# APPENDIX 2

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

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

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

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

* *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; and*
* *a report including details of:*
  + *how moneys were expended (see form below); and*
  + *the expected benefit to the State from the expenditure.*

*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 7 OF DETERMINATION)** | |
| **INTERNATIONAL EXPENSES ONLY:** | |
| **ALLOWANCE CLAIMED** | **$** |
| **REPORTED EXPENDITURE:** |  |
| * Airfares   + Please list international destinations |  |
| * Fees for conferences or short courses |  |
| * Accommodation   + Number of nights |  |
| * Incidentals |  |
| * Other (please identify) |  |
| **TOTAL EXPENDITURE** | **$** |
| TOTAL SURPLUS/DEFICIT | $ |

**CERTIFICATION**

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

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

*Expenditure detailed in this report conforms to the:*

* *conditions of use of the Parliamentary Travel 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_