



# Travel—parliamentarians

## Travel on scheduled commercial transport

Parliamentarians may travel by scheduled commercial transport at Commonwealth expense in Australia (including the external territories, but not Antarctica) when travelling for the dominant purpose of parliamentary business.

### ***What is scheduled commercial transport?***

- Scheduled flights on commercial or commuter air services
- Rail services
- Coaches operating as regular carriers
- Ferries operating as regular carriers
- Other vehicles operating as regular carriers.

Travel may be undertaken up to the cost of business class for the most reasonable and usual route between the departure and destination points. All travel must represent value for money to the Commonwealth.

## Travel on unscheduled commercial transport

### ***What is unscheduled commercial transport?***

- Taxis
- Regulated rideshare services
- Self-drive hire cars
- Chartered buses
- Chartered aircraft.

Unscheduled commercial transport services cannot be used within the parliamentarian's electorate if the parliamentarian could reasonably use their private plated vehicle.

If the parliamentarian does not have a private plated vehicle and instead receives an allowance, the parliamentarian should use their allowance to cover transport costs in circumstances where a private plated vehicle could otherwise reasonably be used.

### ***When can a taxi or regulated ridesharing service be used?***

Parliamentarians need to decide about the 'reasonableness' of using taxis or other transport in their local area. In general, a private plated vehicle or allowance in lieu should be used.

IPEA provides parliamentarians with a Cabcharge card. If a taxi payment is made by other means, please submit a completed Unscheduled Commercial Transport claim with a copy of your receipt to IPEA for processing. If a Cabcharge card is processed manually, the parliamentarian must sign the receipt, detailing the travel locations. Cabcharge will provide a copy of the signed receipt to IPEA.

### ***When can a self-drive hire car be used?***

Anywhere in Australia subject to meeting the framework principles.

### ***When can a passenger travel with a parliamentarian on unscheduled commercial transport?***

1. Where the passenger is required for the parliamentarian to conduct their parliamentary business (for example, a parliamentarian may need to be accompanied by a member of staff or industry expert), or
2. Where there are no additional costs for the passenger's travel.

If additional costs are incurred so a passenger can travel, the passenger or the parliamentarian must **personally** meet the additional costs. Requiring a larger aircraft or vehicle, or incurring extra landing fees may create additional costs.

A family member accompanying a parliamentarian is not a 'required' passenger, and can only travel if:

- there are no additional costs, or
- the parliamentarian meets the additional cost, or
- it is within the family reunion provisions.



## Travel on Commonwealth transport (COMCAR)

### ***When can a COMCAR be used?***

A parliamentarian can access COMCAR services within Australia to conduct parliamentary business. There are however certain conditions that apply. These include that the travel:

- is for the dominant purpose of conducting parliamentary business; and
- represents value for money to the Commonwealth.

COMCAR services **must not** be accessed to travel if you can reasonably use your Commonwealth provided private plated vehicle or the allowance provided in lieu of a private plated vehicle. IPEA is available for additional advice on the use of COMCAR.

### **Did you know?**

IPEA provides advice on the use of COMCAR, while the Department of Finance administers the bookings and functions of COMCAR.

### ***What is a private plated vehicle?***

A private plated vehicle or an option to receive an allowance in lieu of a private plated vehicle is available for all parliamentarians. Further information is available on the Ministerial and Parliamentary Services website.

## Privately owned vehicle

### ***What is a private vehicle allowance?***

A private vehicle allowance is an allowance, based on a rate per kilometre travelled, that may be claimed for trips using a privately owned vehicle from a parliamentarian's home base to Canberra (or part way) for parliamentary business, where this represents value for money. The Remuneration Tribunal determines the rates for the allowance. The allowance covers fuel and all running costs.

## Did you know?

In certain circumstances other expenses may be claimed when using a privately owned vehicle:

- parking fees
- costs for relief drivers
- car ferry costs

Payments for private vehicle allowances that exceed 5000 km in a financial year, or exceed the Australian Taxation Office motor vehicle allowance deductible expense rate, will be subject to Pay As You Go (PAYG) withholding tax.

## Minor travel expenses

### *What other travel expenses can be claimed?*

A parliamentarian may claim reimbursement of minor travel expenses incurred when travelling in accordance with the provisions of the framework. These may include parking costs, public transport costs and fuel costs for self-drive hire cars. Tolls are **not** able to be reimbursed.

## Transport in large electorates

Parliamentarians with electorates of an area of 10,000 km<sup>2</sup> or more, receive a 'transport in large electorates' (TILE) budget. TILE allows parliamentarians to hire unscheduled commercial transport at Commonwealth expense for the dominant purpose of conducting electorate duties in their electorate.

## Travel allowance

A travel allowance covering accommodation, meals and incidental expenses is payable to a parliamentarian for each overnight stay in Australia that is not at their home base.

Travel allowance is limited to 10 nights per financial year when travelling for the dominant purpose of conducting party political duties at a location other than Canberra or, electorate duties outside the parliamentarian's electorate.



## Booking

The current travel provider for parliamentarians is CTM.  
All scheduled flight bookings must be made with CTM.

### Did you know?

CTM can arrange all modes of transport on scheduled and unscheduled services, including charter flights, ferries, self-drive car hire, trains and coaches. They also provide an accommodation booking service and assistance with other travel related services.

CTM issues each parliamentarian with a personal Travel Profile Number (TPN) to use when making travel bookings. This also records individual preferences, such as seating and special dietary requirements.

### Contact Coporate Travel Management (CTM):

Email: [ipea@travelctm.com](mailto:ipea@travelctm.com)

Phone: 1800 187 584

CTM operates 24 hours per day, 7 days a week.

### For information on COMCAR bookings:

[maps.finance.gov.au/cars](https://maps.finance.gov.au/cars)

The COMCAR centre operates 24 hours per day, 7 days a week.

## Claiming

A parliamentarian may only claim travel allowance after travel is completed.

### ***Travel allowance and private vehicle allowance***

To claim travel allowance, parliamentarians lodge a claim via PEMS, or alternatively, complete the parliamentarians' travel and/or private vehicle claim form and send it with supporting documentation to: [forms@ipea.gov.au](mailto:forms@ipea.gov.au)

Claims are paid directly to a parliamentarian's nominated financial institution. IPEA aims to process claims within 7 business days of receiving correct and complete claims. Bank transfer processes may add a further 24-48 hours depending on a parliamentarian's financial institution.

Travel allowance claims must be provided to IPEA within 60 days of completing the travel.

## Did you know?

As part of IPEA's compliance responsibilities, parliamentarians may be required to provide evidence of commercial accommodation to support their claims. It is important that the parliamentarians and/or their offices keep accurate and easily accessible records.

### ***Other travel expenses***

Other travel expenses can only be paid via reimbursement. Claims are lodged via PEMS or alternatively, by using the travel expenses claim form on IPEA's website in the 'Forms' section.



### ***Unscheduled commercial transport, including transport in large electorates***

To claim unscheduled commercial transport costs, parliamentarians lodge a claim via PEMS, or complete the unscheduled commercial transport form. Claims must be submitted with a copy of the tax invoice unless the travel is arranged through CTM.

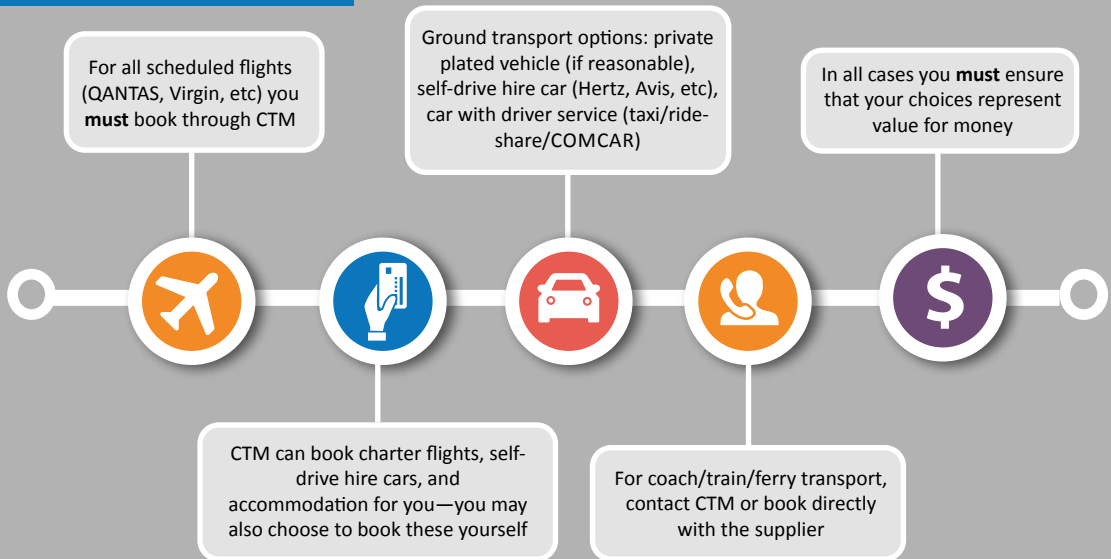
If a parliamentarian books unscheduled commercial transport directly with the provider, IPEA's payment terms are 30 days from receipt of a completed claim with the relevant invoice.

### ***Travel allowance rates***

Travel allowance rates vary depending on the travel location. The current rates are published at Parliamentarians' Travelling Allowance Rates on IPEA's website. There are commercial and non-commercial (private accommodation such as the home of a family member or friend) rates.

# Travel: parliamentarians

## BOOKING





# Travel: parliamentarians

## CLAIMING

All documentation to be submitted for post-travel payment—IPEA aims to process within 7 business days from when all the required information is provided. Include: travel dates, travel type (commercial or non-commercial), number of nights, location and dominant purpose

Claim your travel expenses through PEMS (preferred method) or complete a paper form—evidence you must provide for all expenses includes tax invoices and proof of payment (receipts)



Claim your travel allowance through PEMS (preferred method) or complete a paper form. Eligibility for this allowance is an overnight stay away from your work or home base

Claim any unscheduled commercial transport through PEMS (preferred method) or complete a paper form. Provide dates of travel, travel details, dominant purpose and tax invoice

