

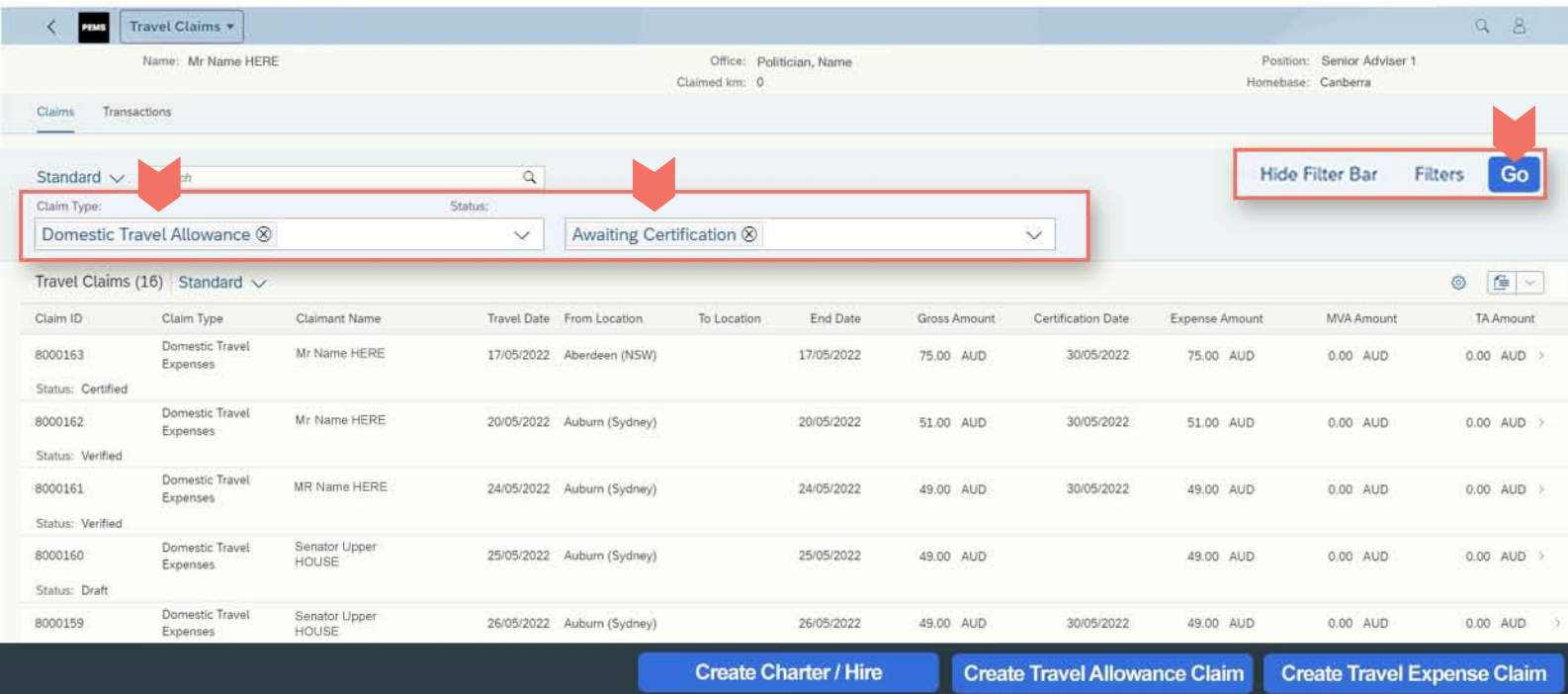
Recall a travel allowance claim prior to certification

1 Locate the claim to be recalled

- Select Travel Expense tile
- Use search filter to find domestic travel allowance claims awaiting certification
- Select Go

Travel Expenses
Create/Manage Claims

Awaiting Action



The screenshot shows the PEMS Travel Claims interface. At the top, there are navigation tabs for 'Claims' and 'Transactions'. Below this, user information is displayed: Name: Mr Name HERE, Office: Politician, Name, Claimed km: 0, Position: Senior Adviser 1, Homebase: Canberra. A search bar is present with a dropdown menu set to 'Standard'. Below the search bar, there are two dropdown menus: 'Claim Type' set to 'Domestic Travel Allowance' and 'Status' set to 'Awaiting Certification'. To the right of these filters are buttons for 'Hide Filter Bar', 'Filters', and 'Go'. Below the filters, a table titled 'Travel Claims (16)' is displayed. The table has columns for Claim ID, Claim Type, Claimant Name, Travel Date, From Location, To Location, End Date, Gross Amount, Certification Date, Expense Amount, MVA Amount, and TA Amount. The table contains five rows of data, each representing a different claim. At the bottom of the interface, there are three buttons: 'Create Charter / Hire', 'Create Travel Allowance Claim', and 'Create Travel Expense Claim'.

Claim ID	Claim Type	Claimant Name	Travel Date	From Location	To Location	End Date	Gross Amount	Certification Date	Expense Amount	MVA Amount	TA Amount
8000163	Domestic Travel Expenses	Mr Name HERE	17/05/2022	Aberdeen (NSW)		17/05/2022	75.00 AUD	30/05/2022	75.00 AUD	0.00 AUD	0.00 AUD
Status: Certified											
8000162	Domestic Travel Expenses	Mr Name HERE	20/05/2022	Auburn (Sydney)		20/05/2022	51.00 AUD	30/05/2022	51.00 AUD	0.00 AUD	0.00 AUD
Status: Verified											
8000161	Domestic Travel Expenses	MR Name HERE	24/05/2022	Auburn (Sydney)		24/05/2022	49.00 AUD	30/05/2022	49.00 AUD	0.00 AUD	0.00 AUD
Status: Verified											
8000160	Domestic Travel Expenses	Senator Upper HOUSE	25/05/2022	Auburn (Sydney)		25/05/2022	49.00 AUD		49.00 AUD	0.00 AUD	0.00 AUD
Status: Draft											
8000159	Domestic Travel Expenses	Senator Upper HOUSE	26/05/2022	Auburn (Sydney)		26/05/2022	49.00 AUD	30/05/2022	49.00 AUD	0.00 AUD	0.00 AUD

2 Recall the claim

- Open the claim and select Recall

Recall

3 Update and Submit

- Review and update the claim details
- Follow the usual process to review and submit the claim

Print Claim

Save

Copy

Delete

Estimate

Review