

The Hon Tony Abbott MP

2009-2010 Entitlements

*August 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)*

## 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) Certification of Monthly Management Reports**

Certification of the Monthly Management Report (MMR) has been developed in two parts. **Part A** covers expenditure that a Senator or Member could reasonably be expected to be aware of, namely his or her own travel expenditure and that of family members; and **Part B** which covers staff and general administrative costs. An authorised person is able to certify staff and general administrative costs (other than their own) on behalf of the Senator or Member, however the Senator or Member must certify the **Part A** expenditure. The *Certification Explanatory Statement*, which follows the certification page in your report, describes the essential elements of each entitlement reported.

Senators and Members are reminded to check the **current MMR** to confirm all certifications have been lodged with M&PS.

#### **(3) Family Travel and Homebase Nomination Form**

Senators and Members who have not completed and forwarded a *2009/2010 Nomination of Family for Travel Entitlements and Home Base* form are reminded that family travellers should not undertake travel until the form is completed. The form is available from the MOP(S) intranet site at <http://mops>. The nomination of a nominee is subject to the approval of the Special Minister of State, or a person nominated by the Special Minister of State to approve a nominee on his behalf.

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**CERTIFICATION OF USE OF ENTITLEMENTS  
AUGUST 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

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### 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)

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### 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 met 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)

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### 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*)

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**MONTHLY MANAGEMENT REPORT CERTIFICATIONS  
2009-2010**

The below table provides each office with an update as to the completion of the Monthly Management Report certification page for each month for 2009-2010.

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.

<b>Monthly Management Report Certifications for 2009-2010</b>	
July-2009	Not Received
August-2009	
September-2009	
October-2009	
November-2009	
December-2009	
January-2010	
February-2010	
March-2010	
April-2010	
May-2010	
June-2010	
<b>End of Financial Year Report 2008-2009</b>	
End of Financial Year 2008-2009	

If your office has an outstanding certification for any month please complete and return to Ministerial and Parliamentary Services:

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

Or Fax to: 02 6267 3279

*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 August 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**

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

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

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- ◆ Figures provided reflect accounts paid from 1 August 2009 to 31 August 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		\$46.88	\$46.88	
Fares		\$6,420.83	\$12,352.62	
Private Plated Vehicle		\$1,192.25	\$2,413.45	
Private Vehicle Allowance				
Travelling Allowance		\$1,262.00	\$2,318.00	
<b>Total</b>		<b>\$8,921.96</b>	<b>\$17,130.95</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				
<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	

Entitlement	Budget	This Month	Year To Date	Balance
s22				
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	

Entitlement	Budget	This Month	Year To Date	Balance
s22				
Family Interstate Travel				
Fares - Canberra/Home travel				
<b>Total</b>		\$0.00	\$0.00	

s22 [REDACTED]

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 [REDACTED]

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	\$109.00	
Residential Phone		\$686.45	\$686.45	
Telephone Charge Card Costs				
<b>Total</b>		<b>\$740.95</b>	<b>\$795.45</b>	

# Expenditure

## Executive Summary PART B

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- ◆ Figures provided reflect accounts paid from 1 August 2009 to 31 August 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		\$24.37	\$24.37	
Fares		\$283.32	\$283.32	
Motor Vehicle Allowance				
Travelling Allowance				
<b>Total</b>	<b>\$36,841.00</b>	<b>\$307.69</b>	<b>\$307.69</b>	<b>\$36,533.31</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>	

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>	

s22

Entitlement	Budget	This Month	Year To Date	Balance
Car Transport		\$24.37	\$24.37	
Fares		\$283.32	\$283.32	
Motor Vehicle Allowance				
Travelling Allowance				
<b>Total</b>		<b>\$307.69</b>	<b>\$307.69</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>	

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>	

## Staff Salaries

	This Month	Year To Date
<b>Total</b>	\$35,226.72	\$104,856.16

- 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
<b>Total</b>					<b>\$30,445.83</b>		

## Property Operating Expenses

Entitlement	Budget	This Month	Year To Date	Balance
Cleaning		\$733.15	\$1,246.30	
Outgoings		\$165.00	\$165.00	
Rent		\$8,573.31	\$27,138.12	
Security			\$15.00	
<b>Total</b>		<b>\$9,471.46</b>	<b>\$28,564.42</b>	

## General Administrative Expenses

Entitlement	Budget	This Month	Year To Date	Balance
Advertising				
Communications Allowance	\$49,737.56			\$49,737.56
Electorate Office Facsimile		\$88.06	\$88.06	
Electorate Office Phone		\$449.65	\$449.65	
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	
Mobile Phone - Senator / Member				
Mobile Phone - Supplementary		\$258.43	\$445.25	
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		\$80.00	\$80.00	
Office Relocations				
Office requisites & stationery		\$89.35	\$89.35	
PDA – Senator / Member				
Photocopy Paper		\$228.00	\$228.00	
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>\$1,193.49</b>	<b>\$14,631.22</b>	

# Expenditure Transaction Details

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- ◆ 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 August 2009 to 31 August 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>							
3396021876	30 Jul 09	QF1467	Sydney	Canberra	Economy	\$504.29	AIR-Flown
	30 Jul 09	QF878	Canberra	Sydney	Business		AIR-Flown
3396070682	3 Aug 09	QF447	Sydney	Melbourne	Business	\$930.95	AIR-Flown
	4 Aug 09	QF444	Melbourne	Sydney	Business		AIR-Flown
3396108681	5 Aug 09	QF425	Sydney	Melbourne	Business	\$930.95	AIR-Flown
	5 Aug 09	QF444	Melbourne	Sydney	Business		AIR-Flown
3396145053	6 Aug 09	QF445	Sydney	Melbourne	Business	\$465.47	AIR-Flown
J267S0	6 Aug 09	DJ899	Melbourne	Sydney	Premium Econ	-\$362.73	AIR-Future travel
3396145219	7 Aug 09	QF404	Melbourne	Sydney	Business	\$465.47	AIR-Flown
3396187993	10 Aug 09	QF1419	Sydney	Canberra	Economy	\$915.27	AIR-Flown
	11 Aug 09	QF1480	Canberra	Sydney	Economy		AIR-Flown
	11 Aug 09	QF536	Sydney	Brisbane	Business		AIR-Flown
3396222536	12 Aug 09	QF953	Brisbane	Canberra	Business	\$861.95	AIR-Flown
	12 Aug 09	QF878	Canberra	Sydney	Business		AIR-Flown
WZF2X0	12 Aug 09	DJ672	Sydney	Canberra	Premium Econ	\$262.73	AIR-Flown
3396222696	13 Aug 09	QF562	Canberra	Sydney	Business	\$303.43	AIR-Flown
3396283751	14 Aug 09	QF575	Sydney	Perth	Business	\$2,461.23	AIR-Flown
	15 Aug 09	QF568	Perth	Sydney	Business		AIR-Flown
R1WJJ0	24 Aug 09	DJ1415	Sydney	Cairns	Premium Econ	-\$659.09	AIR-Refunded
Z4NMER	4 Sep 09	DJ1428	Cairns	Sydney	Premium Econ	-\$659.09	AIR-Refunded
<b>Total</b>						<b>\$6,420.83</b>	

**Car Transport**

Reference	Details	Amount
<i>Car Transport costs for Ministers, Opposition Office Holders, Shadow Ministers and Leaders of Minority Parties on official business</i>		
3383210	8/07/2009 - ABBOTT, Anthony John - from City to Neutral Bay Jc	\$2.14
	8/07/2009 - Cabcharge Service Fee	\$0.24
3383211	8/07/2009 - ABBOTT, Anthony John - from City to Neutral Bay Jc	\$19.09
	8/07/2009 - Cabcharge Service Fee	\$2.10
3383212	15/07/2009 - ABBOTT, Anthony John - from Spring Hill to Kelvin Grove	\$21.00
	15/07/2009 - Cabcharge Service Fee	\$2.31
<b>Total</b>		<b>\$46.88</b>

**Private-Plated Vehicle**

Reference	Supplier	Details	Amount
<i>Private Plated Vehicle for use in Electorate</i>			
999013	LEASEPLAN	S47F Lease 1 Aug to 31 Aug 09	\$1,246.11
998297	DEPT HOUSE OF REPRESENTATIVES	Deduction of Personal Contribution for Private Plated Vehicle	-\$53.86
<b>Total</b>			<b>\$1,192.25</b>

**Parliamentarian's Travelling Allowance**

Reference	Start date	Number of Nights	Location	Clause	Amount
<i>Travelling Allowance</i>					
127844	23 Jul 09	1	Brisbane	25	\$118.00
127845	6 Aug 09	1	Melbourne	25	\$316.00
127846	10 Aug 09	1	Canberra	10a	\$215.00
127847	12 Aug 09	1	Canberra	10a	\$215.00
128368	16 Aug 09	1	Cairns	25	\$82.00
128369	27 Aug 09	1	Melbourne	25	\$316.00
<b>Total</b>					<b>\$1,262.00</b>

## Personal Administrative Expenses

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

Reference	Supplier Invoice	Details	Amount
999265	TELSTRA AUSTRALIA-MAIN ACCOUNT	Dedicated data line 8 Aug 09	\$54.50
<b>Total</b>			<b>\$54.50</b>

### *Residential Phone*

Reference	Supplier Invoice	Details	Amount
999232	TELSTRA AUSTRALIA-MAIN ACCOUNT	Residential phones 8 Jul 09	\$686.45
<b>Total</b>			<b>\$686.45</b>

## Electorate Staff Domestic Travel

### *Fares - Scheduled Service*

**s22**

Reference	Travel date	Flight	From	To	Class	Amount	Notes
<i>Fares for Electorate Staff of all Members of Parliament (except Ministers, Opposition Office Holders and Leaders of Minority Parties) for electorate, intrastate and travel to Canberra</i>							
3396108655	5 Aug 09	QF872	Canberra	Sydney	Economy	\$207.87	AIR-Flown
J979DR	6 Aug 09	DJ642	Sydney	Canberra	Discount Econ	\$75.45	AIR-Flown
<b>Total</b>						<b>\$283.32</b>	

### *Car Transport*

**s22**

Reference	Details	Amount
<i>Car Transport for Electorate Staff of all Members of Parliament (except Ministers and Opposition Office Holders)</i>		
3373925	22/07/2009 - <b>s22</b> - from Office to Holder	\$21.95
	22/07/2009 - Cabcharge Service Fee	\$2.42
<b>Total</b>		<b>\$24.37</b>

## Property Operating Expenses

### *Cleaning*

Reference	Supplier Invoice	Details	Amount
1000375	UNITED KFPW P/L	Cleaning 04 Aug 09	\$220.00
999916	UNITED KFPW P/L	Cleaning 01 Aug 09 to 31 Aug 09	\$513.15
<b>Total</b>			<b>\$733.15</b>

### *Outgoings*

Reference	Supplier Invoice	Details	Amount
1000375	UNITED KFPW P/L	Security - keys/cards 03 Aug 09	\$165.00
<b>Total</b>			<b>\$165.00</b>

### *Rent*

Reference	Supplier Invoice	Details	Amount
999916	UNITED KFPW P/L	Rent Charges 01 Sep 09 to 30 Sep 09	\$8,573.31
<b>Total</b>			<b>\$8,573.31</b>

## General Administrative Expenses

### ***Electorate Office Facsimile***

Reference	Supplier Invoice	Details	Amount
998696	TELSTRA AUSTRALIA-MAIN ACCOUNT	Office fax 7 Jul 09	\$88.06
<b>Total</b>			<b>\$88.06</b>

### ***Electorate Office Phone***

Reference	Supplier Invoice	Details	Amount
998696	TELSTRA AUSTRALIA-MAIN ACCOUNT	Office phones 7 Jul 09	\$449.65
<b>Total</b>			<b>\$449.65</b>

### ***Mobile Phone - Supplementary***

Reference	Supplier Invoice	Details	Amount
998366	Optus Billing Services	Supplementary mobile phone 31 Jul 09	\$258.43
<b>Total</b>			<b>\$258.43</b>

### ***Office Machines - Repairs & Maintenance***

Reference	Supplier Invoice	Details	Amount
1000416	SYDNEY BLADERUNNER P/L	Guillotine repairs 14 Aug 09	\$80.00
<b>Total</b>			<b>\$80.00</b>

### ***Office Requisites & Stationery***

Reference	Supplier Invoice	Details	Amount
998547	OFFICE MAX AUSTRALIA LTD	Stationery Jul 09	\$89.35
<b>Total</b>			<b>\$89.35</b>

### ***Photocopy Paper***

Reference	Supplier Invoice	Details	Amount
998547	OFFICE MAX AUSTRALIA LTD	Photocopy Paper Jul 09	\$228.00
<b>Total</b>			<b>\$228.00</b>

# Appendices



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

City	Date	From suburb	To suburb	Start time	End time	Passenger	Title	Charge	Reference
Sydney	6-Jul-09	Forestville	Qantas Airport Desk	08:30	09:15	ABBOTT, TONY	THE HON	\$96.00	283375
Sydney	14-Jul-09	Forestville	Sydney City	09:15	09:50	ABBOTT, TONY	THE HON	\$109.17	285008
Brisbane	15-Jul-09	Brisbane City	Carseldine	09:00	09:31	ABBOTT, TONY	THE HON	\$75.00	449782
Canberra	30-Jul-09	CBR Domestic AP	Parl House Reps	10:02	10:15	ABBOTT, TONY	THE HON	\$40.00	117250
Canberra	30-Jul-09	Parl House Reps	Barton	11:31	11:35	ABBOTT, TONY	THE HON	\$40.00	117865
Canberra	30-Jul-09	Barton	As Directed	14:08	15:53	ABBOTT, TONY	THE HON	\$148.00	117251
Sydney	30-Jul-09	SYD Domestic AP	As Directed	16:50	20:25	ABBOTT, TONY	THE HON	\$292.95	285028
Sydney	3-Aug-09	Forestville	Qantas Airport Desk	14:40	15:15	ABBOTT, TONY	THE HON	\$49.49	286356
Melbourne	3-Aug-09	MEL Domestic AP	As Directed	17:34	18:36	ABBOTT, TONY	THE HON	\$89.70	327438
Melbourne	3-Aug-09	Camberwell	Melbourne City	21:48	22:03	ABBOTT, TONY	THE HON	\$43.20	327439
Melbourne	4-Aug-09	Melbourne City	Southbank	10:35	10:40	ABBOTT, TONY	THE HON	\$40.00	327434
Melbourne	4-Aug-09	Southbank	Melbourne City	12:05	12:23	ABBOTT, TONY	THE HON	\$40.00	327435
Melbourne	4-Aug-09	Melbourne City	Qantas Airport Desk	14:32	15:01	ABBOTT, TONY	THE HON	\$81.33	327113
Sydney	4-Aug-09	SYD Domestic AP	Forestville	16:59	17:45	ABBOTT, TONY	THE HON	\$72.77	285290
Melbourne	5-Aug-09	MEL Domestic AP	Melbourne City	12:16	12:40	ABBOTT, TONY	THE HON	\$57.08	327432
Melbourne	5-Aug-09	Melbourne City	Qantas Airport Desk	14:15	14:44	ABBOTT, TONY	THE HON	\$42.86	327433
Sydney	5-Aug-09	SYD Domestic AP	As Directed	16:55	19:10	ABBOTT, TONY	THE HON	\$199.30	286335
Sydney	6-Aug-09	Forestville	Manly	11:20	11:40	ABBOTT, TONY	THE HON	\$52.40	284694
Sydney	6-Aug-09	Manly	North Sydney	12:30	13:00	ABBOTT, TONY	THE HON	\$52.40	286804

Sydney	6-Aug-09	North Sydney	Qantas Airport Desk	14:10	14:30	ABBOTT, TONY	THE HON	\$42.72	284692
Melbourne	6-Aug-09	MEL Domestic AP	Melbourne City	17:07	17:59	ABBOTT, TONY	THE HON	\$122.50	326611
Melbourne	7-Aug-09	Melbourne City	Qantas Airport Desk	05:36	06:02	ABBOTT, TONY	THE HON	\$44.76	327109
Sydney	7-Aug-09	SYD Domestic AP	Surry Hills	08:10	08:32	ABBOTT, TONY	THE HON	\$51.17	285284
Sydney	7-Aug-09	Surry Hills	Forestville	09:42	10:17	ABBOTT, TONY	THE HON	\$66.10	286856
Sydney	10-Aug-09	Forestville	Qantas Airport Desk	10:16	10:49	ABBOTT, TONY	THE HON	\$47.27	286866
Brisbane	11-Aug-09	BNE Domestic AP	Brisbane City	17:35	18:11	ABBOTT, TONY	THE HON	\$49.87	450741
Brisbane	12-Aug-09	Brisbane City	Qantas Airport Desk	07:17	07:43	ABBOTT, TONY	THE HON	\$81.32	450146
Canberra	12-Aug-09	Parl House Reps	Qantas Airport Desk	15:10	15:20	ABBOTT, TONY	THE HON	\$40.00	117840
Sydney	12-Aug-09	SYD Domestic AP	Sydney City	16:55	17:10	ABBOTT, TONY	THE HON	\$47.27	286249
Sydney	12-Aug-09	Sydney City	Virgin Airport Desk	19:30	19:49	ABBOTT, TONY	THE HON	\$40.00	285173
Canberra	13-Aug-09	Parl House Reps	Qantas Airport Desk	16:19	16:32	ABBOTT, TONY	THE HON	\$40.60	118706
Sydney	13-Aug-09	SYD Domestic AP	Forestville	17:50	18:40	ABBOTT, TONY	THE HON	\$79.32	287052
Perth	14-Aug-09	Perth City	West Perth	17:04	17:17	ABBOTT, TONY	THE HON	\$40.00	608548
Perth	14-Aug-09	West Perth	As Directed	18:16	19:27	ABBOTT, TONY	THE HON	\$107.40	608616
Perth	14-Aug-09	Cottesloe	Qantas Airport Desk	22:47	23:22	ABBOTT, TONY	THE HON	\$48.45	608586
Sydney	15-Aug-09	SYD Domestic AP	As Directed	06:10	07:18	ABBOTT, TONY	THE HON	\$96.32	287013
Sydney	16-Aug-09	Forestville	Qantas Airport Desk	07:45	08:25	ABBOTT, TONY	THE HON	\$81.32	286451
Sydney	26-Aug-09	SYD Domestic AP	Forestville	20:17	20:55	ABBOTT, TONY	THE HON	\$59.67	286452
Sydney	27-Aug-09	Forestville	Qantas Airport Desk	14:10	14:51	ABBOTT, TONY	THE HON	\$69.52	287366
Melbourne	27-Aug-09	MEL Domestic AP	Melbourne City	17:13	17:50	ABBOTT, TONY	THE HON	\$68.70	328129
								<b>\$2,945.93</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	2-Jul-09	s47F	ULP Ethanol Blend	42.78	\$51.25	56701
s47F	s47F	HON T ABBOTT	2-Jul-09		Transact. Fees			56701
s47F	s47F	HON T ABBOTT	6-Jul-09	s47F	ULP Ethanol Blend	63.47	\$68.95	57775
s47F	s47F	HON T ABBOTT	6-Jul-09		Transact. Fees			57775
s47F	s47F	HON T ABBOTT	13-Jul-09	s47F	ULP Ethanol Blend	62.60	\$68.01	58170
s47F	s47F	HON T ABBOTT	13-Jul-09		Transact. Fees			58170
s47F	s47F	HON T ABBOTT	17-Jul-09	s47F	Unleaded	66.90	\$73.70	58628
s47F	s47F	HON T ABBOTT	17-Jul-09		Transact. Fees			58628
s47F	s47F	HON T ABBOTT	25-Jul-09	s47F	ULP Ethanol Blend	66.86	\$70.18	59085
s47F	s47F	HON T ABBOTT	25-Jul-09		Transact. Fees			59085
s47F	s47F	HON T ABBOTT	29-Jul-09	s47F	ULP Ethanol Blend	66.83	\$65.50	59520
s47F	s47F	HON T ABBOTT	31-Jul-09		Administration Charge		\$0.36	0
s47F	s47F	HON T ABBOTT	31-Jul-09		Card Fee		\$0.80	0
s47F	s47F	HON T ABBOTT	31-Jul-09		Card Fee		\$3.18	0
							<b>\$401.93</b>	

## 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	29,289	44,789			44,789
s22					
Total					44,789

### 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	1,375	1,375			1,375

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

### ABBOTT, ANTHONY JOHN

Reference	Travel Date	Flight	From	To	Class	Approximate Points Value
3395906073	24 Jul 09	QF517	Brisbane	Sydney	Business	1,250
3396021876	30 Jul 09	QF1467	Sydney	Canberra	Economy	1,000
	30 Jul 09	QF878	Canberra	Sydney	Business	1,250
3396070682	3 Aug 09	QF447	Sydney	Melbourne	Business	1,250
	4 Aug 09	QF444	Melbourne	Sydney	Business	1,250
3396108681	5 Aug 09	QF425	Sydney	Melbourne	Business	1,250
	5 Aug 09	QF444	Melbourne	Sydney	Business	1,250
3396145053	6 Aug 09	QF445	Sydney	Melbourne	Business	1,250
3396145219	7 Aug 09	QF404	Melbourne	Sydney	Business	1,250
3396187993	10 Aug 09	QF1419	Sydney	Canberra	Economy	1,000
	11 Aug 09	QF1480	Canberra	Sydney	Economy	1,000
	11 Aug 09	QF536	Sydney	Brisbane	Business	1,250
3396222536	12 Aug 09	QF953	Brisbane	Canberra	Business	1,330
	12 Aug 09	QF878	Canberra	Sydney	Business	1,250
WZF2X0	12 Aug 09	DJ672	Sydney	Canberra	Premium Economy	2,023
3396222696	13 Aug 09	QF562	Canberra	Sydney	Business	1,250
3396283751	14 Aug 09	QF575	Sydney	Perth	Business	4,593
	15 Aug 09	QF568	Perth	Sydney	Business	4,593
<b>Total</b>						<b>29,289</b>

### Staff

Reference	Travel Date	Flight	From	To	Class	Approximate Points Value
s22						
3396108655	5 Aug 09	QF872	Canberra	Sydney	Economy	1,000
J979DR	6 Aug 09	DJ642	Sydney	Canberra	Economy	375
<b>Total</b>						<b>1,375</b>