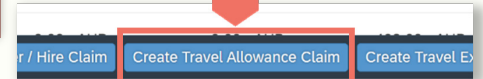
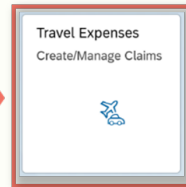


Create a travel allowance claim - parliamentarian

1 Create travel allowance claim

To create and manage travel allowance claims:

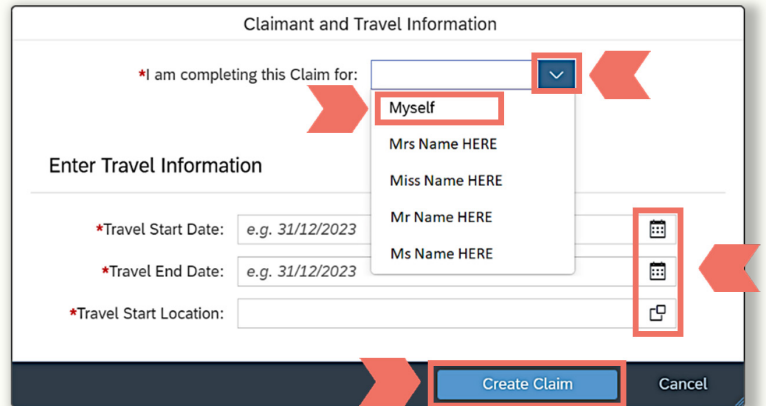
- Select the Travel Expenses tile
- Select the Create Travel Allowance Claim button.



2 Who is the claim for?

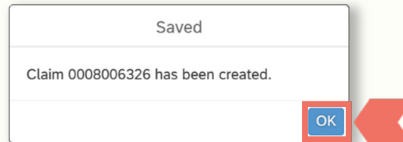
From the Claimant and Travel Information screen:

- Select the claimant from the dropdown list
- Select both the Travel Start Date and Travel End Date using the calendar icon
- The Travel Start Location will default to your homebase. Update this if required by selecting the icon and choose the location from the dropdown list
- Click on the Create Claim button.



Once the claim is created:

- Select the OK button.



3 Edit the trip leg details

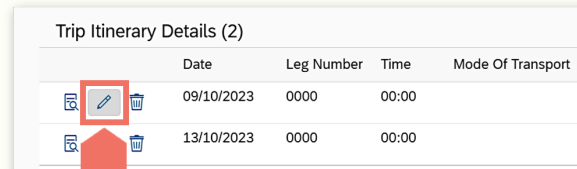
To edit the details of the first travel leg:





- Select the Pen icon.

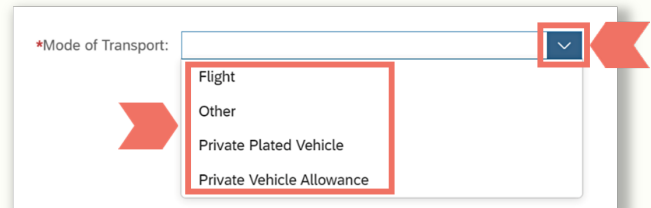
This displays the Edit Travel Leg screen.

- Select the Mode of Transport using the dropdown menu.

The chosen Mode of Transport determines which additional fields appear on the Edit Travel Leg screen. In this guide, the example mode used is 'Flight'.

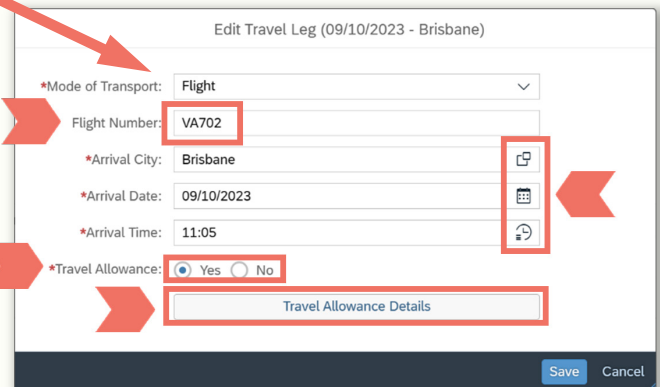


	Date	Leg Number	Time	Mode Of Transport
 	09/10/2023	0000	00:00	
 	13/10/2023	0000	00:00	



Example – flight trip leg

- Enter the Flight Number, if known
- Enter the Arrival City, Arrival Date and Arrival Time using the corresponding icons in each field
- Select whether Travel Allowance is being claimed for this leg by selecting Yes or No.
 - If Yes, proceed through step 3
 - If No, select Save and proceed to step 4.



Notes:

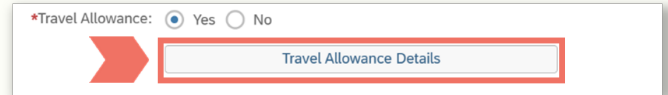
1. Date and time may be entered manually using formats of dd/mm/yyyy (e.g. 27/10/23) and 24-hour (e.g. 14:54), respectively.
2. Mandatory fields are labelled with a red asterisk (*).

Create a travel allowance claim - parliamentarian

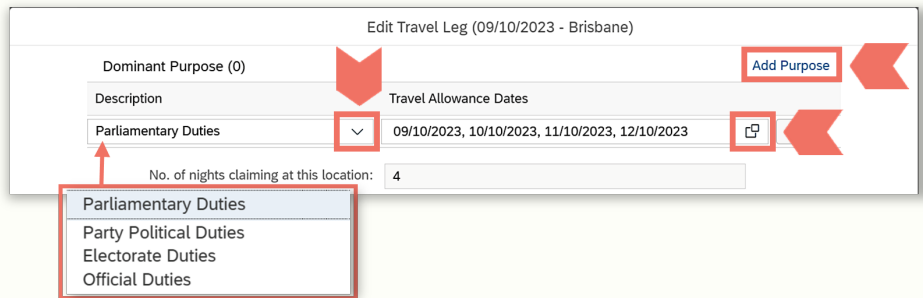
3 Edit the trip leg details - continued

If Travel Allowance is being claimed for this leg of travel:

- Click on the Travel Allowance Details button
- Select [Add Purpose](#)
- Select the trip leg's dominant purpose from the Description dropdown list
- Use the Travel Allowance Dates selector to select each of the claimed dates



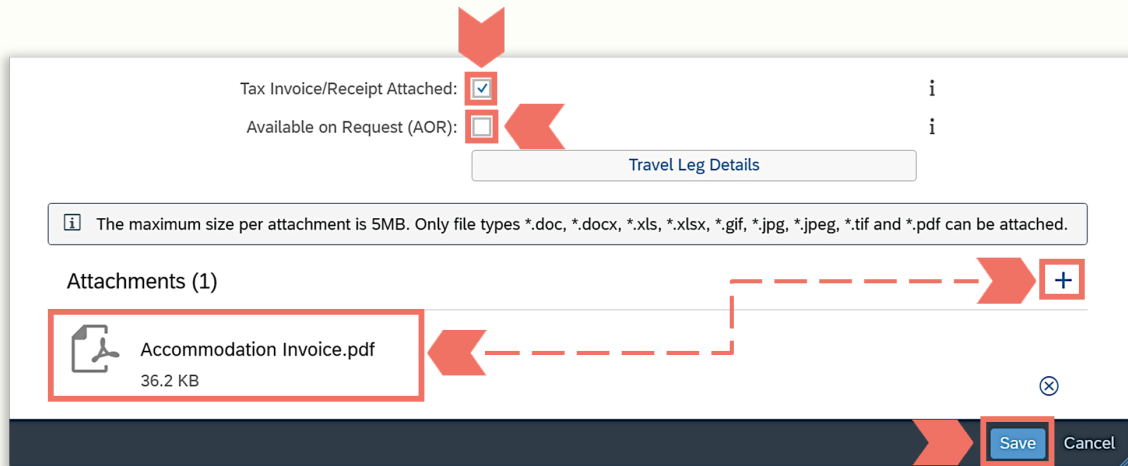
- Select the Location Stayed using the icon in this field and choose the location from the dropdown list
- Select the Type of Accommodation.



Note: Type of Accommodation defaults to Canberra if the Location Stayed is selected as Canberra. In this case no attachment is required.

If you are attaching a Tax Invoice/Receipt:

- Select the Tax Invoice/Receipt Attached checkbox
- Click on the Plus (+) icon
- Locate and attach the Invoice/Receipt document.



If supporting documents are not available at the time of editing the trip leg details:

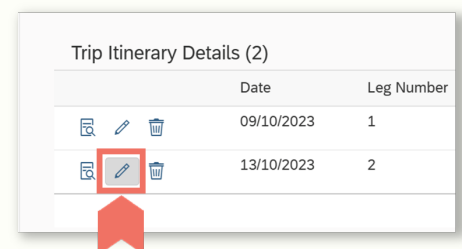
- Select the Available on Request (AOR) checkbox.





When finished:

- Select the Save button.

The Claimant and Travel Information screen is displayed.

- Select the Pen icon to add details for other legs of the trip using the process above
- Select Save when finished.



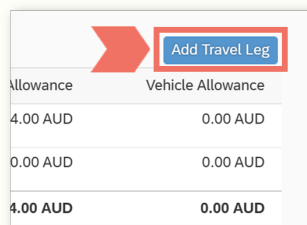
	Date	Leg Number
 	09/10/2023	1
 	13/10/2023	2

Create a travel allowance claim - parliamentarian

4 Additional claim options

To add trip legs to your Travel Allowance Claim:

- Select the Add Travel Leg button
- Add trip information as shown in step 3.

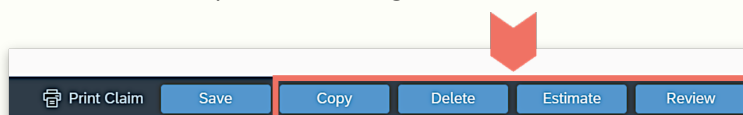


The screenshot shows a button labeled 'Add Travel Leg' with a red arrow pointing to it. Below the button is a table with two columns: 'Allowance' and 'Vehicle Allowance'. The table contains three rows of data.

Allowance	Vehicle Allowance
4.00 AUD	0.00 AUD
0.00 AUD	0.00 AUD
4.00 AUD	0.00 AUD

In addition to the Save function, the other claim options are:

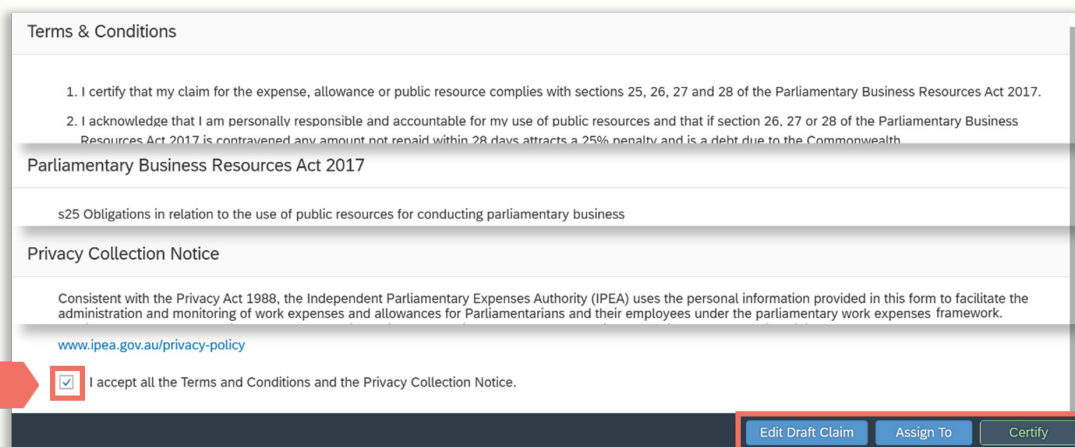
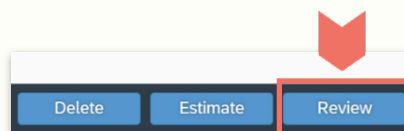
- Copy – if you are processing a repetitive claim
- Delete – to cancel a claim prior to submission
- Estimate – to view the expected travel allowance
- Review – to view and edit a claim prior to sending for certification.



5 Review and certify claim

To submit claim for certification:

- Select Review
- Scroll to the bottom of the Review Screen
- Read and accept the Terms and Conditions by ticking the acceptance statement field.



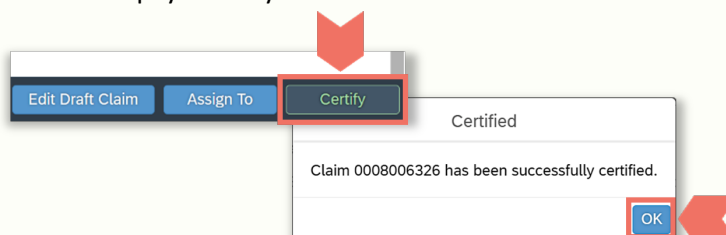
The screenshot shows the 'Terms & Conditions' screen. It contains several sections of text, including a numbered list of terms, a section titled 'Parliamentary Business Resources Act 2017', and a 'Privacy Collection Notice'. At the bottom, there is a checkbox labeled 'I accept all the Terms and Conditions and the Privacy Collection Notice.' which is checked. Below the checkbox is a toolbar with three buttons: 'Edit Draft Claim', 'Assign To', and 'Certify'. A red arrow points to the 'Certify' button.

As a parliamentarian creating a claim for yourself you can select:

- Edit Draft Claim — to edit your claim details
- Assign To — to send your claim to others for review or feedback
- Certify — to send your claim for review and payment by IPEA.

To certify your completed claim:

- Select the Certify button
- Click on the OK button.



Following certification of your claim, IPEA will review and verify your claim in line with our published [Service Level Standards](#). Payments will be received in 2-3 working days following verification.