



FOI REQUEST FA 19/12/00588

1. Domestic travel entitlements (airfares, accommodation, allowances etc) for Assistant Secretary-level staff. Departmental expenditure on domestic air travel for Assistant Secretary-level staff in 2016-17, 2017-18, 2018-19, including details of airline ticket class (economy, business etc).

- a. The following is a summary of the Assistant Secretary's domestic air travel expenditure by financial year periods:

Financial Year (FY)	Airfares \$
16-17	739,665.15
17-18	705,769.85
18-19	621,420.17

- b. Assistant Secretaries are entitled to travel in business class on domestic routes but they are encouraged to consider travelling in economy class on flights less than two hours. Despite this entitlement to business class, the majority of airfares are booked as economy class fares.
 - c. Departmental Assistant Secretaries are entitled to meal and incidental allowance to cover domestic overnight travel, paid in accordance with the Taxation Determination rates at. The current applicable Taxation Determination is at Attachment A.
 - d. Departmental Assistant Secretaries are entitled to accommodation to a Western 4 ½ - 5 star rating standard, and in line with the Taxation Determination ceiling rate per capita. The current applicable Taxation Determination is at Attachment A.
 - e. Departmental Assistant Secretaries are entitled to annual memberships for Qantas Club and Virgin lounge memberships.