



STAFF TRAVEL EXPENSES REIMBURSEMENT CLAIM

Taxi, rail, bus, parking and other transport

Returning your completed form

Scan and Email to: forms@ipea.gov.au

Enquiries: Independent Parliamentary
Expenses Authority

Email: enquiries@ipea.gov.au

Phone: (02) 6215 3000

EMPLOYEE DETAILS

▶ Full name

EMPLOYER DETAILS

▶ Employer name

CLAIM DETAILS

▶ **Note:** ALL tax invoice receipts **MUST** be attached to this claim and clearly legible.
Payment will not be made until receipts are received by Independent Parliamentary Expenses Authority.

Travel date	Transaction										Cost (including GST)
	Where there are multiple transactions on the same day, ensure each transaction is on a separate line										
	Taxi/ Regulated Rideshare*	Parking	Airfare†	Bus	Ferry	Rail	Hire car	Fuel^	Excess baggage	Tolls	
	<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"/>	
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	<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"/>	
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* **Note:** It is an employee's responsibility (and hence the employee's cost) to transport him or herself to and from work for his or her normal hours of duty. This responsibility includes travel to and from accommodation and the office when travelling on parliamentary or electorate business away from his or her work base. Exceptions to this rule apply to the use of car transport in the following circumstances:

- the trip is approved for personal safety reasons (for example, where the risk to personal safety is significantly increased due to the requirement to work late), or
- the employee is travelling on official business and scheduled public transport services are not readily available, or
- the employee is travelling on official business and is carrying luggage to and/or from the office for the purpose of the trip.

† **Note:** Airfares must be booked through CTM, and may only be reimbursed in exceptional circumstances.

^ **Note:** A copy of the hire car invoice is required in addition to the fuel invoices in order to claim fuel costs.

CERTIFICATIONS

► By signing this form:

- I certify that I have been directed to travel by the most efficient and 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 *Criminal Code Act 1995*.
- I have read and understood the Privacy Collection Notice (see below).

Signature of Employee

Date

► By signing this form:

- I certify that the above travel by the most efficient and direct route is/was directed by me for official purposes.
- 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 (see below).

**Signature of Employer
or Authorised Person**

Date

Name