
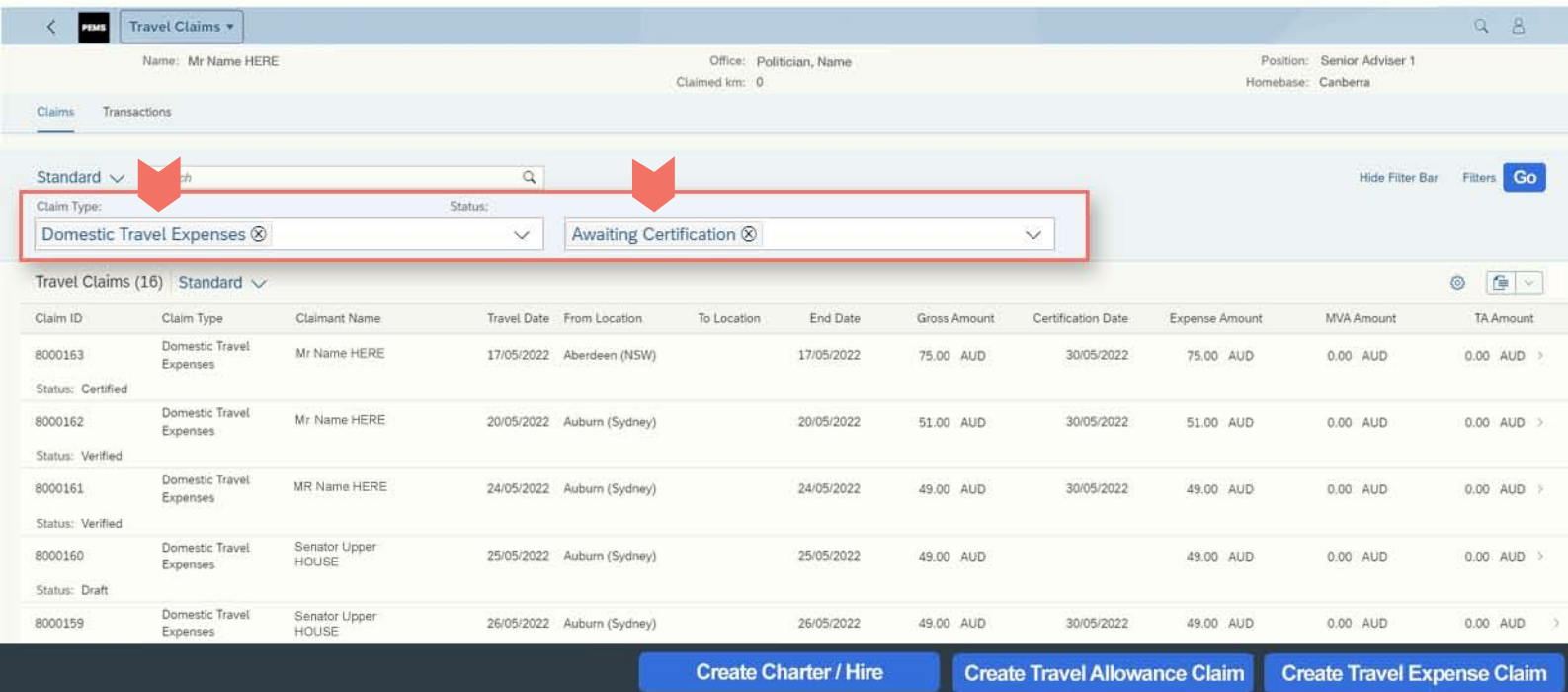


Recall a travel expense claim prior to certification

1 Locate the claim to be recalled

- Select Travel Expense tile
- Use search filter to find domestic travel expense claims awaiting certification
- Select Go

Travel Expenses
Create/Manage Claims

Awaiting Action



The screenshot shows the PEMS Travel Claims interface. At the top, there are navigation tabs for 'Claims' and 'Transactions'. Below this, user information is displayed: Name: Mr Name HERE, Office: Politician, Name, Claimed km: 0, Position: Senior Adviser 1, Homebase: Canberra. A search bar is present with a dropdown menu set to 'Standard'. Below the search bar, there are two dropdown menus: 'Claim Type' set to 'Domestic Travel Expenses' and 'Status' set to 'Awaiting Certification'. A table of travel claims is displayed below, with columns for Claim ID, Claim Type, Claimant Name, Travel Date, From Location, To Location, End Date, Gross Amount, Certification Date, Expense Amount, MVA Amount, and TA Amount. The table contains five rows of data. At the bottom of the interface, there are three buttons: 'Create Charter / Hire', 'Create Travel Allowance Claim', and 'Create Travel Expense Claim'.

| Claim ID | Claim Type | Claimant Name | Travel Date | From Location | To Location | End Date | Gross Amount | Certification Date | Expense Amount | MVA Amount | TA Amount |
|-------------------|--------------------------|---------------------|-------------|-----------------|-------------|------------|--------------|--------------------|----------------|------------|-----------|
| 8000163 | Domestic Travel Expenses | Mr Name HERE | 17/05/2022 | Aberdeen (NSW) | | 17/05/2022 | 75.00 AUD | 30/05/2022 | 75.00 AUD | 0.00 AUD | 0.00 AUD |
| Status: Certified | | | | | | | | | | | |
| 8000162 | Domestic Travel Expenses | Mr Name HERE | 20/05/2022 | Auburn (Sydney) | | 20/05/2022 | 51.00 AUD | 30/05/2022 | 51.00 AUD | 0.00 AUD | 0.00 AUD |
| Status: Verified | | | | | | | | | | | |
| 8000161 | Domestic Travel Expenses | MR Name HERE | 24/05/2022 | Auburn (Sydney) | | 24/05/2022 | 49.00 AUD | 30/05/2022 | 49.00 AUD | 0.00 AUD | 0.00 AUD |
| Status: Verified | | | | | | | | | | | |
| 8000160 | Domestic Travel Expenses | Senator Upper HOUSE | 25/05/2022 | Auburn (Sydney) | | 25/05/2022 | 49.00 AUD | | 49.00 AUD | 0.00 AUD | 0.00 AUD |
| Status: Draft | | | | | | | | | | | |
| 8000159 | Domestic Travel Expenses | Senator Upper HOUSE | 26/05/2022 | Auburn (Sydney) | | 26/05/2022 | 49.00 AUD | 30/05/2022 | 49.00 AUD | 0.00 AUD | 0.00 AUD |

2 Recall the claim

- Open the claim and select Recall

Recall

3 Update and Submit

- Review and update the claim details
- Follow the usual process to review and submit the claim

Print Claim

Save

Copy

Delete

Estimate

Review