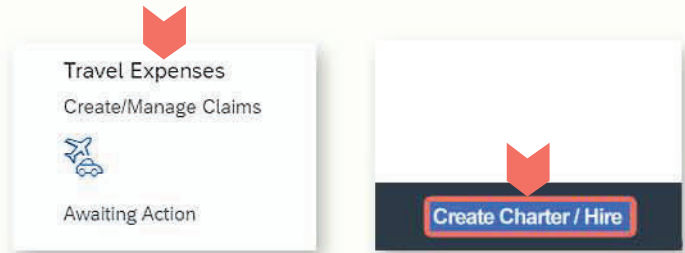


Create Unscheduled Commercial Travel (UCT) Claim

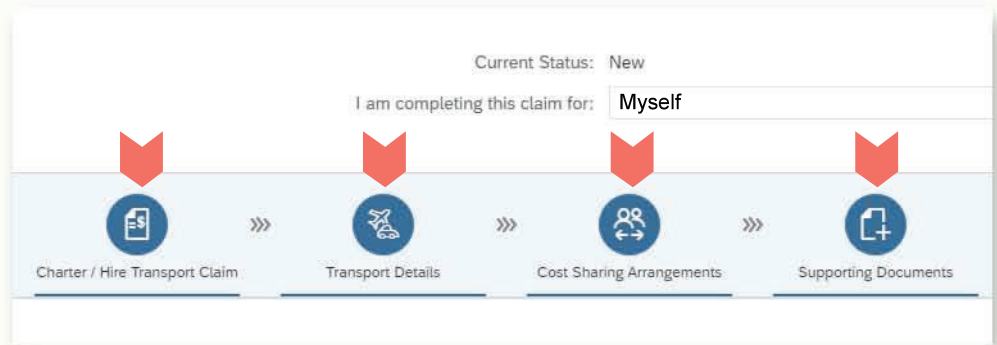
1 Create UCT Claim

- Select Travel Expenses tile
- Select Create Charter/Hire



2 Enter the Claimant Information

- Charter/Hire Transport Claim
- Transport Details
- Cost Sharing Arrangements
- Supporting Documents



Charter / Hire Transport Claim

*Reimbursement to Parliamentarian?: Yes No

*Action:

Or

*Reimbursement to Parliamentarian?: Yes No

*Invoice Amount:
*Invoice Number:
*Invoice Date:

*Action:
*Supplier:
*Invoice Amount:
*Invoice Number:
*Invoice Date:

Create Unscheduled Commercial Travel (UCT) Claim

2 Enter the Claimant Information continued...

- Charter/Hire Transport Claim
- Transport Details
- Cost Sharing Arrangements
- Supporting Documents

Transport Details

✓ Sydney to Capital Hill (Canberra) on 17/06/2022

*Travel Date: 17/06/2022

*Mode of Transport: Chartered Hire Car

*Departure: Sydney

*Arrival: Capital Hill (Canberra)

*Dominant Purpose: Official Duties

+ Add Travel Leg

Delete Estimate **Save** Review

Cost Sharing Arrangements

*Were there any cost sharing arrangements?: Yes No

*Travelling with other Parliamentarians?: Yes No

*Passengers with Transport Cost Undertaking: Yes No

Delete Estimate **Save** Review

Supporting Documents

Attachments + Comments

Charter.jpg

Please enter comments (if any) that needs to be included as part of claim submission.

Delete Estimate **Save** Review

3 Finalise the claim

- Parliamentarians select review to check your claim
- Read and accept the Terms and Conditions
- Certify the claim

Delete Estimate Save **Review**

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 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, storage and use of personal information is available in the full Privacy Notice at: www.ipea.gov.au/privacy-policy

I accept all the Terms and Conditions and the Privacy Collection Notice.

Print Claim Edit Draft Claim Estimate Assign To **Certify**

MOP(s) Act employees:

- Submit the claim, or
- Manually Certify

Edit Draft Claim Assign To **Manually Certify** **Submit**