



## PARLIAMENTARIAN'S TRAVEL and/or PRIVATE VEHICLE CLAIM

- Use this form to claim travel allowance from 1 January 2018.
- This form must be lodged within 60 days of the completion of travel.
- Please ensure all relevant fields are completed.
- Incorrect or omitted details will delay processing of this claim.

### Returning your completed form

Scan and Email to: [forms@ipea.gov.au](mailto:forms@ipea.gov.au)

**Enquiries:** Independent Parliamentary Expenses Authority

Email: [enquiries@ipea.gov.au](mailto:enquiries@ipea.gov.au)

Phone: (02) 6215 3000

### SENATOR / MEMBER

▶ Last name

▶ First name

### TRAVEL & PVA DETAILS

- Non-consecutive nights must be identified by a separate line for each night/group of nights.
- Private Vehicle Allowance (PVA) is only to be claimed for the use of a privately owned vehicle (not a private plated vehicle (PPV)) for travel to and from Canberra, or part way.

Travel details			Accommodation details				Dominant purpose (select one per leg of travel)				PVA
Travel date (dd/mm/yyyy)	Travel from	Travel to	Specific location stayed (i.e. suburb/town)	No. of nights being claimed	Type of accom. (see codes below*)	Receipts attached (if location other than Canberra)**	Parliamentary Duties	Electorate Duties	Party Political Duties	Official Duties	No. of kms if PVA applies to this leg
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

\* Accommodation codes: Commercial – C Non-commercial – NC Canberra – NR

\*\* If not provided, receipts must be available on request

### CERTIFICATION

- I certify that my claim for the expense, allowance or public resource complies with sections 25, 26, 27 and 28 of the *Parliamentary Business Resources Act 2017*.
- I acknowledge that I am personally responsible and accountable for my use of public resources and that if section 26, 27 or 28 of the *Parliamentary Business Resources Act 2017* is contravened any amount not repaid within 28 days attracts a 25% penalty and is a debt due to the Commonwealth.
- I understand that knowingly giving false or misleading information is a serious offence under the *Criminal Code Act 1995*.
- I have read and understood the Privacy Collection Notice (below).

**Signature**

Date

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**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 and allowances for Parliamentarians and their employees under the parliamentary work expenses 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-policy](http://www.ipea.gov.au/privacy-policy)

*Parliamentary Business Resources Act 2017*

s25 Obligations in relation to the use of public resources for conducting parliamentary business

s26 Dominant purpose test

s27 Obligation to ensure value for money in incurring expenses or claiming allowances or other public resources

s28 Obligation not to make claims or incur expenses in breach of conditions