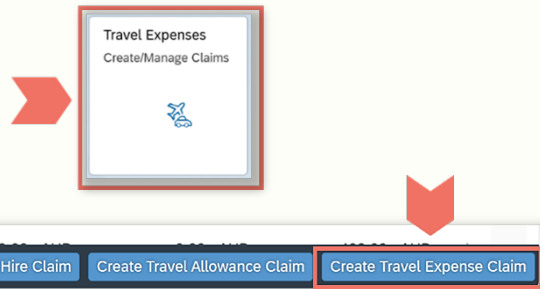


# Create a travel expense claim - parliamentarian

## 1 Create travel expense claim

To create and manage travel expense claims:

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



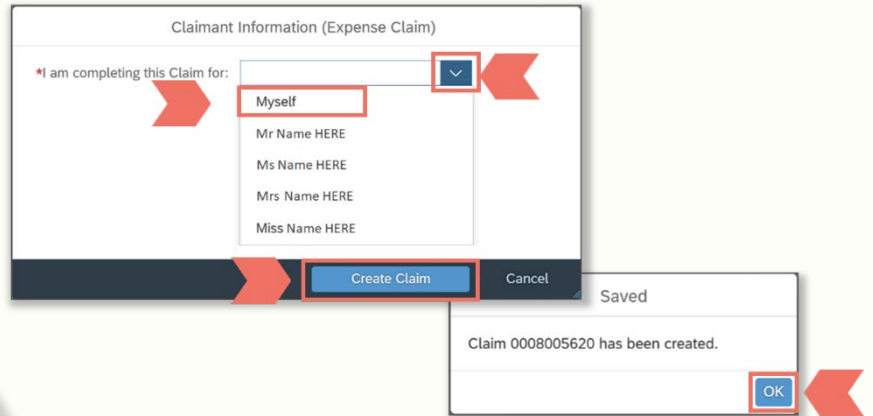
## 2 Who is the claim for?

From the Claimant Information screen:

- Select 'Myself' from the dropdown list
- Select the Create Claim button.

Once the claim is created:

- Select the OK button.



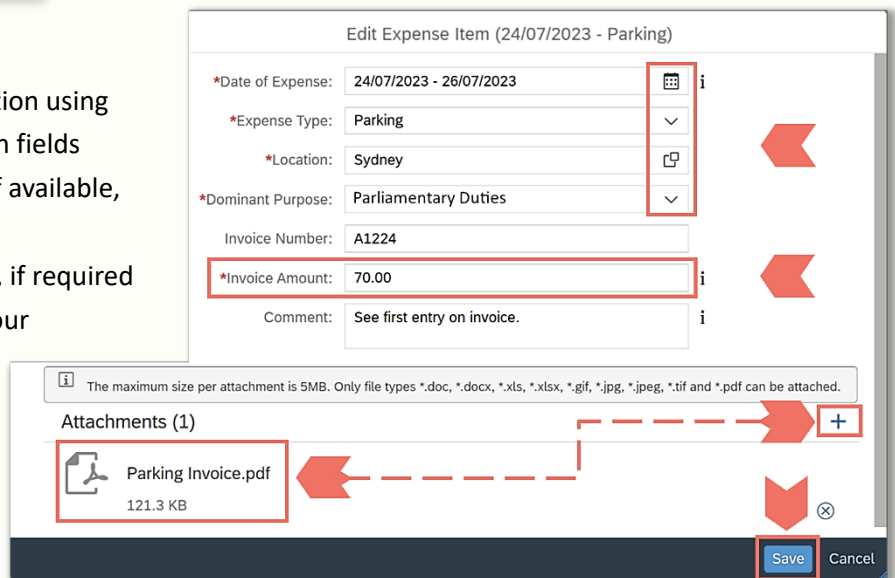
## 3 Enter the expense information

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:

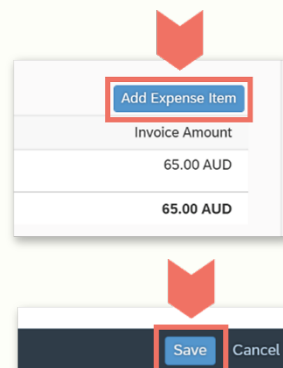
1. Mandatory fields are labelled with a red asterisk (\*).
2. For multi-day parking expenses, select both the first and last day of the range.
3. Invoice Amounts are entered in dollars and cents, using a decimal point and excluding the dollar sign (e.g. 75.83).



## 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 the Save button.

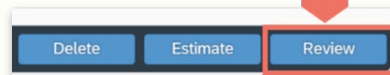


# Create a travel expense claim - parliamentarian

## 5 Review and Certify claim

To certify your claim:

- Select Review
- Review the terms and conditions including your obligations under the Parliamentary Business Resources Framework
- Accept the Terms and Conditions by ticking the acceptance statement field.



Terms & Conditions

1. I certify that my claim for the expense, allowance or public resource complies with sections 25, 26, 27 and 28 of the Parliamentary Business Resources Act 2017.

2. I acknowledge that I am personally responsible and accountable for my use of public resources and that if section 26, 27 or 28 of the Parliamentary Business Resources Act 2017 is contravened any amount not repaid within 28 days attracts a 25% penalty and is a debt due to the Commonwealth.

Parliamentary Business Resources Act 2017

s25 Obligations in relation to the use of public resources for conducting parliamentary business

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 of work expenses and allowances for Parliamentarians and their employees under the parliamentary work expenses framework.

[www.ipea.gov.au/privacy-policy](http://www.ipea.gov.au/privacy-policy)

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

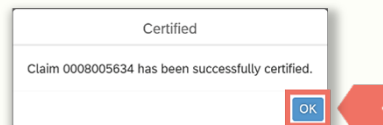
Edit Draft Claim Assign To Certify

- Select the Certify button to send your claim for review and payment by IPEA.

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, 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.