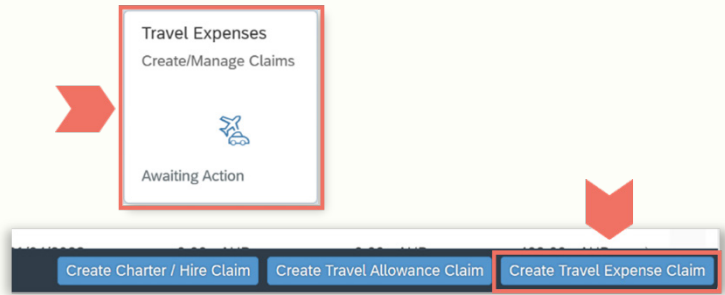


# Create a travel expense claim - staff

## 1 Create travel expense claim

To create and manage travel expense claims:

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



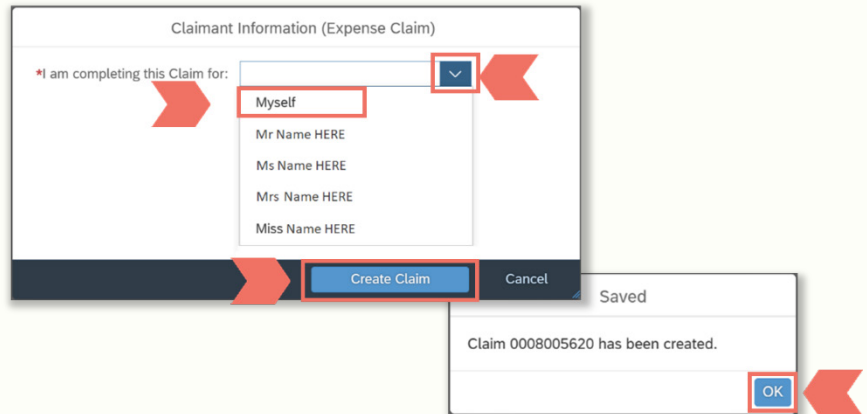
## 2 Who is the claim for?

From the Claimant Information screen:

- Select claimant from the dropdown list
- Select the Create Claim button.

Once the claim is created:

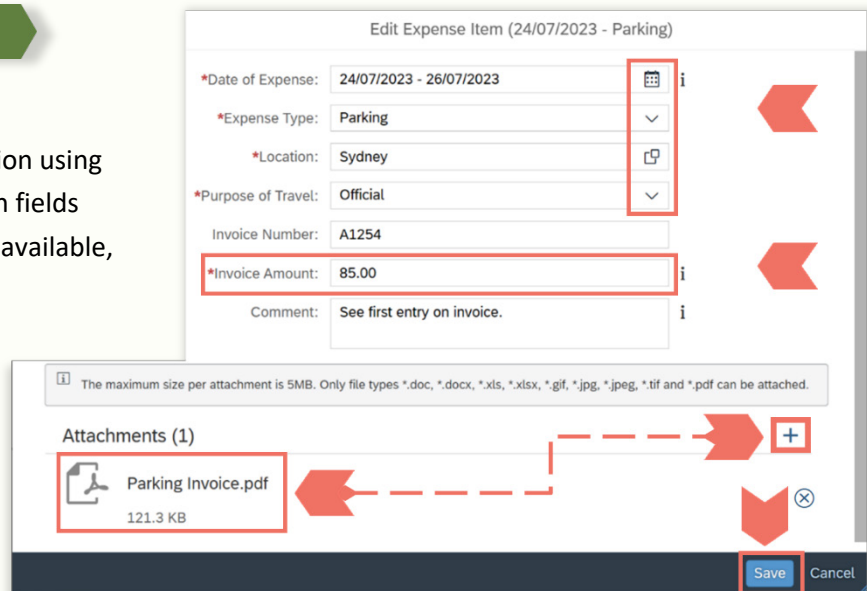
- Select the OK button.



## 3 Enter the expense information

To create an Expense Item entry:

- Enter the Expense Item information using the date, selection and dropdown fields
- Enter the Invoice Amount and, if available, enter the Invoice Number
- Add notes in the Comment field, if required
- Select the plus icon (+) to add your receipt and other supporting documents
- Select the Save button.



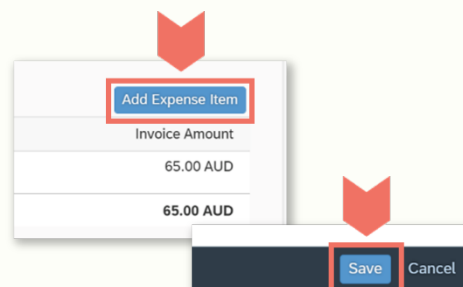
Notes:

1. Mandatory fields are labelled with a red asterisk (\*).
2. The Date of Expense field requires a date range. Indicate a single day by selecting the same date twice. For multi-day car hire and parking expenses, select both the first and last day of the range.
3. Invoice Amounts are entered in dollars and cents, using a decimal point and excluding the dollar sign (e.g. 75.83).

## 4 Additional claim options

To add expense items to your claim:

- Select the Add Expense Item button
- Select the Expense Type
- Fill out the required fields as shown above
- Select Save.

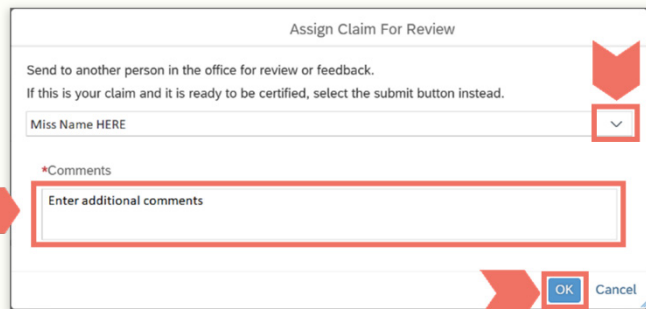
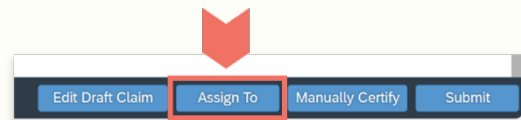


# Create a travel expense claim - staff

## 5 Review and submit claim

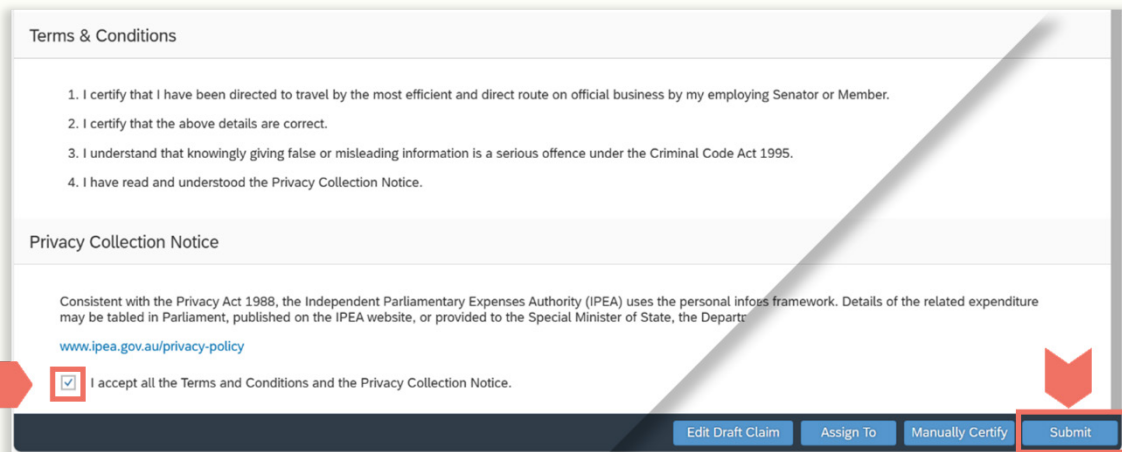
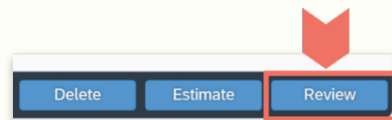
To assign a claim created on behalf of someone else to them for their review:

- Select the Assign To button
- Select claimant from the dropdown list
- Complete the mandatory comments field
- Select the OK button.

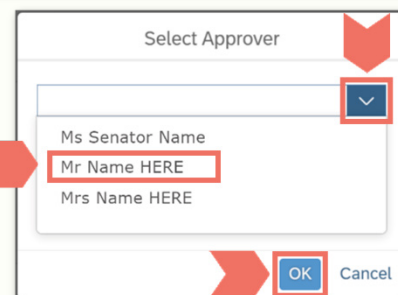


To submit claim for certification:

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



- Choose from the dropdown list the person who will certify your Travel Expense claim
- Select OK to complete the process.



You will see a confirmation notice:

- Click OK to close the confirmation notice.

You will be returned to your Travel Claims screen.



Following certification of your claim by your parliamentarian or authorised officer, 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.