



TRAVELLING and/or MOTOR VEHICLE ALLOWANCE CLAIM

Staff employed under the *Members of Parliament (Staff) Act 1984*

Note: • This form must be completed for all Travelling Allowance and Motor Vehicle Allowance claims.

- Travelling Allowance and/or MVA claims must be authorised within 60 days of the completion of the travel. **Claims authorised on or after the last day of travel will not be advanced.**
- Travelling Allowance and/or MVA advances should be acquitted as soon as possible. No further claims will be paid if acquittals are outstanding beyond 28 days.

Employer name

Employee name

Work base State/Territory

Options for returning your completed form
 Scan and Email to: forms@ipea.gov.au
 or Post to: Independent Parliamentary Expenses Authority
 One Canberra Avenue
 FORREST ACT 2603

Enquiries: Independent Parliamentary Expenses Authority
 Email: enquiries@ipea.gov.au
 Phone: (02) 6215 3000

All fields must be completed to ensure timely payment of claims (incomplete forms may cause delay to payment).

TRAVEL DETAILS							TRAVELLING ALLOWANCE																																																																									
<ul style="list-style-type: none"> • Clearly identify each 'leg' of travel including those where TA is not being claimed. • Non-consecutive nights must be identified by a separate line for each night/group of nights. <p>Note: If kilometres claimed are not supplied, MVA will be paid for kms on the most direct route(s) calculated by Independent Parliamentary Expenses Authority.</p>							<p align="center">Accommodation arrangements</p> <table border="1"> <thead> <tr> <th rowspan="2">No. of consecutive nights</th> <th rowspan="2">Specific location stayed (Town/Suburb)</th> <th colspan="3">Accommodation type</th> <th colspan="2">Receipts for commercial (other than in Canberra)</th> <th colspan="2" rowspan="2">Adjustment to commercial rate necessary (directed to stay with Senator/Member) – if 'Yes' attach receipts</th> </tr> <tr> <th>Commercial</th> <th>Non-commercial</th> <th>Canberra</th> <th>On request</th> <th>Attached</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Yes <input type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> <tr> <td></td> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Yes <input type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> <tr> <td></td> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Yes <input type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> <tr> <td></td> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Yes <input type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> <tr> <td></td> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Yes <input type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> <tr> <td></td> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Yes <input type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> </tbody> </table>						No. of consecutive nights	Specific location stayed (Town/Suburb)	Accommodation type			Receipts for commercial (other than in Canberra)		Adjustment to commercial rate necessary (directed to stay with Senator/Member) – if 'Yes' attach receipts		Commercial	Non-commercial	Canberra	On request	Attached			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Departure details				Arrival details																																																																												
Date	From (Town/Suburb)	Time	Mode of transport (include flight number if flown)	To (Town/Suburb)	Time	MVA kms per leg if applicable																																																																										

MOTOR VEHICLE ALLOWANCE (MVA) DETAILS			
Vehicle registration	Vehicle make	Vehicle model	<ul style="list-style-type: none"> • MVA cannot be claimed for the purpose of travel between accommodation and the workplace. • MVA is taxable but is not taxed at time of payment if less than 5,000 kms are paid per financial year. • MVA can only be claimed if the vehicle is owned by the employee or privately hired by the employee.

CERTIFICATION BY EMPLOYEE	<ul style="list-style-type: none"> • I certify that I have been directed to travel by the most efficient/direct route on official business by my employing Senator or Member. • I certify that the above details are correct. • I understand that knowingly giving false or misleading information is a serious offence under the <i>Criminal Code Act 1995</i>. • I have read and understood the Privacy Collection Notice (see below). 	Signature <input type="text"/>
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CERTIFICATION BY SENATOR OR MEMBER OR AUTHORISED PERSON	<ul style="list-style-type: none"> • I certify that the above travel by the most efficient/direct route is/was directed by me for official purposes. • I certify that where accommodation adjustments are claimed above, the employee was directed to stay at the same commercial accommodation as the employing Senator or Member. • I understand that knowingly giving false or misleading information is a serious offence under the <i>Criminal Code Act 1995</i>. • I have read and understood the Privacy Collection Notice (see below). 	Signature <input type="text"/>
		Printed name <input type="text"/>

Privacy Collection Notice — Consistent with the *Privacy Act 1988*, the Independent Parliamentary Expenses Authority (IPEA) uses the personal information provided in this form to facilitate the administration and monitoring of work expenses for Parliamentarians and their employees under the parliamentary work expense framework. Details of the related expenditure may be tabled in Parliament, published on the IPEA website, or provided to the Special Minister of State, the Department of Finance, relevant service providers, or publicly, as authorised by law. Further details on the collection, storage and use of personal information is available in the full Privacy Notice at www.ipea.gov.au/privacy.html