Travel-staff

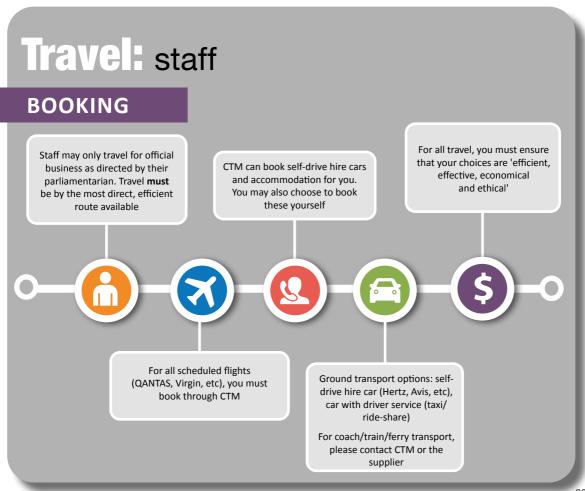
Framework

Staff employed by parliamentarians are covered by the *Members of Parliament (Staff) Act 1984* (MOP(S) Act).

A Ministerial Determination sets out the travel arrangements for staff of parliamentarians.

Staff travel provision details are set out in the Commonwealth Members of Parliament Staff Enterprise Agreement.

For current information on staff travel visit: ipea.gov.au/ipea-ed/travel/staff-travel



Travel: staff

ADVANCE CLAIM (APPROVED BEFORE COMPLETION OF TRAVEL)

Travel allowance claims are certified by a parliamentarian/ authorised officer before travel is completed

Upon the completion of travel, staff are required to acquit their travel claim. This allows for the traveller to indicate if there has been any changes to their travel or confirm the travel occurred as originally claimed

If an advance travel claim is not acquitted within 28 days of the completion of travel, the claim becomes outstanding.
As a result, new travel allowance claims are not processed until the outstanding acquittal is completed











Travel allowance claims are processed and paid by IPEA and a Certificate of Travel is available within PEMS. Where possible, travelling allowance is paid 2 days prior to the commencement of travel

IPEA processes the travel acquittal and any adjustments as required. If a change in travel arrangements leads to an overpayment, an invoice is raised. Prompt payment is expected

Travel allowance claims are certified by an authorised officer/parliamentarian after the completion of travel Travel allowance claims are processed by IPEA and a Certificate of Travel is available within PEMS. No further action is required

For more information on staff travel allowances, refer to the staff travel determination and enterprise agreement guidelines.