# APPENDIX 2

**MEMBER’S REPORT: USE OF PARLIAMENTARY TRAVEL AND STUDY ALLOWANCE**

MEMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ELECTORATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*In accordance with Part 6 of this Determination, within 90 days of expending moneys for international expenses using the Parliamentary Travel and Study Allowance, Members must submit to the Tribunal:*

* *a report including details of:*
  + *how moneys were expended (see form below); and*
  + *the expected benefit to the State from the expenditure.*
* *certification (see below) that:*
  + *use of moneys has complied with principles set out in section 1.6; and*
  + *expenses related to the Member's Parliamentary business.*

*Members must submit the certification and report to* [*submissions@sat.wa.gov.au*](mailto:submissions@sat.wa.gov.au)

*Reports provided by Members will be published on the Tribunal’s website.*

|  |  |
| --- | --- |
| **PARLIAMENTARY TRAVEL AND STUDY ALLOWANCE (PART 6 OF DETERMINATION)** | |
| **INTERNATIONAL EXPENSES ONLY:** | |
| **TRAVEL DATES:** | |
| **DESTINATIONS VISITED:** | |
| **ALLOWANCE CLAIMED:** | **$** |
| **REPORTED EXPENDITURE:** |  |
| * Airfares |  |
| * Fees for conferences or short courses |  |
| * Accommodation   + Number of nights |  |
|  |
| * Incidentals |  |
| * Other (please identify) |  |
| **TOTAL EXPENDITURE** | **$** |
| TOTAL SURPLUS/DEFICIT | $ |

**EXPECTED BENEFIT TO THE STATE FROM THE EXPENDITURE**

Please outline the following.

1. What was the rationale for the travel/why is the travel warranted……………………..
2. Why was travel required to achieve this…………………………………………………………………
3. In what way will the travel benefit the electorate and/or State…………………………
4. What was the community driver to undertake this travel……………………………………..
5. Which was the host organisation for any conference(s) attended. Which other organisations/individuals did you meet with and in which locations……………………………….
6. What will be the outcome of this travel……………………………………………………………..

**CERTIFICATION**

**To be signed by Member of Parliament before submission**

*This report reflects all expenditure for international expenses using the Parliamentary Travel and Study Allowance.*

*Expenditure detailed in this report conforms to the:*

* *conditions of use of the Parliamentary Travel and Study Allowance; and*
* *principles for use of allowances provided in this 1.6 of this Determination, which states that Members must:*

1. *use allowances for parliamentary business:*
2. *adhere to any conditions for using allowances;*
3. *be prepared to be personally responsible and accountable for the use of allowances;*
4. *be prepared to publicly justify use of allowances; and*
5. *act ethically and in good faith when using, and accounting for the use of allowances.*

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_