



Australian Government

Independent Parliamentary Expenses Authority

A QUICK REFERENCE GUIDE TO

Travel related expenses for parliamentarians and their staff



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Before relying on the material contained in this publication, users should obtain appropriate advice relevant to their particular circumstances to evaluate the material's accuracy, currency, completeness and relevance for their purposes.

For the latest version of this information, please visit: ipea.gov.au/ed

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About IPEA

IPEA was established on 1 July 2017, as an independent agency under the *Independent Parliamentary Expenses Authority Act 2017 (IPEA Act)*. It is led by a CEO and Members of the Authority. The Members include the President of the Remuneration Tribunal and up to four additional independent Members appointed by the Governor-General.

IPEA administers and advises on travel expenses and travel allowances. We monitor, report on and audit all parliamentarians' work resources.



Personal advice

We provide personal advice to parliamentarians and their staff on travel related queries.



Administering

We administer travel expenses and travel allowances for parliamentarians and their staff.



Reporting

We provide regular reports on all current and former parliamentarians' use of work resources including staff travel.



Assurance

We provide assurance through post payment checking and a range of assurance activities. We audit parliamentarians' work expenses and the travel expenses of their staff.



Monitoring

We monitor the travel expenses and travel allowances of parliamentarians and their staff.

***Our hours are Monday to Friday 9.00 am to 5.00 pm
Canberra time.***

What to expect from IPEA



Courtesy and respect

- IPEA aims to pay your claims within 7 working days of receiving all your correct and complete information.
- IPEA contacts you if we require any further information for your claims.
- IPEA provides you with a regular expenditure report for review and certification prior to publication.
- IPEA provides up to date budget reports and other reports on request.
- IPEA aims to respond to any written travel query within **2 working days**.

What IPEA expects from you

Courtesy and respect



- Provide IPEA with all the required details when you seek advice.
- That you submit accurate, complete and timely expense claims.
- Certify your expenditure reports.
- Contact IPEA immediately if you find any anomalies in your reports.



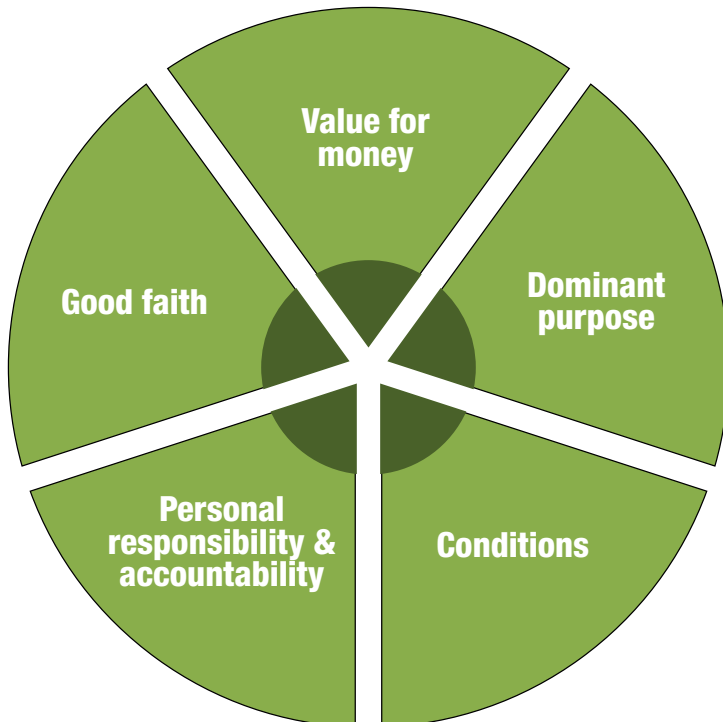
Framework—parliamentarians

The Parliamentary Business Resources framework (PBR framework) is the principles-based framework governing parliamentarians’ work expenses.

The PBR framework is made up of the:

- *Parliamentary Business Resources Act 2017* (PBR Act)
- *Parliamentary Business Resources Regulations* (PBR Regulations)
- Determinations made under the PBR Act.

Under the PBR framework, parliamentarians must ensure that work expenses for parliamentary business are consistent with the obligations under the PBR Act: value for money, dominant purpose, conditions, good faith and personal responsibility and accountability.



Each obligation has equal importance, with each contributing to the intent of the PBR framework.

Dominant purpose

A parliamentarian must ensure that any expenses incurred are for the dominant purpose of conducting parliamentary business.

The 'dominant purpose test' governs when a parliamentarian may access public resources. Where the parliamentarian's main reason for undertaking the activity is parliamentary business, they will have satisfied the dominant purpose test.

The test is whether the parliamentarian would have undertaken the travel or incurred the expense 'but for' the parliamentary business, which must be the 'prevailing' or 'most influential' purpose of the travel. Any personal matters during parliamentary business travel must be incidental to the trip.

Expenses must not be claimed if they are for the dominant purpose of personal or commercial activities.

Value for money

A parliamentarian must use public resources for parliamentary business in a way that achieves value for money.

Value for money means using public money efficiently, effectively and economically. Value for money requires consideration of both financial and non-financial costs and benefits.

For example, value for money is met by selecting the lowest cost travel option that best meets the parliamentarian's operational needs.

Conditions

A parliamentarian must not make a claim, or incur an expense, in relation to a public resource if they have not met **all** of the conditions for its provision.

Conditions may include imposed limits and can be specific to individual work expenses. They are set out in the PBR Regulations and in Determinations of the Remuneration Tribunal and the Special Minister of State, available on the Remuneration Tribunal and Department of Finance websites.



Good faith

A parliamentarian must act ethically and in good faith when using, or accounting for the use of, public resources.

Parliamentarians must not seek to disguise their personal or commercial business as parliamentary business.

Acting in good faith requires that parliamentarians act honestly and consider all of the reasons for claiming or using public resources in each circumstance.

Personal responsibility and accountability

A parliamentarian is personally responsible and accountable for their use of public resources and must consider how the public would perceive their use of those resources for travel in particular circumstances.

Personal responsibility extends to the use of public resources in the parliamentarian's name by others who may be authorised to incur expenses within their office or for family reunion purposes.

If a parliamentarian is publicly questioned over their use of work, including travel, resources they are expected to publicly justify their use of those resources.

Simply stating that a parliamentarian's use of expenses in the circumstances in question was consistent with the rules may not be enough to meet the obligations of the framework.

What is parliamentary business?

There are 4 categories that make up parliamentary business.

- **Parliamentary duties:** a parliamentarian's activities that relate directly to their role as a member of Parliament.
- **Electorate duties:** a parliamentarian's activities that support or serve their constituents.
- **Party political duties:** a parliamentarian's formal activities that are connected with their political party.
- **Official duties:** a parliamentarian's duties that relate to their role as an office holder or minister.

What are parliamentary duties?'

In a parliamentarian's capacity as a member of the Parliament, parliamentary duties include:

- preparing for, participating in and attending to business arising from proceedings of the Parliament, whether by committee of the whole or otherwise
- developing, reviewing or amending legislation or proposed legislation, and activities engaged in for that purpose
- undertaking research, communication (including with stakeholders) or administration connected with the business of the Parliament, the member's policy portfolio, or their role as a member
- preparing for, participating in, or attending to matters arising from an official government, parliamentary or vice regal meeting, event or function
- preparing for, participating in, or attending to matters arising from a meeting (including with stakeholders), event or function for the purposes of their role as a member, including in relation to the member's policy portfolio
- preparing for, participating in, or attending to matters arising from a non-Parliamentary committee, taskforce or other formal group in which the member participates
- representing the Parliament, in accordance with an approval of the Parliament or a House of the Parliament, and engaging in associated activities for that purpose
- representing a minister or office holder in their official capacity, at the request of that minister or office holder, at a meeting, event or function
- representing the Government or Australia, with the approval of the Prime Minister.



What are electorate duties? ¹

In a parliamentarian's capacity as their constituents' elected representative, electorate duties may include:

- facilitating and participating in debate, discussion, a meeting, event or function, or undertaking research or administrative functions relating to matters of importance or interest to constituents (including matters that do not relate exclusively to constituents, such as matters of national importance)
- otherwise communicating with constituents
- representing the views and interests of constituents.

What are party political duties? ¹

In a parliamentarian's capacity as a member of a political party, political duties may include:

- formal meetings of the political party (including a meeting of the party executive, a committee or a subcommittee)
- national, state or territory conferences.

What are official duties? ¹

In a parliamentarian's official capacity as a minister or office holder, official duties may include:

- exercising the powers or functions, or performing the duties, of the parliamentarian's office, or activities engaged in for the purposes of doing so
- attending an event to which the parliamentarian has been invited in their official capacity
- other activities directly related to, and engaged in for the purposes of, performing the parliamentarian's official role.

Did you know?

For ministers representing the Government or Australia in their capacity as a minister, it is considered part of their official duties.

¹ Parliamentary Business Resources (Parliamentary Business) Determination 2017

Rulings

A ruling is a written determination establishing whether a parliamentarian has acted in accordance with the dominant purpose, value for money and specified conditions requirements of the PBR Act. A parliamentarian may request a ruling regarding a travel claim relating to them, or one may be initiated by IPEA.

Personal advice

IPEA provides personal advice to parliamentarians and their appointed staff on the use of parliamentary resources. Personal advice is available during Canberra business hours over the phone, in person or in writing.

IPEA's personal advice about parliamentary travel resources is not subject to disclosure under the *Freedom of Information Act 1982 (FOI Act)*.

The accuracy of IPEA's advice relies on the completeness of information provided by parliamentarians or their staff. Withholding relevant information may lead to incomplete or incorrect advice being provided. Where personal advice is given by IPEA on the basis of false or misleading information, the parliamentarian may incur a debt. A penalty of 25 per cent may be applied if subsequent travel is determined to fall outside of the framework.

Parliamentarians requiring more formal advice on the statutory compliance of planned travel, can request a Travel Advice Certificate.

Appointment of representatives to seek and receive personal advice on behalf of a parliamentarian

Amendments to the IPEA Act, which took effect on 31 May 2024, include a new requirement when advice is requested on behalf of a parliamentarian. A current or former parliamentarian must now specifically appoint people that they wish to seek and receive advice on their behalf. This enables the advice to be given as if it is given to the parliamentarian and therefore still attract:

- the disclosure exemption on personal advice under the FOI Act and
- the 'safe harbour' provisions under section 58 of the PBR Act.

If no appointment is made, only the parliamentarian themselves may seek advice from IPEA. Current parliamentarians are able to appoint a MOPS staff member employed by them and former parliamentarians are able to appoint any person. All appointments must be in writing.



Travel advice

What is a Travel Advice Certificate?

A Travel Advice Certificate (TAC) provides parliamentarians and their appointed representative with formal written advice about planned travel. A TAC provides clear advice on whether specific travel meets or does not meet the requirements of the PBR framework **before** travel is undertaken. A TAC is signed by IPEA's CEO.

What happens if the advice was incorrect?

If the parliamentarian or staff follows IPEA's advice in the TAC, and the advice is later found by IPEA to be incorrect, they do not repay any debts incurred at Commonwealth expense.

However, if IPEA's advice was based on misleading, false or incomplete information, the parliamentarian or staff is not protected from incurring a debt and potentially a penalty.

Can a TAC be used again or by another parliamentarian or staff for the same travel?

No. Each TAC is relevant to the specific query posed, and is not a precedent for subsequent travel, or advice to other parliamentarians. Any changes to the details of the activity, for example changes to travel dates, times or events attended, may change the TAC. In the event travel plans or the situation changes, an updated online form must be submitted for reassessment.

Requesting a TAC

In order for IPEA to provide a considered written response, requests must be submitted at least 2 working days before the commencement of travel. IPEA cannot otherwise guarantee a timely reply.

To request a TAC, email enquiries@ipea.gov.au and provide:

- details of parliamentary business to be undertaken
- travel details (itinerary, including locations and dates)
- other relevant information
- IPEA follows up if more detail is required.





Travel—parliamentarians

Travel on scheduled commercial transport

Parliamentarians may travel by scheduled commercial transport at Commonwealth expense in Australia (including the external territories, but not Antarctica) when travelling for the dominant purpose of parliamentary business.

What is scheduled commercial transport?

- Scheduled flights on commercial or commuter air services
- Rail services
- Coaches operating as regular carriers
- Ferries operating as regular carriers
- Other vehicles operating as regular carriers.

Travel may be undertaken up to the cost of business class for the most reasonable and usual route between the departure and destination points. All travel must represent value for money to the Commonwealth.

Travel on unscheduled commercial transport

What is unscheduled commercial transport?

- Taxis
- Regulated rideshare services
- Self-drive hire cars
- Chartered buses
- Chartered aircraft.

Unscheduled commercial transport services cannot be used within the parliamentarian's electorate if the parliamentarian could reasonably use their private plated vehicle.

If the parliamentarian does not have a private plated vehicle and instead receives an allowance, the parliamentarian should use their allowance to cover transport costs in circumstances where a private plated vehicle could otherwise reasonably be used.

When can a taxi or regulated ridesharing service be used?

Parliamentarians need to decide about the 'reasonableness' of using taxis or other transport in their local area. In general, a private plated vehicle or allowance in lieu should be used.

IPEA provides parliamentarians with a Cabcharge card. If a taxi payment is made by other means, please submit a completed Unscheduled Commercial Transport claim with a copy of your receipt to IPEA for processing. If a Cabcharge card is processed manually, the parliamentarian must sign the receipt, detailing the travel locations. Cabcharge will provide a copy of the signed receipt to IPEA.

When can a self-drive hire car be used?

Anywhere in Australia subject to meeting the framework principles.

When can a passenger travel with a parliamentarian on unscheduled commercial transport?

1. Where the passenger is required for the parliamentarian to conduct their parliamentary business (for example, a parliamentarian may need to be accompanied by a member of staff or industry expert), or
2. Where there are no additional costs for the passenger's travel.

If additional costs are incurred so a passenger can travel, the passenger or the parliamentarian must **personally** meet the additional costs. Requiring a larger aircraft or vehicle, or incurring extra landing fees may create additional costs.

A family member accompanying a parliamentarian is not a 'required' passenger, and can only travel if:

- there are no additional costs, or
- the parliamentarian meets the additional cost, or
- it is within the family reunion provisions.



Travel on Commonwealth transport (COMCAR)

When can a COMCAR be used?

A parliamentarian can access COMCAR services within Australia to conduct parliamentary business. There are however certain conditions that apply. These include that the travel:

- is for the dominant purpose of conducting parliamentary business; and
- represents value for money to the Commonwealth.

COMCAR services **must not** be accessed to travel if you can reasonably use your Commonwealth provided private plated vehicle or the allowance provided in lieu of a private plated vehicle. IPEA is available for additional advice on the use of COMCAR.

Did you know?

IPEA provides advice on the use of COMCAR, while the Department of Finance administers the bookings and functions of COMCAR.

What is a private plated vehicle?

A private plated vehicle or an option to receive an allowance in lieu of a private plated vehicle is available for all parliamentarians. Further information is available on the Ministerial and Parliamentary Services website.

Privately owned vehicle

What is a private vehicle allowance?

A private vehicle allowance is an allowance, based on a rate per kilometre travelled, that may be claimed for trips using a privately owned vehicle from a parliamentarian's home base to Canberra (or part way) for parliamentary business, where this represents value for money. The Remuneration Tribunal determines the rates for the allowance. The allowance covers fuel and all running costs.

Did you know?

In certain circumstances other expenses may be claimed when using a privately owned vehicle:

- parking fees
- costs for relief drivers
- car ferry costs

Payments for private vehicle allowances that exceed 5000 km in a financial year, or exceed the Australian Taxation Office motor vehicle allowance deductible expense rate, will be subject to Pay As You Go (PAYG) withholding tax.

Minor travel expenses

What other travel expenses can be claimed?

A parliamentarian may claim reimbursement of minor travel expenses incurred when travelling in accordance with the provisions of the framework. These may include parking costs, public transport costs and fuel costs for self-drive hire cars. Tolls are **not** able to be reimbursed.

Transport in large electorates

Parliamentarians with electorates of an area of 10,000 km² or more, receive a 'transport in large electorates' (TILE) budget. TILE allows parliamentarians to hire unscheduled commercial transport at Commonwealth expense for the dominant purpose of conducting electorate duties in their electorate.

Travel allowance

A travel allowance covering accommodation, meals and incidental expenses is payable to a parliamentarian for each overnight stay in Australia that is not at their home base.

Travel allowance is limited to 10 nights per financial year when travelling for the dominant purpose of conducting party political duties at a location other than Canberra or, electorate duties outside the parliamentarian's electorate.



Booking

The current travel provider for parliamentarians is CTM.
All scheduled flight bookings must be made with CTM.

Did you know?

CTM can arrange all modes of transport on scheduled and unscheduled services, including charter flights, ferries, self-drive car hire, trains and coaches. They also provide an accommodation booking service and assistance with other travel related services.

CTM issues each parliamentarian with a personal Travel Profile Number (TPN) to use when making travel bookings. This also records individual preferences, such as seating and special dietary requirements.

Contact Coporate Travel Management (CTM):

Email: ipea@travelctm.com

Phone: 1800 187 584

CTM operates 24 hours per day, 7 days a week.

For information on COMCAR bookings:

maps.finance.gov.au/cars

The COMCAR centre operates 24 hours per day, 7 days a week.

Claiming

A parliamentarian may only claim travel allowance after travel is completed.

Travel allowance and private vehicle allowance

To claim travel allowance, parliamentarians lodge a claim via PEMS, or alternatively, complete the parliamentarians' travel and/or private vehicle claim form and send it with supporting documentation to: forms@ipea.gov.au

Claims are paid directly to a parliamentarian's nominated financial institution. IPEA aims to process claims within 7 business days of receiving correct and complete claims. Bank transfer processes may add a further 24-48 hours depending on a parliamentarian's financial institution.

Travel allowance claims must be provided to IPEA within 60 days of completing the travel.

Did you know?

As part of IPEA's compliance responsibilities, parliamentarians may be required to provide evidence of commercial accommodation to support their claims. It is important that the parliamentarians and/or their offices keep accurate and easily accessible records.

Other travel expenses

Other travel expenses can only be paid via reimbursement. Claims are lodged via PEMS or alternatively, by using the travel expenses claim form on IPEA's website in the 'Forms' section.



Unscheduled commercial transport, including transport in large electorates

To claim unscheduled commercial transport costs, parliamentarians lodge a claim via PEMS, or complete the unscheduled commercial transport form. Claims must be submitted with a copy of the tax invoice unless the travel is arranged through CTM.

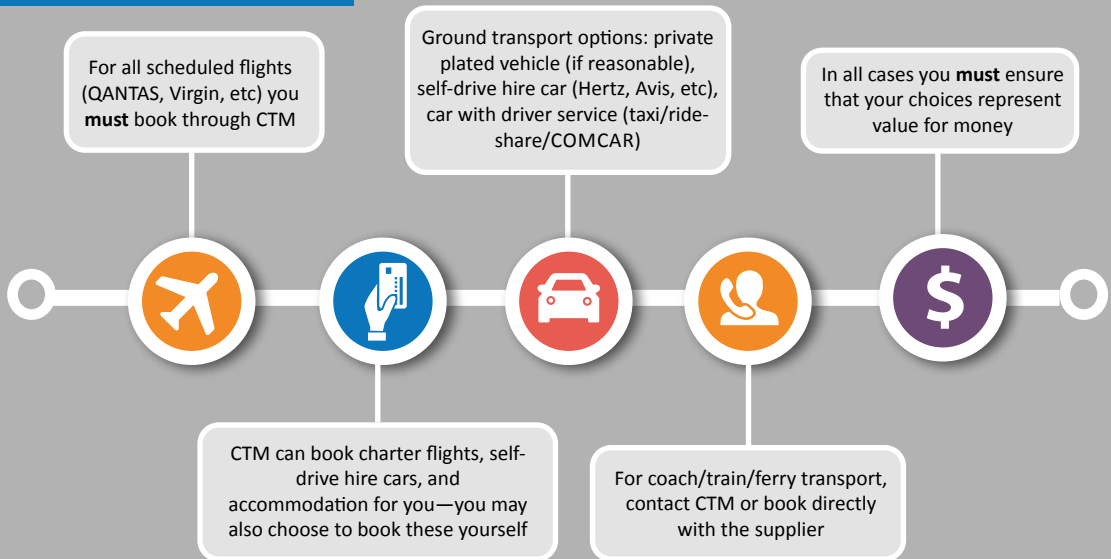
If a parliamentarian books unscheduled commercial transport directly with the provider, IPEA's payment terms are 30 days from receipt of a completed claim with the relevant invoice.

Travel allowance rates

Travel allowance rates vary depending on the travel location. The current rates are published at Parliamentarians' Travelling Allowance Rates on IPEA's website. There are commercial and non-commercial (private accommodation such as the home of a family member or friend) rates.

Travel: parliamentarians

BOOKING



Travel: parliamentarians

CLAIMING

All documentation to be submitted for post-travel payment—IPEA aims to process within 7 business days from when all the required information is provided. Include: travel dates, travel type (commercial or non-commercial), number of nights, location and dominant purpose

Claim your travel expenses through PEMS (preferred method) or complete a paper form—evidence you must provide for all expenses includes tax invoices and proof of payment (receipts)



Claim your travel allowance through PEMS (preferred method) or complete a paper form. Eligibility for this allowance is an overnight stay away from your work or home base

Claim any unscheduled commercial transport through PEMS (preferred method) or complete a paper form. Provide dates of travel, travel details, dominant purpose and tax invoice



Travel—family reunion

A parliamentarian's family may travel at Commonwealth expense to accompany or join the parliamentarian when they are travelling within Australia away from their home base to conduct parliamentary business.

Family includes the parliamentarian's spouse or nominee, dependent children and other eligible family member/s nominated by the parliamentarian.

Family reunion travel can be accessed where:

- the parliamentarian is travelling for the dominant purpose of conducting parliamentary business, and
- the family member/s travels to accompany or join the parliamentarian, and
- travel is for the dominant purpose of facilitating the family life of the parliamentarian.

There are 2 types of family reunion travel which have different limits or caps.

1. Travel to Canberra and within the local area (cost based limit)

This allows family members to travel between the family member's or the parliamentarian's home base and Canberra or places in the State or Territory for which the parliamentarian is a senator, or in which their electorate is located.

The annual cost based limit is the value of 9 business class return airfares to Canberra for the parliamentarian's spouse or nominee plus 3 economy class return airfares to Canberra for each dependent child. Travel is from their respective home base.

2. Australia-wide travel (trip based cap)

This may be used for family members to travel anywhere in Australia to accompany or join the parliamentarian when they are on parliamentary business.

The annual trip based cap is a total of 3 return business class airfares—in total, not each family member—on scheduled commercial transport.

What other costs are covered?

Family members may travel to and from the airport with the parliamentarian by COMCAR. If travelling independently, the spouse or nominee (and dependents if accompanying) may also travel by COMCAR. Dependent children and other nominated family members who are not accompanied by the parliamentarian, their spouse or nominee cannot use COMCAR, but may use a taxi or rideshare to travel to and from the airport. This cost will be reimbursed by IPEA.

There are additional family travel expenses available for family of senior office holders or where a spouse or nominee is invited to a prescribed event or function. For details please contact IPEA.

Booking

Family travel (flights) must be booked through CTM. They will need to quote their Travel Profile Number (TPN) or use the parliamentarian's office general TPN.

Did you know?

CTM can arrange other modes of transport on scheduled services, including air, sea, train and coach. They also provide an accommodation booking service (a personal expense) and assistance with other travel related services.

Contact Corporate Travel Management (CTM):

Email: ipea@travelctm.com

Phone: 1800 187 584

CTM operates 24 hours per day, 7 days a week.



Nominating

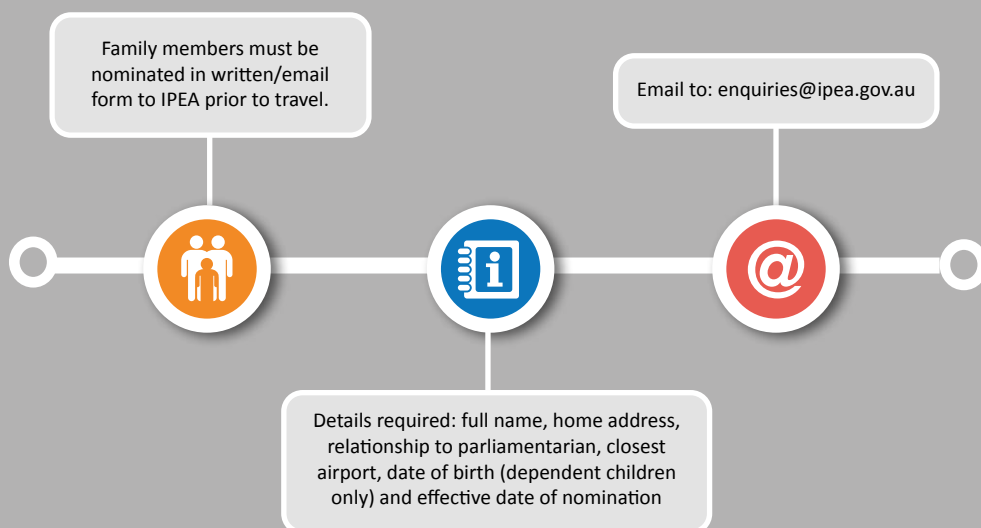
Before accessing family reunion travel, a parliamentarian must nominate their family members in written/email form to IPEA at: enquiries@ipea.gov.au

The email must include the family member's:

- full name
- home address
- relationship to the parliamentarian
- closest airport
- date of birth (for dependent children only), and
- effective date of nomination.

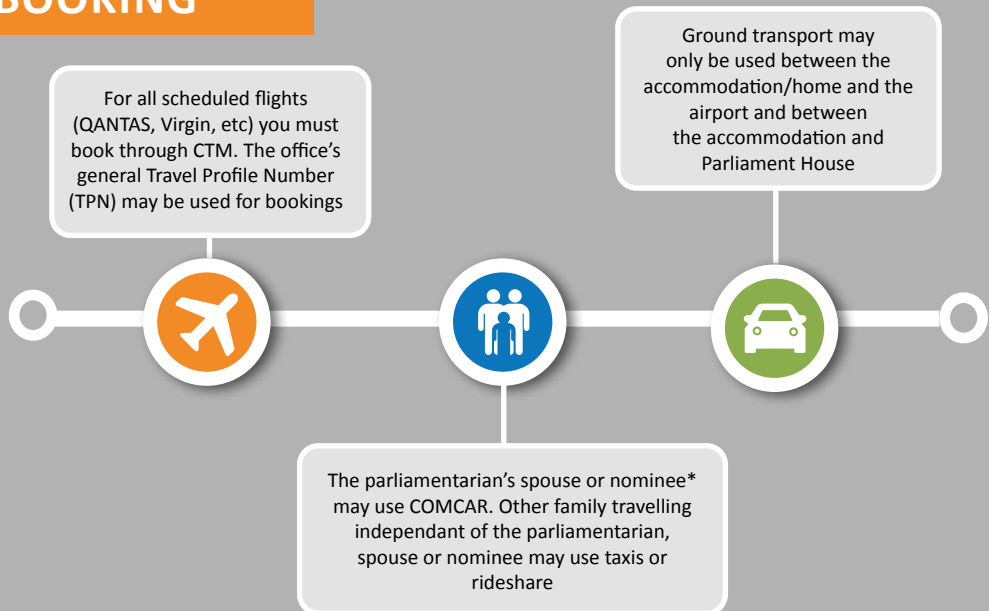
Travel: family reunion

NOMINATING



Travel: family reunion

BOOKING



*Spouse includes de facto. Nominee is a person of choice other than a spouse.

Travel: family reunion

CLAIMING A REIMBURSEMENT FOR TRAVEL RELATED EXPENSES

Out of pocket costs for taxis and/or ride-sharing to travel to and from the airport to connect with flights or for airport parking may be claimed from IPEA



Claim your travel expenses by sending an email to: forms@ipea.gov.au

You must provide supporting evidence for each claim, including tax invoices and receipts



Travel—international

Parliamentarians are able to undertake international travel for official parliamentary business.

The costs that can be met are based on the reason for travel, any other conditions determined by the travel approver, and the PBR framework.

International travel is subject to the PBR Act principles of dominant purpose, value for money, conditions, good faith, and personal responsibility and accountability.

Approval to travel

This is different depending on the type of travel and who is travelling.

Travel by ministers and parliamentarians representing ministers is approved by the Prime Minister, subject to guidelines produced by the Department of the Prime Minister and Cabinet.

Travel by Presiding Officers and parliamentarians representing Presiding Officers is approved by Presiding Officers subject to an annual budget of \$250,000 each. Should a Presiding Officer change during a financial year, the incoming Presiding Officer is limited to the balance of the annual budget.

Parliamentary delegations are approved by the Presiding Officers based on an annual program.

Leader and other opposition parliamentarians' travel is approved by the Leader of the Opposition, subject to an annual budget based on the cost of 4 around the world airfares.

Leader and other minority party parliamentarians' travel is approved by the Leader of a minority party, subject to an annual budget based on the cost of 1 around the world airfare.

Travel by a parliamentarian representing the government or Australia is approved by the Prime Minister.

Costs

Costs that can be met common to all travel:

- Travel at no higher than business class
- Unscheduled commercial transport within and between overseas countries
- Accommodation and meals
- Pre-travel medical expenses, such as vaccinations
- Emergency medical, dental or hospital expenses
- Laundry and dry cleaning.

Additional costs vary depending on the type of travel and who is travelling.
For current details, visit: ipea.gov.au/ipea-ed/travel/international

Contacts

IPEA Enquiries

Phone: (02) 6215 3000

Email: enquiries@ipea.gov.au

Department of the Prime Minister and Cabinet

Phone: (02) 6271 5736

Email: mintravel@pmc.gov.au

International and Parliamentary Relations Office (for parliamentary delegations)

Phone: (02) 6277 4340

Email: ipro@aph.gov.au

Travel Provider— Corporate Travel Management (CTM)

Phone: 1800 187 584

Email: ipea@travelctm.com

Travel: international

FOR ALL TRIPS







Travel—staff

Framework

Staff employed by parliamentarians are covered by the *Members of Parliament (Staff) Act 1984* (MOP(S) Act).

A Ministerial Determination sets out the travel arrangements for staff of parliamentarians.

Staff travel provision details are set out in the Commonwealth Members of Parliament Staff Enterprise Agreement.

For current information on staff travel visit: ipea.gov.au/ipea-ed/travel/staff-travel

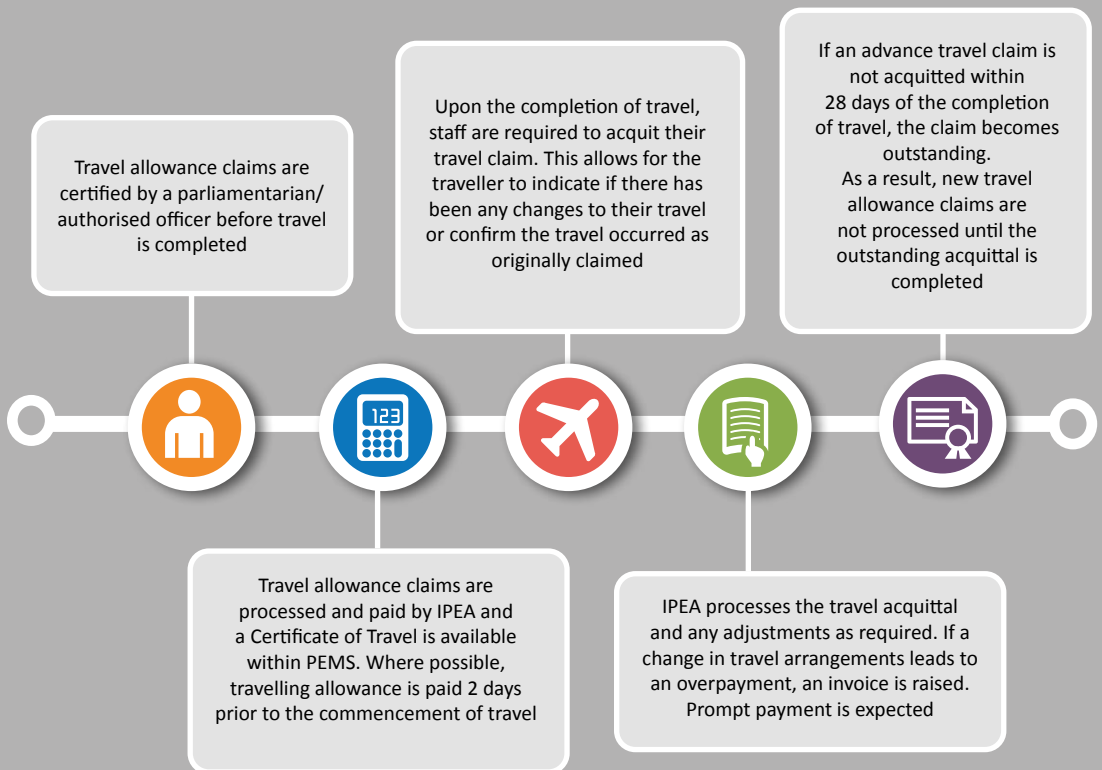
Travel: staff

BOOKING



Travel: staff

ADVANCE CLAIM (APPROVED BEFORE COMPLETION OF TRAVEL)



Travel: staff

ACQUITTAL CLAIM (APPROVED AFTER COMPLETION OF TRAVEL)



For more information on staff travel allowances, refer to the staff travel determination and enterprise agreement guidelines.





Budgets

Management and tracking

Parliamentarians are provided with up to 4 travel-related budgets with limits or caps:

- Transport in large electorates (charter travel)
- Electorate support budget
- Family Reunion Travel, made up of 2 different budgets:
 - Canberra and local area (value based limit)
 - Australia-wide (trip based cap)
- Travel allowance for electorate business outside the electorate, and/or party political duties outside Canberra.

Parliamentarians should track budget expenditure and usage to ensure they are not exceeded.

IPEA provides up to date budget reports, available through PEMS, to assist parliamentarians with tracking their budgets.

Overspends

Budgets must not be exceeded. If a travel budget is exceeded, it becomes a debt to the Commonwealth. IPEA will take action to recover the debt, typically by raising an invoice and sending it to the parliamentarian.

Reporting

IPEA produces a range of reports to provide transparency and accountability for work expenses incurred, and to support parliamentarians and their staff in tracking and managing budgets, limits and expenditure.

What is an expenditure report?

The expenditure report is a report on current and former parliamentarians' expenses published on IPEA's website. The reports are currently published quarterly, and comprise information related to parliamentarian travel, office facilities, office administration, telecommunications, family travel and employee travel.

As part of the public reporting process, current and former parliamentarians are asked to certify that the expenses listed in their report were used for the dominant purpose of conducting their parliamentary business. Current and former parliamentarians are not asked to certify the specific amount of listed expenses as they may have limited knowledge or control over various types of expenses, such as office facilities.

A list of certifications is published on the IPEA website with the reports.

Before publishing, IPEA provides a preliminary version of the report to parliamentarians. To support effective checking, a preliminary report contains a range of transactional data not included in the published report. For example, a preliminary report contains details of domestic and international staff travel while the final report only contains aggregate totals for domestic and international travel.

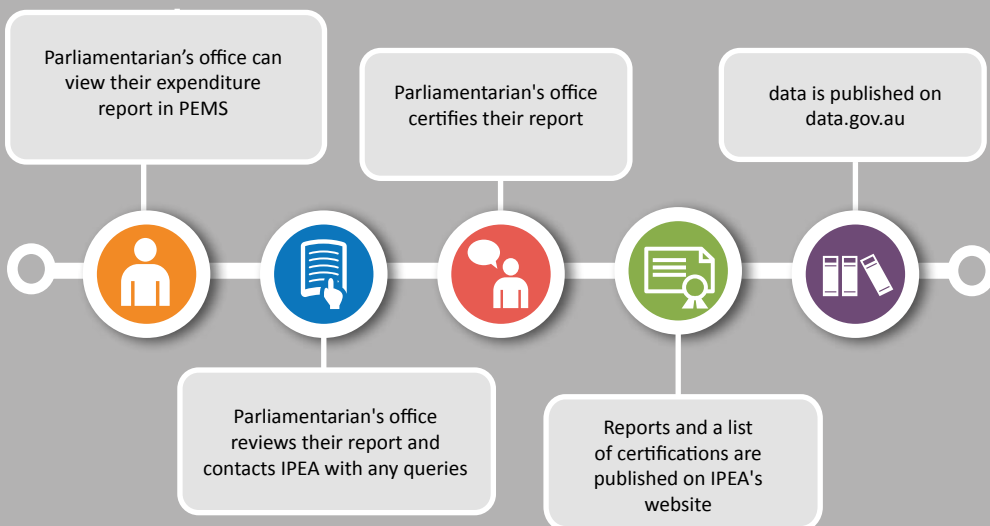
Parliamentarians and their staff are encouraged to regularly check their detailed expenses in PEMS to ensure the correct expenses will flow through to expenditure reports.

For any queries regarding a report, contact IPEA at: reporting@ipea.gov.au

Can I request a report?

Yes. Parliamentarians and their staff can request custom reports about their expenditure by sending a request to: reporting@ipea.gov.au

EXPENDITURE REPORT



Assurance

IPEA has a multi-layered approach to assurance that takes into account the high volume and types of parliamentary work expenses being accessed, and the need for public accountability.

Parliamentarians may access parliamentary business resources when conducting parliamentary business. IPEA provides oversight of their expenditure, and maintains parliamentarians' personal accountability in the use of public resources.

IPEA's oversight provides assurance to the public, parliamentarians, and their staff that parliamentary work resources are being used in accordance with the framework. As an independent Statutory Authority, IPEA does this at arm's length from Government.

IPEA publishes its audit and assurance reviews on the IPEA website when finalised.

Post-payment check

IPEA uses a program of regular post-payment checks to monitor selected travel expenses and related costs. Post-payment checks also provide further assurance of appropriate resource use.

Post-payment checks are ongoing systematic checks of expenditure transactions. They cover a range of expenses such as:

- use of short-term self-drive hire cars by MOP(S) Act staff
- provision of accommodation receipts supporting travel allowance claims for parliamentarians and MOP(S) Act staff
- use of unscheduled commercial ground transport by parliamentarians
- use of Cabcharge by parliamentarians and MOP(S) Act staff
- travel allowance (accommodation) adjustment for MOP(S) Act staff
- business class travel by MOP(S) Act Staff.



Preliminary assessment

A Preliminary Assessment is conducted to establish whether there has been a use of parliamentary business resources in relation to a particular event or circumstance. Matters requiring assessment may be identified through direct contact, third party reporting, or the media.

A Preliminary Assessment is based on information held by, or accessible to IPEA.

Assurance review

An Assurance Review follows a Preliminary Assessment. It determines whether there has been misuse of a parliamentary business resource. Assurance Reviews are published on IPEA's website when finalised.

Audit

IPEA is responsible for auditing all work expenses incurred by parliamentarians. IPEA is also responsible for auditing the travel expenses of parliamentarians' staff.

An audit may commence as the outcome of an Assurance Review or be undertaken in response to allegations of systemic or substantial potential misuse of a parliamentary business resource.

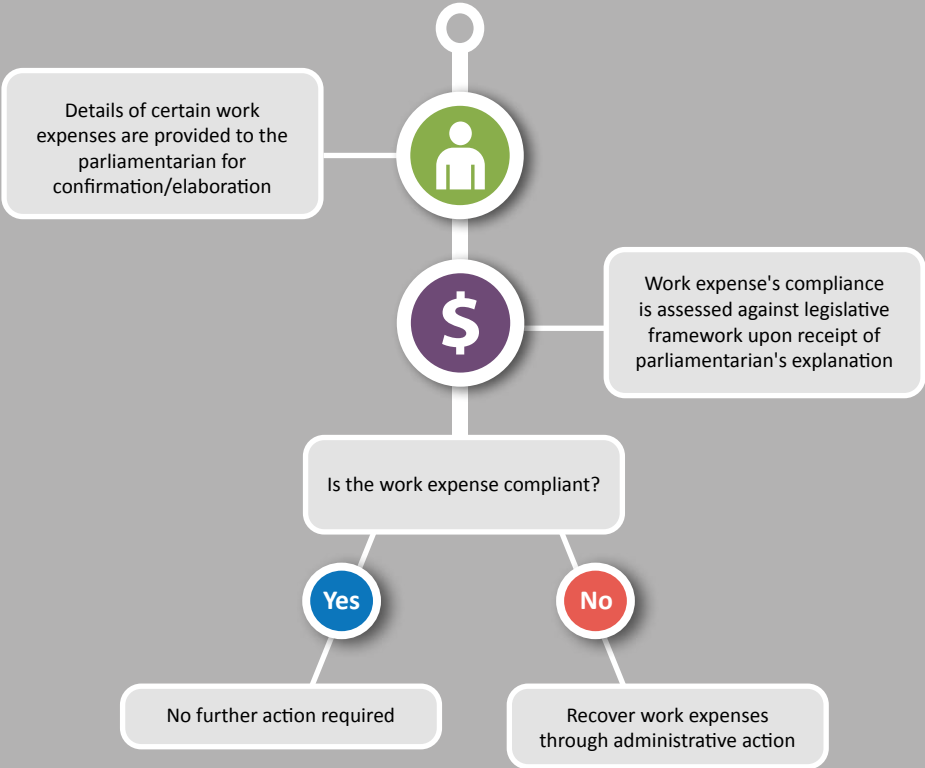
An audit may also focus on the use of a specific category of a parliamentary business resource against the legislative framework. This type of audit may examine use of that resource by all parliamentarians, and/or all MOP(S) Act staff.

Audits are published on IPEA's website when finalised.

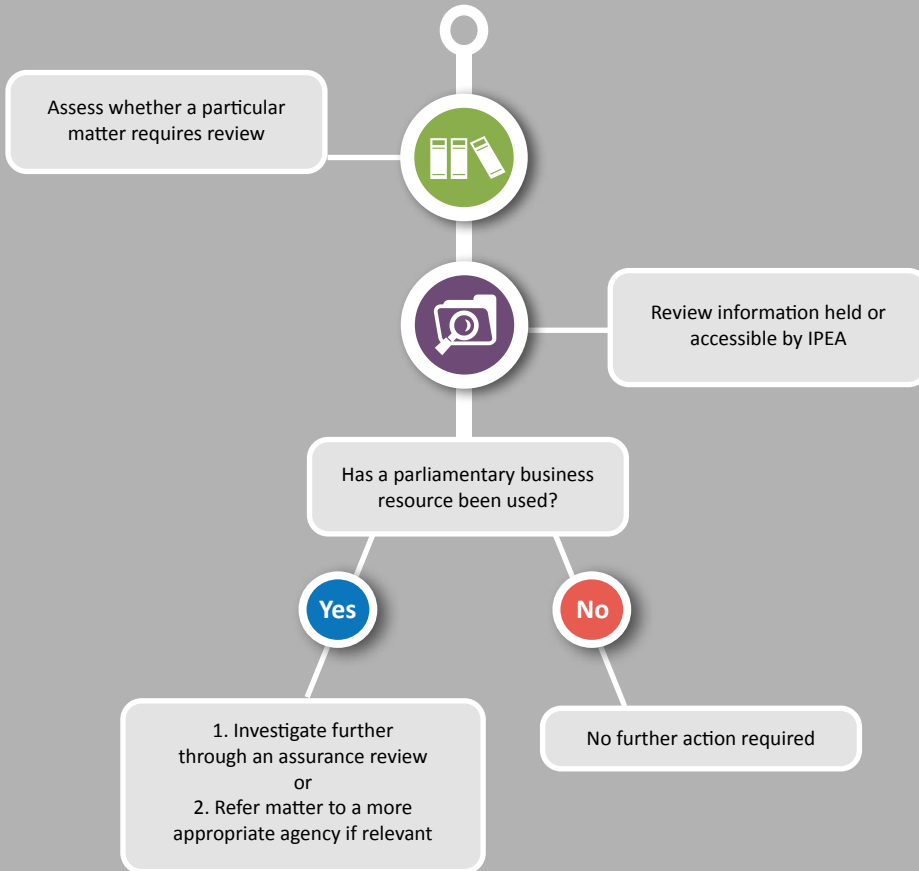
What can I expect?

IPEA collects information to assess the eligibility of work expenses against the legislative framework. If required, IPEA contacts the parliamentarian or staff member to request further evidence to support the work expenses under review.

POST PAYMENT CHECK



PRELIMINARY ASSESSMENT



ASSURANCE REVIEW





AUDIT



Planning travel – things to consider before I incur a travel related work expense

- ✓ Am I travelling for the dominant purpose of conducting parliamentary business?
- ✓ Am I satisfied that my travel meets my operational needs and represents value for money to the Commonwealth?
- ✓ I am of the view that the travel is compliant with the PBR framework, but do I think it meets community expectations?
- ✓ I am of the view that the travel is compliant with the PBR framework, but do I think a 'reasonable person' would agree?



In line with the PBR framework, parliamentarians can only claim for travel related work expenses (including allowances) that are incurred for the dominant purpose of conducting parliamentary business.

Parliamentarians need to also be satisfied that the travel represents value for money to the Commonwealth and meets any relevant conditions.

Parliamentarians are personally responsible and accountable for their use of public resources and must be prepared to justify publicly their use of those resources.

If you have any doubts about planned travel expenditure, first seek IPEA's advice.

Tips and tricks—what to consider and what to watch out for

- ① Did you know there are very limited circumstances where you can use a COMCAR in your electorate if you have a private plated vehicle or receive the allowance in lieu of a private plated vehicle?
- ① Are you tracking and monitoring your budgets limits and caps? A budget is an annual allocation and if you exceed your budget, you are personally responsible.
- ① Lodge your travel claims as soon as possible—the sooner you do so, the sooner IPEA will be able to make payments.
- ① Check your expenditure report and make sure you certify it. This information is publicly available on IPEA's website.
- ① Forward all your supporting documentation for claims to IPEA—alternatively make sure you keep records as you may be asked to provide these in the future.
- ① Did you know that a 25% penalty loading may be applied to non-compliant transactions?





Contacts



IPEA (All travel, reporting and assurance enquiries)

(02) 6215 3000

Enquiries via email:

- Travel and advice: enquiries@ipea.gov.au
- Reporting: reporting@ipea.gov.au
- Assurance: assurance@ipea.gov.au

Website: ipea.gov.au



Travel bookings

Corporate Travel Management (CTM)

1800 187 584

ipea@travelctm.com



Department of the Senate

Director, Human Resource Management

(02) 6277 7111

HRM.Sen@aph.gov.au



Department of the House of Representatives

General phone number

(02) 6277 7111

Director, International and Parliamentary Relations Office

(02) 6277 4340

ipro@aph.gov.au



Ministerial and Parliamentary Services

MaPs Help Desk - Office and HR enquiries:

- (02) 6215 3333
- maps.finance.gov.au

PEMS Help - PEMS system enquiries:

- PEMSHelp@finance.gov.au

