

From: [EMB \(Entitlements Management Branch\)](#)
To: [Slipper, Peter \(Private\)](#)
Subject: The Hon Peter Slipper MP - Official Overseas Travel to South Africa, Uganda, United Kingdom, Russian Federation, Kazakhstan, Hungary and the United States of America - Financial Arrangements - O3083 [SEC=UNCLASSIFIED]
Date: Friday, 23 March 2012 5:11:21 PM
Attachments: [Certification and Calculations - Slipper.pdf](#)

Dear Mr Speaker

Financial arrangements have been made for your official overseas travel to South Africa, Uganda, United Kingdom, Russian Federation, Kazakhstan, Hungary and the United States of America from 24 March to 22 April 2012.

Accommodation and all meals taken in the hotel(s) during overseas travel, along with ground transport and incidental expenses will be covered by the relevant Australian post(s) on behalf of the Department of Finance and Deregulation (Finance).

Wherever possible you should discharge all personal expenses such as alcohol, personal telephone calls and in-house entertainment when checking out of the hotel(s). Where these are included on the hotel accounts, Finance will recover these expenses during the reconciliation process.

In accordance with the official itinerary of 19 March 2012, you have been paid an amount of \$1,764.00 for the Minor Official Expense Allowance (MOEA). This amount will be direct credited into your nominated bank account. Attached are the calculation sheets used to determine the Travel Allowance. Adjustments required as a result of any changes to the official itinerary will be processed during reconciliation.

Please note further advice will be forwarded to you next week regarding the payment of Meals Allowance. Further information is required from the International and Community Relations Office in relation to the Meals Allowance required for the whole program before allowances can be paid.

Reimbursement of additional expenses not covered by the MOEA can be sought on your return to Australia. All claims for reimbursement must be supported by receipts. Where a receipt is not available, and the amount of the expenses incurred exceeds AUD50, a Statutory Declaration will be required. Please note that any amounts owing to you may be offset against any amounts you owe to the Commonwealth in respect of this travel.

If there have been any changes to the official itinerary, or if you wish to submit a claim for reimbursement of expenses, please complete the attached *Certification of Ministerial Travel* form. This information is required to be submitted to the Entitlements Management Branch, Ministerial and Parliamentary Services by **20 May 2012**.

Should you require further information, please contact the Entitlements Management Branch on (02) 6215 3542.

Yours sincerely

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Entitlements Manager
Ministerial and Parliamentary Services

Calculation of Official Travel Minor Official Expenses Allowance

| | |
|-------------------|---|
| Officer | The Hon Peter Slipper MP |
| Trip Number | 03083 |
| Countries Visited | South Africa, Uganda, the UK, Russian Federation, Kazakhstan, Hungary and the USA |
| Dates of Journey | 24 March to 22 April 2012 |

Actual Itinerary as of 19 March 2012

| | Country | City | Date | Time | Meals | Incidentals |
|--------|--------------------|--------------|-----------|-------|-------|-------------|
| Depart | Australia | Brisbane | 24-Mar-12 | 6:00 | N/A | N/A |
| Arrive | Australia | Sydney | 24-Mar-12 | 8:35 | N/A | N/A |
| Depart | Australia | Sydney | 24-Mar-12 | 10:35 | N/A | N/A |
| Arrive | South Africa | Johannesburg | 24-Mar-12 | 15:30 | * | 1.00 |
| | South Africa | Johannesburg | 25-Mar-12 | | * | 1.00 |
| | South Africa | Johannesburg | 26-Mar-12 | | * | 1.00 |
| | South Africa | Johannesburg | 27-Mar-12 | | * | 1.00 |
| | South Africa | Johannesburg | 28-Mar-12 | | * | 1.00 |
| Depart | South Africa | Johannesburg | 29-Mar-12 | 14:00 | * | 1.00 |
| Arrive | Uganda | Entebbe | 29-Mar-12 | 19:05 | * | N/A |
| | Uganda | Entebbe | 30-Mar-12 | | * | 1.00 |
| | Uganda | Entebbe | 31-Mar-12 | | * | 1.00 |
| | Uganda | Entebbe | 1-Apr-12 | | * | 1.00 |
| | Uganda | Entebbe | 2-Apr-12 | | * | 1.00 |
| | Uganda | Entebbe | 3-Apr-12 | | * | 1.00 |
| Depart | Uganda | Entebbe | 4-Apr-12 | 9:10 | * | N/A |
| Arrive | United Kingdom | London | 4-Apr-12 | 16:00 | * | 1.00 |
| Depart | United Kingdom | London | 5-Apr-12 | 11:05 | * | 1.00 |
| Arrive | Russian Federation | Moscow | 5-Apr-12 | 18:05 | * | N/A |
| | Russian Federation | Moscow | 6-Apr-12 | | * | 1.00 |
| | Russian Federation | Moscow | 7-Apr-12 | | * | 1.00 |
| Depart | Russian Federation | Moscow | 8-Apr-12 | 0:10 | * | N/A |
| Arrive | Kazakhstan | Astana | 8-Apr-12 | 5:25 | * | 1.00 |
| | Kazakhstan | Astana | 9-Apr-12 | | * | 1.00 |
| | Kazakhstan | Astana | 10-Apr-12 | | * | 1.00 |
| | Kazakhstan | Astana | 11-Apr-12 | | * | 1.00 |
| Depart | Kazakhstan | Astana | 12-Apr-12 | 16:05 | * | 1.00 |
| Arrive | Germany | Frankfurt | 12-Apr-12 | 18:25 | * | N/A |
| Depart | Germany | Frankfurt | 12-Apr-12 | 20:50 | * | N/A |
| Arrive | Hungary | Budapest | 12-Apr-12 | 22:25 | * | N/A |
| | Hungary | Budapest | 13-Apr-12 | | * | 1.00 |
| | Hungary | Budapest | 14-Apr-12 | | * | 1.00 |
| | Hungary | Budapest | 15-Apr-12 | | * | 1.00 |
| | Hungary | Budapest | 16-Apr-12 | | * | 1.00 |

| | | | | | | |
|--------|----------------|-------------|-----------|-------|-----|------|
| | Hungary | Budapest | 17-Apr-12 | | * | 1.00 |
| | Hungary | Budapest | 18-Apr-12 | | * | 1.00 |
| Depart | Hungary | Budapest | 19-Apr-12 | 14:00 | * | 1.00 |
| Arrive | United Kingdom | London | 19-Apr-12 | 15:35 | * | N/A |
| Depart | United Kingdom | London | 19-Apr-12 | 18:05 | * | N/A |
| Arrive | United States | New York | 19-Apr-12 | 20:55 | * | N/A |
| Depart | United States | New York | 20-Apr-12 | 18:45 | * | 1.00 |
| Arrive | United States | Los Angeles | 20-Apr-12 | 22:00 | N/A | N/A |
| Depart | United States | Los Angeles | 20-Apr-12 | 23:50 | N/A | N/A |
| Arrive | Australia | Sydney | 22-Apr-12 | 7:40 | N/A | N/A |
| Depart | Australia | Sydney | 22-Apr-12 | 10:05 | N/A | N/A |
| Arrive | Australia | Brisbane | 22-Apr-12 | 11:35 | N/A | N/A |

* To be confirmed and paid at a later date

Entitlements paid

Minor Official Expense Allowance

| Location | Number of Days | Daily Rate | AUD |
|----------------------------|----------------|------------|--------------------|
| South Africa, Johannesburg | 6.00 | \$63.00 | \$ 378.00 |
| Uganda, Entebbe | 5.00 | \$63.00 | \$ 315.00 |
| United Kingdom, London | 2.00 | \$63.00 | \$ 126.00 |
| Russian Federation, Moscow | 2.00 | \$63.00 | \$ 126.00 |
| Kazakhstan, Astana | 5.00 | \$63.00 | \$ 315.00 |
| Hungary, Budapest | 7.00 | \$63.00 | \$ 441.00 |
| United States, New York | 1.00 | \$63.00 | \$ 63.00 |
| Sub Total | | | \$ 1,764.00 |

Total **\$ 1,764.00**

CERTIFICATION OF OFFICIAL TRAVEL

Please note: This form is only required to be submitted if travel itinerary has changed or if making a claim for reimbursement of expenses.

Officer

Trip Number

VARIATIONS TO ITINERARY

| | Country / City (i.e. Australia / Sydney) | Actual Date | Actual Time |
|--------|---|-------------|-------------|
| Depart | | | |
| Arrive | | | |
| Depart | | | |
| Arrive | | | |
| Depart | | | |
| Arrive | | | |
| Depart | | | |
| Arrive | | | |
| Depart | | | |
| Arrive | | | |
| Depart | | | |
| Arrive | | | |
| Depart | | | |

CLAIM FOR REIMBURSEMENT OF MEALS AND OTHER OFFICIAL EXPENSES

| Date | Details (i.e. Lunch - ABC Restaurant, Washington) | Foreign Currency (i.e. USD) | Amount | Documentation Attached** | | |
|------|--|-----------------------------------|--------|--------------------------|--------------------------|----------------------------------|
| | | | | Receipt | Stat Dec (Over AUD50) | Under AUD50 (Not required) |
| | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

NOTE:

**All claims above must be itemised and supported by receipts. Where itemised receipts are not available, and the expenses are in excess of AUD50, supporting documentation such as a Statutory Declaration is required, including an itemised list of expenses and confirmation that no alcohol is included. Reimbursement will be delayed when itemised receipts or a Statutory Declaration are not provided.

The Minor Official Expense Allowance (MOEA) is provided to cover expenses such as: currency conversion fees, personal telephone calls, postage, newspapers, magazines, refreshments outside of meal times such as morning and afternoon tea, all alcoholic beverages, all mini-bar items, all in-house entertainment and other personal services (massage, facials etc.) all sightseeing costs (entry fees & tour operator costs etc.) and tips and gratuities associated with incidental expenses. Breakfast and Lunch are 25% of the full day meal allowance; Dinner is 50% of the full day meal allowance.

Reimbursement of meal costs may be claimed where an allowance has not been paid. Where meals costs are incurred as a group, a reimbursement claim may involve payments to individuals on an actual cost basis, payment to individuals on an equally calculated share of actual costs (less alcohol) divided by the number of guests (receipts are required from only one claimant) or the entire cost (excluding alcohol and the cost of non-entitled guests) paid to one person.

I certify that:

- ☐ Any variations to the approved itinerary have been noted above.
- ☐ Expenses claimed do not include any component for alcohol or other personal expenses.

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