

About IPEA

IPEA was established on 1 July 2017, as an independent agency under the *Independent Parliamentary Expenses Authority Act 2017 (IPEA Act)*. It is led by a CEO and Members of the Authority. The Members include the President of the Remuneration Tribunal and up to four additional independent Members appointed by the Governor-General.

IPEA administers and advises on travel expenses and travel allowances. We monitor, report on and audit all parliamentarians' work resources.



Personal advice

We provide personal advice to parliamentarians and their staff on travel related queries.



Administering

We administer travel expenses and travel allowances for parliamentarians and their staff.



Reporting

We provide regular reports on all current and former parliamentarians' use of work resources including staff travel.



Assurance

We provide assurance through post payment checking and a range of assurance activities. We audit parliamentarians' work expenses and the travel expenses of their staff.



Monitoring

We monitor the travel expenses and travel allowances of parliamentarians and their staff.

***Our hours are Monday to Friday 9.00 am to 5.00 pm
Canberra time.***

What to expect from IPEA



Courtesy and respect

- IPEA aims to pay your claims within 7 working days of receiving all your correct and complete information.
- IPEA contacts you if we require any further information for your claims.
- IPEA provides you with a regular expenditure report for review and certification prior to publication.
- IPEA provides up to date budget reports and other reports on request.
- IPEA aims to respond to any written travel query within **2 working days**.

What IPEA expects from you

Courtesy and respect



- Provide IPEA with all the required details when you seek advice.
- That you submit accurate, complete and timely expense claims.
- Certify your expenditure reports.
- Contact IPEA immediately if you find any anomalies in your reports.