

Approve a travel expense claim

1 Locate claims awaiting certification

- Select Approve Expense Claim tile
- Use the filter to find travel expense claim
- Awaiting Certification or locate the claim in the list

Approve Expense Claims
Office / Travel
Awaiting Certification

Approval Request

Name: Parliamentarian Name HERE Office: Here, Name Position: Backbencher
Workbase: Canberra SES: Yes

Standard

Claim ID: Claimant Name: Claim Type:

Hide Filter Bar Filters Go

PEMS Claims (2) Standard

Claim ID	Claimant	Claim Type	Date Created	Submitter	Amount	Status
8000474	Mr Name HERE	Domestic Travel Expenses	24/06/2022	PE3060327603	45.00 AUD	Awaiting Certification
8000473	Mr Name HERE	Domestic Travel Allowance	24/06/2022	PE3060327603	272.65 AUD	Awaiting Certification

2 Review and Certify

- Open the expense claim and review the details
- If correct select Certify
- If incorrect select Return

Domestic Travel Claim

Claimant Information (Expense Claim)

Current Status: Awaiting Certification (0008000474) [View Action Log](#)
Claimant: Mr Name HERE
Position: Electorate Officer C
Workbase: Canberra

Expense Details (1)

Date of Expense	Item Number	Expense Type	Invoice Number	Location/Departure	Arrival	Purpose of Travel	Attachments Count	Invoice Amount
21/06/2022 - 21/06/2022	1	Parking		Canberra Airport (Canberra)		Official	1	45.00 AUD

Estimates Overview

Total Estimated Amount: 272.65 AUD
Estimated Net Amount Due: 272.65 AUD

Additional Attachments (0)

No additional supporting documents attached.

Comments

Print Claim Copy Estimate Return Certify