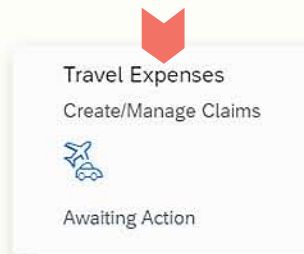



Update and adjust a certified travel claim

1 Display the Domestic Travel Claim

- Select Travel Expense tile
- Locate and open the claim

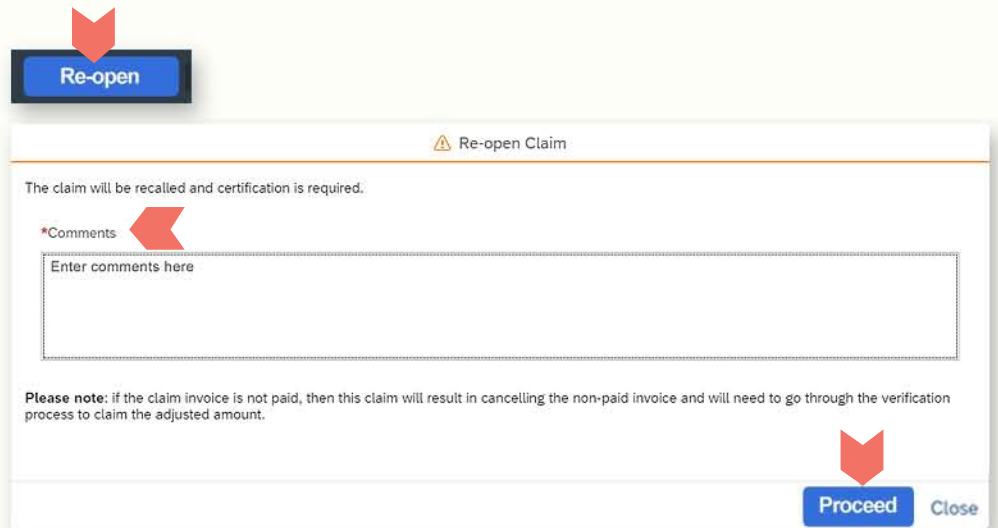


Travel Expenses
Create/Manage Claims

Awaiting Action

| Claim ID | Claim Type |
|------------------|--------------------------|
| 8000253 | Domestic Travel Expenses |
| Status: Verified | |
| 8000162 | Domestic Travel |

2 Reopen the Claim


- Select Reopen
- Enter the reason for the adjustment
- Select Proceed



Re-open

⚠ Re-open Claim

The claim will be recalled and certification is required.

*Comments 

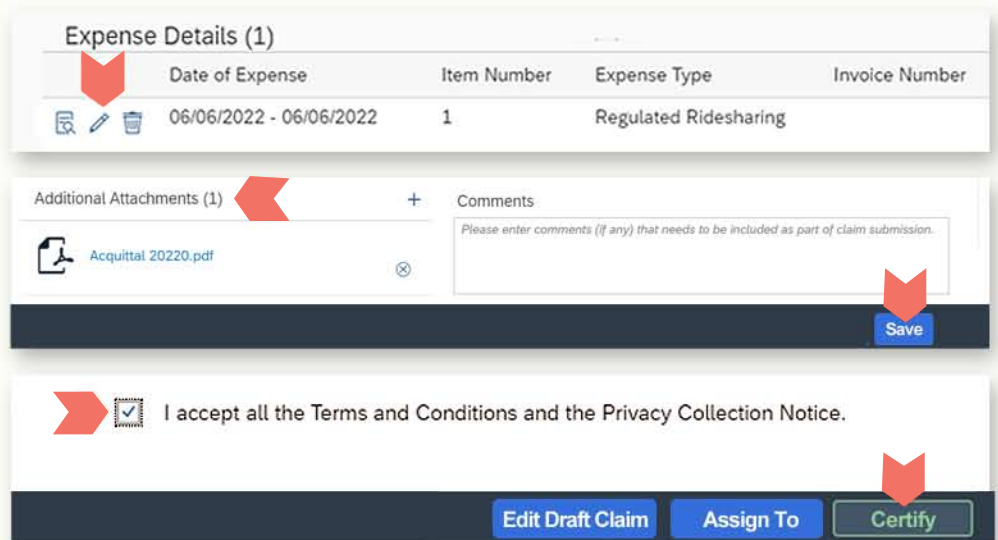
Enter comments here

Please note: if the claim invoice is not paid, then this claim will result in cancelling the non-paid invoice and will need to go through the verification process to claim the adjusted amount.

Proceed **Close**


3 Update the Domestic Travel Claim



- Adjust the claim details
- Attach any additional documents
- Select Save
- Read and accept the Terms and Conditions
- Parliamentarians Certify the claim, or
- MoP(s) Act employees Submit to another person to certify



Expense Details (1)

| Date of Expense | Item Number | Expense Type | Invoice Number |
|-------------------------|-------------|-----------------------|----------------|
| 06/06/2022 - 06/06/2022 | 1 | Regulated Ridesharing | |

Additional Attachments (1)  + **Comments**

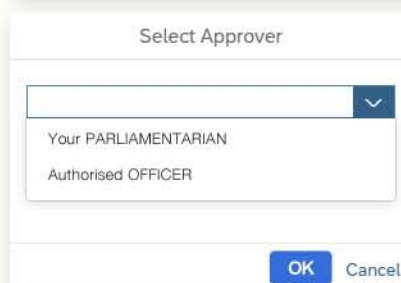
 Acquittal 20220.pdf 

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

Save

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

Edit Draft Claim **Assign To** **Certify**



Select Approver

Your PARLIAMENTARIAN
Authorised OFFICER

OK **Cancel**