

From: [EMB \(Entitlements Management Branch\)](#)
To: [Slipper, Peter](#)
Subject: The Hon Peter Slipper MP - Official Overseas Travel to Israel, Lebanon, Jordan and Cyprus - Financial Arrangements - O3185 [SEC=UNCLASSIFIED]
Date: Friday, 29 June 2012 12:24:01 PM
Attachments: [Certification and Calculations - SLIPPER.pdf](#)

Dear Mr Speaker

Financial arrangements have been made for your official overseas travel to Israel, Lebanon, Jordan and Cyprus from 29 June to 17 July 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 28 June 2012, you have been paid an amount of \$1,008.00 for the Minor Official Expense Allowance (MOEA) and \$811.47 for Meal Advance. 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.

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 original 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 **14 August 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 O3185

Countries Visited Israel, Lebanon, Jordan and Cyprus

Dates of Journey 29 June to 17 July 2012

Itinerary as of 28 June 2012

	Country	City	Date	Time	Meals	Incidentals
Depart	Australia	Brisbane	29-Jun-12	20:45	N/A	N/A
Arrive	United Arab Emirates	Dubai	30-Jun-12	5:30	N/A	N/A
Depart	United Arab Emirates	Dubai	30-Jun-12	7:25	N/A	N/A
Arrive	Jordan	Amman	30-Jun-12	9:20	N/A	N/A
Depart	Jordan	Amman	30-Jun-12	11:00	N/A	N/A
Arrive	Israel	Tel Aviv	30-Jun-12	11:45	L,D	1.00
	Israel	Tel Aviv	01-Jul-12		L,D	1.00
	Israel	Tel Aviv	02-Jul-12		L,D	1.00
	Israel	Tel Aviv	03-Jul-12		D	1.00
	Israel	Tel Aviv	04-Jul-12		L	1.00
Depart	Israel	Tel Aviv	05-Jul-12	9:30	L	1.00
Arrive	Jordan	Amman	05-Jul-12	13:15	N/A	N/A
Depart	Jordan	Amman	05-Jul-12	16:00	N/A	N/A
Arrive	Lebanon	Beirut	05-Jul-12	17:00	N/A	N/A
	Lebanon	Beirut	06-Jul-12		D	1.00
	Lebanon	Beirut	07-Jul-12		L,D	1.00
	Lebanon	Beirut	08-Jul-12		L,D	1.00
Depart	Lebanon	Beirut	09-Jul-12	12:45	L	1.00
Arrive	Jordan	Amman	09-Jul-12	13:45	N/A	N/A
	Jordan	Amman	10-Jul-12		L	1.00
	Jordan	Amman	11-Jul-12		L,D	1.00
Depart	Jordan	Amman	12-Jul-12	19:00	L,D	1.00
Arrive	Lebanon	Beirut	12-Jul-12	20:00	N/A	N/A
Depart	Lebanon	Beirut	12-Jul-12	20:45	N/A	N/A
Arrive	Cyprus	Larnaca	12-Jul-12	21:25	N/A	N/A
	Cyprus	Larnaca	13-Jul-12		N/A	1.00
	Cyprus	Larnaca	14-Jul-12		N/A	1.00
Depart	Cyprus	Larnaca	15-Jul-12	20:20	N/A	1.00
Arrive	United Arab Emirates	Dubai	16-Jul-12	1:00	N/A	N/A
Depart	United Arab Emirates	Dubai	16-Jul-12	2:45	N/A	N/A
Arrive	Australia	Brisbane	17-Jul-12	0:40	N/A	N/A

Note: Allowances are paid based on the Official Itinerary.

Breakfast and Lunch are 0.25% and Dinner is 0.50% of the full day meals allowance.

Entitlements paid

Minor Official Expense Allowance

Location	Number of Days	Daily Rate	AUD
Israel, Tel Aviv	6.00	\$63.00	\$ 378.00
Lebanon, Beirut	4.00	\$63.00	\$ 252.00
Jordan, Amman	3.00	\$63.00	\$ 189.00
Cyprus, Larnaca	3.00	\$63.00	\$ 189.00

Sub Total \$ **1,008.00**

Meal Advance

Location	Total Days	Daily Rate Foreign Currency	Total Foreign Currency	Currency Used	Exchange Rate	AUD
Israel, Tel Aviv	3.25	468	1521	ILS	3.9589	\$ 384.20
Lebanon, Beirut	2.25	146408	329418	LBP	1509.6640	\$ 218.21
Jordan, Amman	1.75	85	148.75	JOD	0.7115	\$ 209.07

Sub Total \$ **811.47**

Total **\$1,819.47**

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 original 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.

The Hon Peter Slipper MP

Date