

Hugh Pennicook

From: Donald Mortimore
Sent: Thursday, 24 May 2012 10:57 AM
To: Julie Boulton
Subject: RE: two more questions on APPDP [SEC=UNCLASSIFIED]

Julie,

- 1) Suggested wording - Travel and accommodation expenses paid for through APPDP funded activities must be based on the best value for money rates of the day
- 2) Suggested wording - Wherever possible, travel benefits accrued through APPDP funded activities should be used to offset the cost of future APPDP travel. Travel benefits accrued by travel funded through APPDP funded activities may not be used for personal benefit.

I don't want to say 'loyalty points' or frequent flyers' as this can be specific to the airline. I think saying 'travel benefits' is a catch all that gets us out of trouble.

Anything else let me know.

- Don

From: Julie Boulton
Sent: Thursday, 24 May 2012 9:54 AM
To: Donald Mortimore
Cc: Simon Flores
Subject: two more questions on APPDP [SEC=UNCLASSIFIED]

Hi Don

I have two final issues to resolve in order for the Australian Political Parties for Democracy Program (APPDP) to be finalised. Both issues relate to travel. All parties are happy with the revised text on accommodation (thanks for this) however concerns have now been raised over two other travel issues and I would like to seek your advice/guidance on this please.

1. "Airmiles should be taken at economy class for each flight sector if four hours or less and business class for each flight sector greater than 4 hours duration. Travel must be via the most direct and cost effective route. A flight sector means from any one flight departure point to any one flight landing point."

Question: Party would like it to read 3 hours – is this possible? Current clause is: "In nearly all cases travel should be taken at Economy Class only, and stopovers should be kept to a minimum necessary for official purposes. Another option could be to delete it altogether and use the clause that we agreed on yesterday to cover it all (that is "Travel and accommodation expenses of Australian party officials and members of organisations visiting Australia must be based on best value for money rates of the day" (or words to that effect).

2. "Whenever possible, Loyalty Points accrued as a result of APPDP activities should be used to offset the cost of future APPDP travel. Loyalty Points accrued through travel funded under the program may not be used for personal benefit, and a Statutory Declaration must be provided by all travellers agreeing to this. On departure from the Party, any travellers must have the unused points they accrued listed in an official record and sign that they agree to have them cancelled from their frequent flyer membership and that they will not try to use them for personal travel."

Comment is that this is “extraordinarily cumbersome” and “we do not believe it is workable within the differing arrangements we have with the diverse group of persons that we utilise in our projects.” I think there is some merit in this comment as APPDP does source a number of different people to attend courses, trainings etc and it may be very challenging to keep records of all of this??? So an alternative could be to delete or replace with wording in current document: “Wherever possible, Loyalty Points accrued as a result of APPDP activities should be used to offset the cost of future ASPPDP travel. Loyalty Points accrued through travel funded under the program may not be used for personal benefit.”

I would very much welcome your guidance on these two sticking points.

Thanks very much

Julie

Julie Boulton

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