

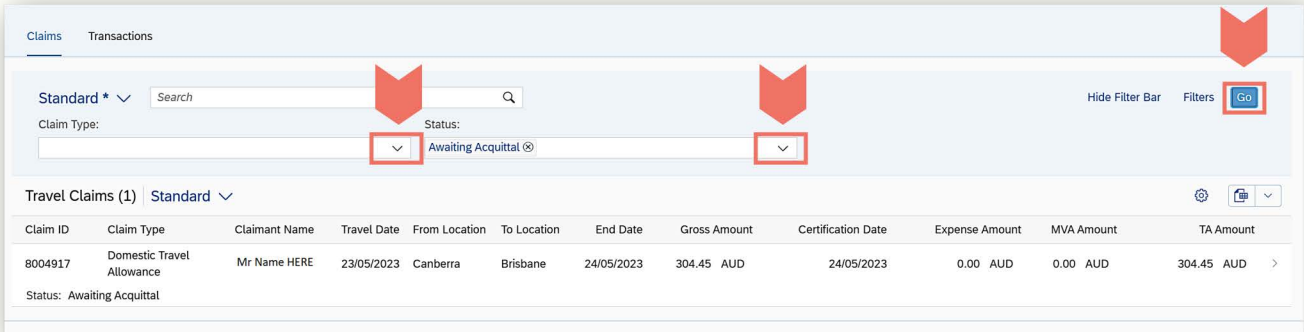
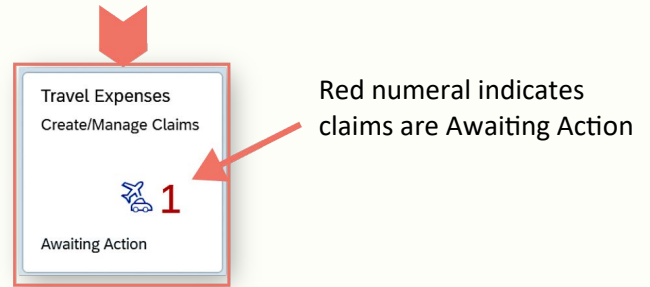
Acquit a travel allowance claim - staff

1 Open domestic travel allowance claim

- Select Travel Expenses tile.

To filter Claims that have a status of Awaiting Acquittal:

- Use the Claim Type and Status drop-down filters.
- Click on the Go button.



Open claims with the Status of Awaiting Acquittal by clicking on the appropriate row.

2 Ensure trip leg information is correct

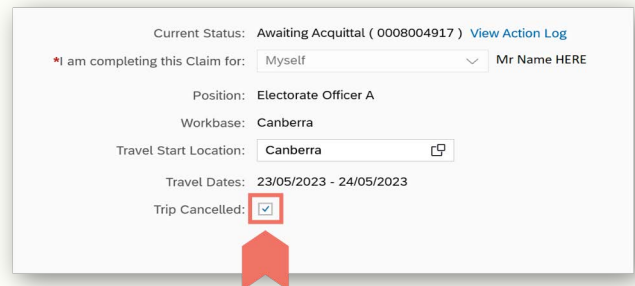
- Check and edit the details of each Trip Leg in chronological order.
- If extending your travel, edit the last Trip Leg details first.

If your entire trip was cancelled and you need to repay your Travel Allowance:

- Tick the Trip Cancelled field and go to Step 5.

To edit the details of a Trip Leg:

- Select Edit the Trip Leg (pen icon).

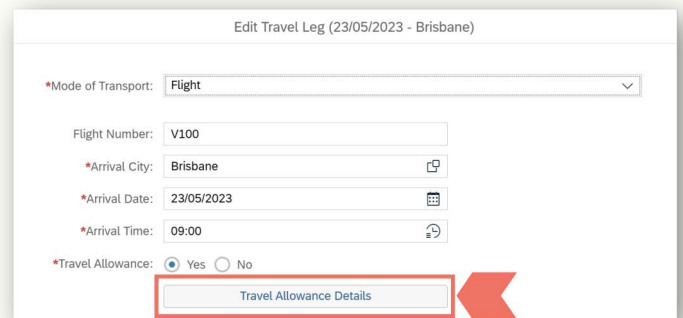


From the Edit Travel Leg screen you can change the following:

- Mode of Transport
- Arrival City
- Arrival Date
- Arrival Time
- Travel Allowance claimed Yes/No.

To continue:

- Click on the Travel Allowance Details button.



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3 Ensure travel allowance information is correct

Check and edit the following details under the Purpose of Travel:

- Description
- Travel Allowance Dates
- Location Stayed (suburb)
- Type of Accommodation

For all locations other than Canberra, ACT:

- Select Tax Invoice/Receipt Attached or Available on Request (AOR).
- Select the plus symbol (+) to attach a commercial accommodation Tax Invoice or Receipt document.

Purpose of Travel (1) Add Purpose

Description: Official | Travel Allowance Dates: 23/05/2023

No. of nights claiming at this location: 1

Location Stayed: Brisbane

Type of Accommodation: Commercial (selected) | Non-Commercial | Canberra

Are you claiming an accommodation adjustment?: No (selected) | Yes

Tax Invoice/Receipt Attached: | Available on Request (AOR):

Attachments (1) +

Accommodation Invoice.pdf (36.2 KB)

Save Cancel

Where AOR is selected, IPEA may ask you to provide a Tax Invoice or Receipt as part of a post-payment check.

To review other Trip Legs that require editing:

- Select Edit the Trip Leg (pen icon) for the required Leg.

Trip Itinerary Details (2)

	Date	Leg Number	Time	Mode Of Transport
	23/05/2023	1	09:00	Flight
	24/05/2023	2	09:00	Flight

To Add further Travel Legs

- Select the Add Travel Leg button

Add Travel Leg

Attachments Count	Travel Nights	Travel Allowance	Vehicle Allowance
1	1	304.45 AUD	0.00 AUD
0	0	0.00 AUD	0.00 AUD
		304.45 AUD	0.00 AUD

Print Claim Save Copy Estimate Review

Select Save when you have finished.

4 Check financial calculations of your travel allowance claim

To review the financial calculations of your claim for additional payments or repayments due:

- Click on the Estimate Button.

Save Copy Estimate Review

- Review the Estimates screen.
- Select Close when finished.

Estimates for Claim ID 0008004917

Date	Location	Purpose of Travel	No of Nights	Accom Type	Rate	Amount
23/05/2023	Brisbane	Official	2	Commercial	304.45 AUD	608.90 AUD

Travel Allowance: 608.90 AUD

Date	Location	Kilometres	Rate	Amount
No vehicles estimates available.				

Vehicle Allowance Total: 0.00 AUD

Debt Registration ID	Invoice Date	Debt Repayment Amount	Debt Repaid Amount
No debt repayment estimates available.			

Debt Repayment Amount: 0.00 AUD

Total Estimated Amount: 608.90 AUD
Amount Previously Paid: 304.45 AUD
Estimated Net Amount Due: 304.45 AUD

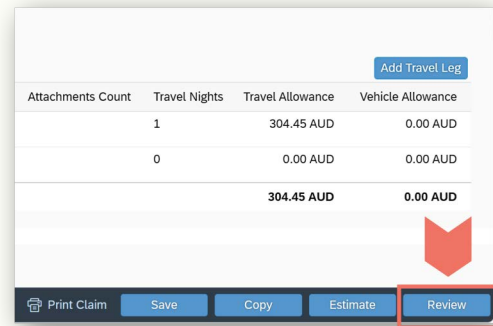
Close

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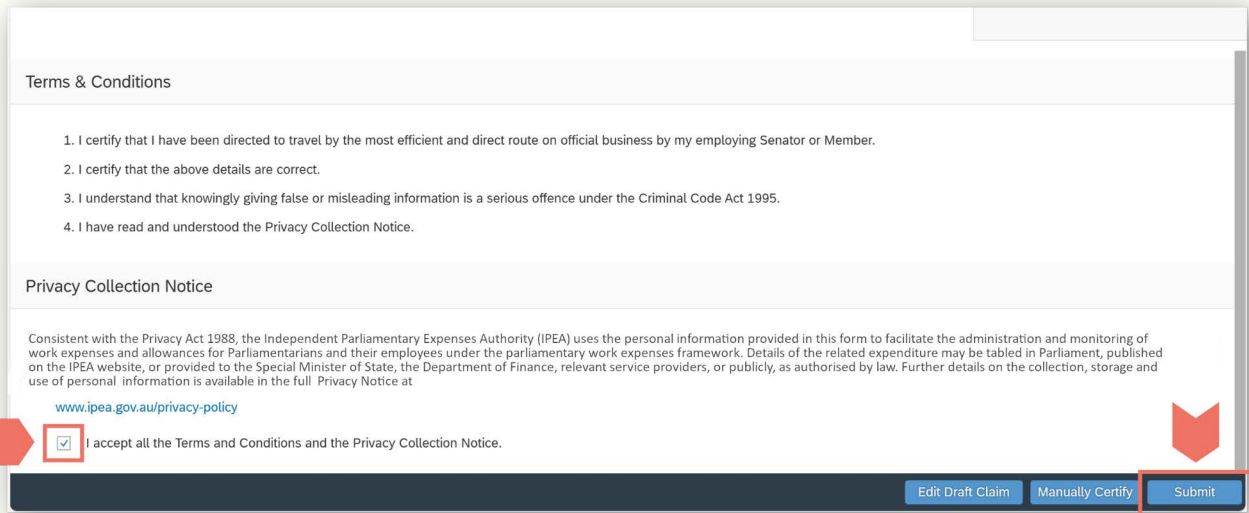
5 Review and submit claim for certification

To submit claim for certification:

- Select Review.
- Scroll to the bottom of the Review screen.
- Read and accept the Terms and Conditions by ticking the acceptance statement field.
- Click on the Submit button.



Attachments Count	Travel Nights	Travel Allowance	Vehicle Allowance
1		304.45 AUD	0.00 AUD
0		0.00 AUD	0.00 AUD
		304.45 AUD	0.00 AUD



Terms & Conditions

1. I certify that I have been directed to travel by the most efficient and direct route on official business by my employing Senator or Member.
2. I certify that the above details are correct.
3. I understand that knowingly giving false or misleading information is a serious offence under the Criminal Code Act 1995.
4. I have read and understood the Privacy Collection Notice.

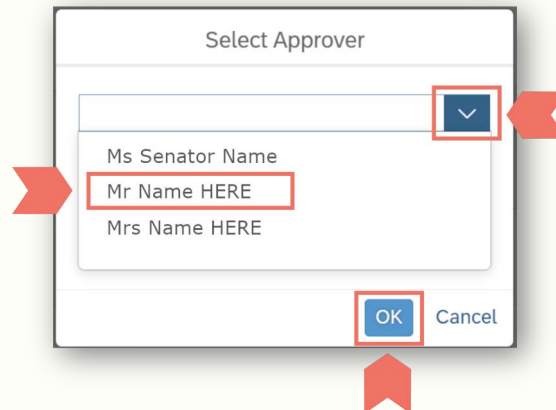
Privacy Collection Notice

Consistent with the Privacy Act 1988, the Independent Parliamentary Expenses Authority (IPEA) uses the personal information provided in this form to facilitate the administration and monitoring of work expenses and allowances for Parliamentarians and their employees under the parliamentary work expenses framework. Details of the related expenditure may be tabled in Parliament, published on the IPEA website, or provided to the Special Minister of State, the Department of Finance, relevant service providers, or publicly, as authorised by law. Further details on the collection, storage and use of personal information is available in the full Privacy Notice at www.ipea.gov.au/privacy-policy

I accept all the Terms and Conditions and the Privacy Collection Notice.

Edit Draft Claim Manually Certify Submit

- Choose from the drop-down list the person who will certify your Travel Allowance Claim.
- Click OK to complete the process.



Select Approver

Ms Senator Name

Mr Name HERE

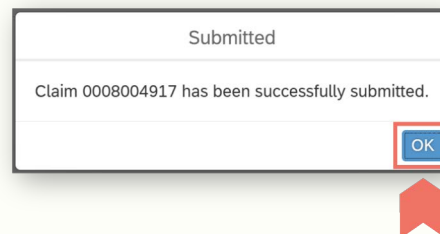
Mrs Name HERE

OK Cancel

You will see a confirmation notice

- Click OK to dismiss the confirmation notice

You will be returned to your Travel Claims screen.



Submitted

Claim 0008004917 has been successfully submitted.

OK

Following certification of your claim by your parliamentarian or authorised officer, IPEA will review and verify your claim within 7 working days, in line with our published [Service Level Standards](#). Additional payments will be received in 2-3 working days. You will need to manage any debts through your [Debts tile](#).