summary PART A

---

- ◆ Figures provided reflect accounts paid from 1 July 2009 to 31 July 2009 in respect of entitlement usage for the 2009-2010 financial year. Any invoices or refunds received subsequently will appear in a future report.
- ◆ Goods and services purchased by Finance on behalf of Senators and Members are reported exclusive of recoverable Goods and Services Tax (GST). This is in accordance with the requirement that all agencies report all expenditure as exclusive of recoverable GST. It is important to contact the M&PS Entitlements Management Branch to obtain the correct amount before repaying any monies to the Department, as GST along with other fees that are not included on dockets or invoices provided directly to Senators, Members or staff by service providers needs to be included.
- ◆ At the time an invoice is raised by M&PS (e.g. for passengers on a charter flight) this transaction will appear as a negative amount in the report. It indicates only that an invoice has been raised, it does not report that the payment has been received.
- ◆ When a flight or leg has not been flown then the refund will appear in the Monthly Management Report (MMR) when the credit is received from the Travel Service Provider. This usually occurs within a month of date of travel and, as a result, will appear in the next MMR. For checking purposes, it is advisable to delay any refund query until the subsequent month's report.

## Parliamentarian's Domestic Travel

Entitlement	Budget	This Month	Year To Date	Balance
Car Parking Costs				
Car Transport				
Fares		\$5,931.79	\$5,931.79	
Private Plated Vehicle		\$1,221.20	\$1,221.20	
Private Vehicle Allowance				
Travelling Allowance		\$1,056.00	\$1,056.00	
<b>Total</b>		<b>\$8,208.99</b>	<b>\$8,208.99</b>	

## Parliamentarian's Overseas Travel

Entitlement	Budget	This Month	Year To Date	Balance
OS Delegation - Accommodation and Meals				
OS Delegation - Additional Equipment Allowance - Sen/Mem				
OS Delegation - Basic Equipment Allowance - Sen/Mem				
OS Delegation - Charter				
OS Delegation - Fares				
OS Delegation - Ground Transport				
OS Delegation - Medical Costs				
OS Delegation - Official Hospitality non Portfolio related				
OS Delegation - Passport Costs				
OS Delegation - Related Travel Expenses				
OS Delegation - Travel Advance				
OS Study - Accommodation & Meals				
OS Study - Fares				
OS Study - Ground Transport				
OS Study - Medical Costs				
OS Study - Passports				
OS Study - Related Travel Expenses				
<b>Total</b>		<b>\$0.00</b>	<b>\$0.00</b>	

## Family Interstate Travel

Entitlement	Budget	This Month	Year To Date	Balance
s22				
s22				
s22				
s22				
<b>Total</b>	3.00 trips			3.00 trips

## Spouse/Nominee Domestic Travel

Entitlement	Budget	This Month	Year To Date	Balance
Car Transport				
Family Interstate Travel				
Fares - Canberra travel				
<b>Total</b>		\$0.00	\$0.00	

s22

Entitlement	Budget	This Month	Year To Date	Balance
Car Transport				
Family Interstate Travel				
Fares - Canberra travel				
<b>Total</b>		\$0.00	\$0.00	

## Dependent Travel

Entitlement	Budget	This Month	Year To Date	Balance
Family Interstate Travel				
Fares - Canberra/Home travel				
<b>Total</b>		\$0.00	\$0.00	

s22

Entitlement	Budget	This Month	Year To Date	Balance
Family Interstate Travel				
Fares - Canberra/Home travel				
<b>Total</b>		\$0.00	\$0.00	

**The Hon Tony Abbott MP****Executive Summary PART A****s22**

Entitlement	Budget	This Month	Year To Date	Balance
Family Interstate Travel				
Fares - Canberra/Home travel				
<b>Total</b>		<b>\$0.00</b>	<b>\$0.00</b>	

**s22**

Entitlement	Budget	This Month	Year To Date	Balance
Family Interstate Travel				
Fares - Canberra/Home travel				
<b>Total</b>		<b>\$0.00</b>	<b>\$0.00</b>	

**Personal Administrative Expenses**

Entitlement	Budget	This Month	Year To Date	Balance
Cost for dedicated data line at residence for all parliamentarians		\$54.50	\$54.50	
Residential Phone				
Telephone Charge Card Costs				
<b>Total</b>		<b>\$54.50</b>	<b>\$54.50</b>	

# Expenditure

## Executive Summary PART B

---

- ◆ Figures provided reflect accounts paid from 1 July 2009 to 31 July 2009 in respect of entitlement usage for the 2009-2010 financial year. Any invoices or refunds received subsequently will appear in a future report.
- ◆ Goods and services purchased by Finance on behalf of Senators and Members are reported exclusive of recoverable Goods and Services Tax (GST). This is in accordance with the requirement that all agencies report all expenditure as exclusive of recoverable GST. It is important to contact the M&PS Entitlements Management Branch to obtain the correct amount before repaying any monies to the Department, as GST along with other fees that are not included on dockets or invoices provided directly to Senators, Members or staff by service providers needs to be included.
- ◆ At the time an invoice is raised by M&PS (e.g. for passengers on a charter flight) this transaction will appear as a negative amount in the report. It indicates only that an invoice has been raised, it does not report that the payment has been received.
- ◆ When a flight or leg has not been flown then the refund will appear in the Monthly Management Report (MMR) when the credit is received from the Travel Service Provider. This usually occurs within a month of date of travel and, as a result, will appear in the next MMR. For checking purposes, it is advisable to delay any refund query until the subsequent month's report.

## Personal Staff Domestic Travel

Entitlement	Budget	This Month	Year To Date	Balance
Car Transport				
Fares				
Motor Vehicle Allowance				
Travelling Allowance				
<b>Total</b>		<b>\$0.00</b>	<b>\$0.00</b>	

s22

Entitlement	Budget	This Month	Year To Date	Balance
Car Transport				
Fares				
Motor Vehicle Allowance				
Travelling Allowance				
<b>Total</b>		<b>\$0.00</b>	<b>\$0.00</b>	

## Electorate Staff Domestic Travel

Entitlement	Budget	This Month	Year To Date	Balance
Car Transport				
Fares				
Motor Vehicle Allowance				
Travelling Allowance				
<b>Total</b>	<b>\$36,841.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$36,841.00</b>

s22

Entitlement	Budget	This Month	Year To Date	Balance
Car Transport				
Fares				
Motor Vehicle Allowance				
Travelling Allowance				
<b>Total</b>		<b>\$0.00</b>	<b>\$0.00</b>	



**The Hon Tony Abbott MP****Executive Summary PART B****s22**

<b>Entitlement</b>	<b>Budget</b>	<b>This Month</b>	<b>Year To Date</b>	<b>Balance</b>
Car Transport				
Fares				
Motor Vehicle Allowance				
Travelling Allowance				
<b>Total</b>		<b>\$0.00</b>	<b>\$0.00</b>	

**s22**

<b>Entitlement</b>	<b>Budget</b>	<b>This Month</b>	<b>Year To Date</b>	<b>Balance</b>
Car Transport				
Fares				
Motor Vehicle Allowance				
Travelling Allowance				
<b>Total</b>		<b>\$0.00</b>	<b>\$0.00</b>	

**s22**

<b>Entitlement</b>	<b>Budget</b>	<b>This Month</b>	<b>Year To Date</b>	<b>Balance</b>
Car Transport				
Fares				
Motor Vehicle Allowance				
Travelling Allowance				
<b>Total</b>		<b>\$0.00</b>	<b>\$0.00</b>	

**s22**

<b>Entitlement</b>	<b>Budget</b>	<b>This Month</b>	<b>Year To Date</b>	<b>Balance</b>
Car Transport				
Fares				
Motor Vehicle Allowance				
Travelling Allowance				
<b>Total</b>		<b>\$0.00</b>	<b>\$0.00</b>	

## Staff Salaries

	This Month	Year To Date
Total	\$69,629.44	\$69,629.44

- The salaries shown above are the gross amounts (including allowances and employer superannuation) paid during this month and since 1 July, respectively for all Electorate and/or Personal staff.

## Relief Budget Summary

	Budget	Used/Committed	Balance
	\$31,199.81	\$30,445.83	\$753.98

Name	AGS Number	Salary	Hours	Days	Dollars	From	To
s22	s22	\$41,419	172.50	23.00	\$3,652.17	7 Jul 09	8 Dec 09
s22	s22	\$43,679	7.50	1.00	\$167.46	6 Jul 09	6 Jul 09
		\$44,813	382.50	51.00	\$8,762.31	13 Jul 09	28 Jun 10
s22	s22	\$43,679	7.50	1.00	\$167.46	1 Jul 09	1 Jul 09
		\$44,813	772.50	103.00	\$17,696.43	3 Jul 09	25 Jun 10
Total					\$30,445.83		

## Property Operating Expenses

Entitlement	Budget	This Month	Year To Date	Balance
Cleaning		\$513.15	\$513.15	
Rent		\$18,564.81	\$18,564.81	
Security		\$15.00	\$15.00	
Total		\$19,092.96	\$19,092.96	

## General Administrative Expenses

Entitlement	Budget	This Month	Year To Date	Balance
Advertising				
Communications Allowance	\$49,737.56			\$49,737.56
Electorate Office Facsimile				
Electorate Office Phone				
Flags - Desktop and Handwaver	\$900.00			\$900.00
Flags and Flagpoles for display outside the Electorate Office				
Flags ordered under the Constituents Request Program		\$13,250.91	\$13,250.91	
Mobile Phone - Senator / Member				
Mobile Phone - Supplementary		\$186.82	\$186.82	
Newsletters, personalised stationery and other printed material	\$100,000.00			\$100,000.00
Newspapers and Publications	\$3,368.00			\$3,368.00
Occupational Health & Safety				
Office Machines - Consumables				
Office Machines - Hire				
Office Machines - Purchases				
Office Machines - Repairs & Maintenance				
Office Relocations				
Office requisites & stationery				
PDA – Senator / Member				
Photocopy Paper				
Photographs				
PO Box Rental				
Removal Costs				
Software Reimbursement	\$1,500.00			\$1,500.00
Staff Expenses				
Storage, freight and courier services (inc. office relocation expenses)				
Training course costs				
<b>Total</b>		<b>\$13,437.73</b>	<b>\$13,437.73</b>	

# Expenditure Transaction Details

---

- ◆ Fares itemised in the following pages have been advised by the airlines and charged against your account. They should be checked against travel actually taken. All unused tickets (including for multiple bookings on the same day) **must be returned** to the booking agent to enable a refund to be processed. If unused tickets are not returned, the value of the tickets will continue to appear as a charge against your account and, of course, will be included in any Departmental reports on your travel expenditure.
- ◆ Figures provided reflect accounts paid from 1 July 2009 to 31 July 2009 in respect of entitlement usage for the 2009-2010 financial year. Any invoices or refunds received subsequently will appear in a future report.
- ◆ Goods and services purchased by Finance on behalf of Senators and Members are reported exclusive of recoverable Goods and Services Tax (GST). This is in accordance with the requirement that all agencies report all expenditure as exclusive of recoverable GST. It is important to contact the M&PS Entitlements Management Branch to obtain the correct amount before repaying any monies to the Department, as GST along with other fees that are not included on dockets or invoices provided directly to Senators, Members or staff by service providers needs to be included.
- ◆ At the time an invoice is raised by M&PS (e.g. for passengers on a charter flight) this transaction will appear as a negative amount in the report. It indicates only that an invoice has been raised, it does not report that the payment has been received.
- ◆ When a flight or leg has not been flown then the refund will appear in the Monthly Management Report (MMR) when the credit is received from the Travel Service Provider. This usually occurs within a month of date of travel and, as a result, will appear in the next MMR. For checking purposes, it is advisable to delay any refund query until the subsequent month's report.

## Parliamentarian's Domestic Travel

### Fares - Scheduled Service

Reference	Travel date	Flight	From	To	Class	Amount	Notes
<i>Fares for Shadow Ministers and Backbenchers</i>							
3395620152	6 Jul 09	QF423	Sydney	Melbourne	Business	\$930.95	AIR-Flown
	6 Jul 09	QF458	Melbourne	Sydney	Business		AIR-Flown
3395756873	14 Jul 09	QF530	Sydney	Brisbane	Business	\$1,025.18	AIR-Flown
	16 Jul 09	QF501	Brisbane	Sydney	Business		AIR-Flown
O2ZKNL	18 Jul 09	JQ818	Sydney	Brisbane	Economy	\$274.55	AIR-Flown
3395863288	19 Jul 09	QF507	Brisbane	Sydney	Business	\$516.54	AIR-Flown
3395906073	23 Jul 09	QF536	Sydney	Brisbane	Business	\$1,033.06	AIR-Flown
	24 Jul 09	QF517	Brisbane	Sydney	Business		AIR-Unconfirmed
J267S0	6 Aug 09	DJ899	Melbourne	Sydney	Premium Econ	\$362.73	AIR-Future travel
R1WJJ0	24 Aug 09	DJ1415	Sydney	Cairns	Premium Econ	\$659.09	AIR-Flown
QABJ55	28 Aug 09	NP460	Aurukun Mission	Cairns	Economy	\$438.78	REG-Travel booked with regional airlines
QABDTI	4 Sep 09	NP460	Aurukun Mission	Cairns	Economy	\$438.78	AIR-Refunded
						-\$406.96	-
Z4NMER	4 Sep 09	DJ1428	Cairns	Sydney	Premium Econ	\$659.09	AIR-Flown
<b>Total</b>						<b>\$5,931.79</b>	

### Private-Plated Vehicle

Reference	Supplier	Details	Amount
<i>Private Plated Vehicle for use in Electorate</i>			
996584	LEASEPLAN	s47F Lease 1 Jul to 31 Jul 09	\$1,221.20
<b>Total</b>			<b>\$1,221.20</b>

### Parliamentarian's Travelling Allowance

Reference	Start date	Number of Nights	Location	Clause	Amount
<i>Travelling Allowance</i>					
127267	14 Jul 09	2	Brisbane	25	\$704.00
127268	18 Jul 09	1	Brisbane	25	\$352.00
<b>Total</b>					<b>\$1,056.00</b>

## Personal Administrative Expenses

### *Cost for dedicated data line at residence for all parliamentarians*

Reference	Supplier Invoice	Details	Amount
996125	TELSTRA AUSTRALIA-MAIN ACCOUNT	Dedicated data line 8 Jul 09	\$54.50
Total			\$54.50

## Property Operating Expenses

### *Cleaning*

Reference	Supplier Invoice	Details	Amount
997835	UNITED KFPW P/L	Cleaning 01 Jul 09 to 31 Jul 09	\$513.15
Total			<b>\$513.15</b>

### *Rent*

Reference	Supplier Invoice	Details	Amount
994194	UNITED KFPW P/L	Rent Charges 01 Jul 09 to 31 Jul 09	\$8,573.31
997787	UNITED KFPW P/L	Car Parking Charges 01 Jul 09 to 30 Jun 10	\$1,418.19
997835	UNITED KFPW P/L	Rent Charges 01 Aug 09 to 31 Aug 09	\$8,573.31
Total			<b>\$18,564.81</b>

### *Security*

Reference	Supplier Invoice	Details	Amount
997365	GRADE ONE MONITORING PTY LTD	Alarm response 9 Jul 09	\$15.00
Total			<b>\$15.00</b>

## General Administrative Expenses

### *Flags ordered under the Constituents Request Program*

Reference	Supplier Invoice	Details	Amount
995700	CARROLL & RICHARDSON	250 GA1 Flags - Order No. 8156	\$8,181.82
		50 GA2 Flags - Order No. 8156	\$1,272.73
		60 GS1 Flags - Order No. 8156	\$2,160.00
		50 GS63 Flags - Order No. 8156	\$1,636.36
Total			\$13,250.91

### *Mobile Phone - Supplementary*

Reference	Supplier Invoice	Details	Amount
994950	Optus Billing Services	Supplementary mobile phone 1 Jul 09	\$186.82
Total			\$186.82



# Appendices

---

## COMCAR Car transport costed in the period 1 - 31 July 2009

City	Date	From suburb	To suburb	Start time	End time	Passenger	Title	Charge	Reference
Sydney	11-Jun-09	Forestville	University of Sydney	18:15	19:05	ABBOTT, TONY	THE HON	\$81.00	283715
Sydney	18-Jun-09	SYD Domestic AP	The Rocks	19:00	19:40	ABBOTT, TONY	THE HON	\$87.00	281649
Canberra	26-Jun-09	Parl House Reps	Qantas Airport Desk	10:37	10:50	ABBOTT, TONY	THE HON	\$44.55	112477
Sydney	26-Jun-09	SYD Domestic AP	Forestville	12:22	13:06	ABBOTT, TONY	THE HON	\$80.62	281653
Melbourne	6-Jul-09	MEL Domestic AP	Melbourne City	11:51	12:21	ABBOTT, TONY	THE HON	\$70.07	325652
Melbourne	6-Jul-09	Melbourne City	Clayton	14:31	15:26	ABBOTT, TONY	THE HON	\$75.81	325654
Melbourne	6-Jul-09	Clayton	Qantas Airport Desk	16:32	17:15	ABBOTT, TONY	THE HON	\$64.28	325653
Sydney	6-Jul-09	SYD Domestic AP	Forestville	19:23	19:54	ABBOTT, TONY	THE HON	\$47.87	283376
Sydney	14-Jul-09	Forestville	Sydney City	08:00	08:00	ABBOTT, TONY	THE HON	\$40.00	284143
Sydney	14-Jul-09	Sydney City	As Directed	11:20	12:35	ABBOTT, TONY	THE HON	\$104.80	284857
Brisbane	14-Jul-09	BNE Domestic AP	Brisbane City	15:39	16:17	ABBOTT, TONY	THE HON	\$57.77	449561
Brisbane	14-Jul-09	Brisbane City	Brisbane City	20:45	21:10	ABBOTT, TONY	THE HON	\$40.00	449781
Brisbane	15-Jul-09	Carseldine	Brisbane City	11:24	11:49	ABBOTT, TONY	THE HON	\$44.55	449841
Brisbane	15-Jul-09	Brisbane City	Strathpine	13:40	14:22	ABBOTT, TONY	THE HON	\$68.10	449842
Brisbane	15-Jul-09	Kelvin Grove	Petrie Terrace	19:51	20:00	ABBOTT, TONY	THE HON	\$40.00	450092
Brisbane	15-Jul-09	Petrie Terrace	Brisbane City	21:43	22:02	ABBOTT, TONY	THE HON	\$41.90	450093
Brisbane	16-Jul-09	Woolloongabba	Qantas Airport Desk	05:17	05:35	ABBOTT, TONY	THE HON	\$48.57	449725
Sydney	16-Jul-09	SYD Domestic AP	Forestville	07:58	08:47	ABBOTT, TONY	THE HON	\$101.57	284433
Sydney	18-Jul-09	Forestville	Qantas Airport Desk	13:31	14:05	ABBOTT, TONY	THE HON	\$81.32	284286

## The Hon Tony Abbott MP

## Appendices

Brisbane	18-Jul-09	BNE Domestic AP	As Directed	16:28	17:47	ABBOTT, TONY	THE HON	\$140.32	449645
Brisbane	18-Jul-09	Clayfield	South Brisbane	18:59	19:16	ABBOTT, TONY	THE HON	\$78.60	450165
Brisbane	18-Jul-09	South Brisbane	Brisbane City	22:24	22:33	ABBOTT, TONY	THE HON	\$82.50	449646
Brisbane	19-Jul-09	Brisbane City	Qantas Airport Desk	06:34	06:53	ABBOTT, TONY	THE HON	\$81.32	449654
Sydney	19-Jul-09	SYD Domestic AP	As Directed	09:18	10:35	ABBOTT, TONY	THE HON	\$121.29	284326
Sydney	23-Jul-09	St Ives	Qantas Airport Desk	14:50	15:29	ABBOTT, TONY	THE HON	\$60.37	285788
Brisbane	23-Jul-09	BNE Domestic AP	Yeronga	17:38	18:26	ABBOTT, TONY	THE HON	\$69.52	450293
Brisbane	24-Jul-09	Yeronga	Qantas Airport Desk	08:20	09:12	ABBOTT, TONY	THE HON	\$74.80	450294
Sydney	24-Jul-09	SYD Domestic AP	Forestville	12:05	12:35	ABBOTT, TONY	THE HON	\$66.22	285789
								<b>\$1,994.72</b>	

LeasePlan Transaction Report \*

Client Code	Registration Number	Driver Name	Date	Fuel Station Location	Product Category Description	Fuel Litres	Purchase Cost	Odometer Reading
s47F	s47F	HON T ABBOTT	1-Jun-09	s47F	ULP Ethanol Blend	66.24	\$68.94	54014
s47F	s47F	HON T ABBOTT	1-Jun-09		Transact. Fees			54014
s47F	s47F	HON T ABBOTT	6-Jun-09	s47F	Unleaded	58.66	\$66.80	54421
s47F	s47F	HON T ABBOTT	12-Jun-09	s47F	ULP Ethanol Blend	65.91	\$76.38	54902
s47F	s47F	HON T ABBOTT	12-Jun-09		Transact. Fees			54902
s47F	s47F	HON T ABBOTT	17-Jun-09	s47F	Unleaded	69.56	\$71.55	55181
s47F	s47F	HON T ABBOTT	17-Jun-09		Transact. Fees			55181
s47F	s47F	HON T ABBOTT	20-Jun-09	s47F	ULP Ethanol Blend	33.76	\$38.68	55605
s47F	s47F	HON T ABBOTT	20-Jun-09		Transact. Fees			55605
s47F	s47F	HON T ABBOTT	24-Jun-09	s47F	ULP Ethanol Blend	62.77	\$67.05	56031
s47F	s47F	HON T ABBOTT	24-Jun-09		Transact. Fees			56031
s47F	s47F	HON T ABBOTT	28-Jun-09	s47F	ULP Ethanol Blend	61.39	\$69.10	56400
s47F	s47F	HON T ABBOTT	30-Jun-09		Administration Charge		\$0.36	0
s47F	s47F	HON T ABBOTT	30-Jun-09		Card Fee		\$0.77	0
s47F	s47F	HON T ABBOTT	30-Jun-09		Card Fee		\$3.08	0
							\$462.71	

## Airline Loyalty Points Summary

*The amounts shown below are approximations only.*

### Self, Spouse/Nominee, Dependent Children, Designated Persons

Name	Points Earned This Month	Points Earned Year To date	Points Used This Month	Points Used Year To Date	Balance 2009-2010
ABBOTT, Anthony John	15,500	15,500			15,500
s22					
s22					
s22					
s22					
Total					15,500

### Staff

Name	Points Earned This Month	Points Earned Year To date	Points Used This Month	Points Used Year To Date	Balance 2009-2010
s22					
Total					

## Transaction Details

### Self, Spouse/Nominee, Dependent Children, Designated Persons

#### ABBOTT, ANTHONY JOHN

Reference	Travel Date	Flight	From	To	Class	Approximate Points Value
3395085378	1 Jun 09	QF1461	Sydney	Canberra	Economy	1,000
	4 Jun 09	QF1464	Canberra	Sydney	Economy	1,000
3395382205	21 Jun 09	QF1493	Sydney	Canberra	Economy	1,000
3395620152	6 Jul 09	QF423	Sydney	Melbourne	Business	1,250
	6 Jul 09	QF458	Melbourne	Sydney	Business	1,250
3395756873	14 Jul 09	QF530	Sydney	Brisbane	Business	1,250
	16 Jul 09	QF501	Brisbane	Sydney	Business	1,250
3395863288	19 Jul 09	QF507	Brisbane	Sydney	Business	1,250
3395906073	23 Jul 09	QF536	Sydney	Brisbane	Business	1,250
J267S0	6 Aug 09	DJ899	Melbourne	Sydney	Premium Economy	4,000
O2ZKNL	18 Jul 09	JQ818	Sydney	Brisbane	Economy	1,000
<b>Total</b>						<b>15,500</b>