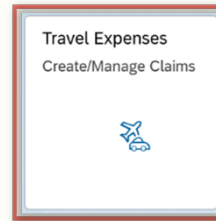


# View and manage travel expenses

## 1 Open travel dashboard

To see all travel expenses available to your role:

- Select Travel Expenses tile.



## 2 Claims overview

The 'Claims' tab shows the following claim types:

- Travel Allowances
- Travel Expenses
- Charter and Hire car.

Claim ID	Claim Type	Claimant Name	Travel Date	Gross Amount	Certification Date	TA Amount	Status
8005000	Domestic Travel Expenses	Mr Name HERE	04/05/2023	269.00 AUD	30/05/2023	0.00 AUD	Manually Certified
8004917	Domestic Travel Allowance	Mrs Name HERE	23/05/2023	608.90 AUD	24/05/2023	608.90 AUD	Draft
8004537	Charter / Hire	Senator Name	06/01/2023	6,000.00 AUD	21/04/2023	0.00 AUD	Verified
8004224	Charter / Hire	Senator Name	01/02/2023	3,000.00 AUD	17/03/2023	0.00 AUD	Certified
8003953	Domestic Travel Expenses	Ms Name HERE	06/02/2023	60.00 AUD	02/03/2023	0.00 AUD	Returned
8003952	Domestic Travel Allowance	Mr Name HERE	10/02/2023	304.45 AUD	02/03/2023	304.45 AUD	Paid

The status of each claim is also shown. More information on each status is provided in the table below.

To see details of a claim, including travel legs, attachments and payment details, or to take further action on a claim:

- Click on the expense line to open the item.

Claim ID	Claim Type	Claimant Name	Travel Date	From Location	MVA Amount	TA Amount	Status
8005000	Domestic Travel Expenses	Mr Name HERE	04/05/2023	Albury	0.00 AUD	0.00 AUD	Manually Certified
8004917	Domestic Travel Allowance	Mrs Name HERE	23/05/2023	Canberra	0.00 AUD	608.90 AUD	Draft
8004628	Domestic Travel Allowance	Ms Name HERE	03/01/2023	Adelaide	76.80 AUD	340.65 AUD	Verified

# View and manage travel expenses

## Status definitions (claims)

Status	Meaning	For action by:
Draft	Claim is awaiting completion and submission for approval.	Claimant
Awaiting Certification	Claim has been submitted for approval by parliamentarian or authorised officer.	Parliamentarian or authorised officer
Certified	Claim has been approved by parliamentarian or authorised officer and is awaiting verification by IPEA.	IPEA
Manually Certified	Claim has been manually certified and is awaiting verification by IPEA. <b>Note:</b> Copy of physically signed claim must be attached.	IPEA
Verified	Claim has been verified by IPEA and is awaiting payment.	-
Paid	Claim has been paid - payment will be received in 2-3 working days.	-
Returned	Claim has been returned by your approver or IPEA for further action. <b>Note:</b> See 'How to Action Returned Claims'.	Claimant
Awaiting Acquittal	Claim certified before travel was completed (in Advance), requires confirmation of travel details. <b>Note:</b> See 'Acquit Travel Allowance Claim – Staff'	Claimant
Claim in Review - IPEA	Claim is being adjusted by IPEA.	IPEA

## 3 Transactions overview

To see all transactions that IPEA has made to providers on your behalf:

- Click on the Transactions tab.

The 'Transactions' screen shows payments to:

- Travel Service Provider - for flights, hire car booking and ferry tickets
- Dept. of Foreign Affairs and Trade - for international travel expenses arranged through overseas posts
- Cabcharge - for taxis where a Cabcharge card has been used.

The status of each expense is also shown. More information on each status is provided in the table below.

The screenshot shows the 'Transactions' screen with a table of travel transactions. The table columns are: Registration ID, Transaction Type, Dominant Purpose, Traveller Name, Reference No, Total Amount, and Status. The following table represents the data shown in the screenshot:

Registration ID	Transaction Type	Dominant Purpose	Traveller Name	Reference No	Total Amount	Status
901723	Travel Services Provider	Official	Mr Name HERE	B.0011800530	99.00 AUD	Verified
9017065	Travel Services Provider	Official	Ms Name HERE	B.0011800530	99.00 AUD	Awaiting Submission
9016895	Travel Services Provider	Official	Mrs Name HERE	B.0011800530	99.00 AUD	Verified
901666	Dept. Foreign Affairs & Trade	Official	Mr Name HERE	B.0011900270	1,152.86 AUD	Verified
9015530	Travel Services Provider	Official	Ms Name HERE	B.0011192994	376.44 AUD	Verified
901504	Cabcharge	Official	Mr Name HERE	51155702	18.54 AUD	Paid
9015038	Cabcharge	Official	Ms Name HERE	28587TX514	32.55 AUD	Verified

# View and manage travel expenses

## 3 Transactions overview continued

To see details of each Transaction, including a breakdown of charges, flight numbers, class of travel, and departure and arrival times:

- Click on the expense line to open the item.

Registration ID	Transaction Type	Dominant Purpose	Traveller Name	Travel Date	Reference No	Total Amount	Status
9017235	Travel Services Provider	Official	Mr Name HERE	05/02/2023	B.0011800530	99.00 AUD	Verified
9017065	Travel Services Provider	Official	Ms Name HERE	05/02/2023	B.0011800530	99.00 AUD	Verified
9016895	Travel Services Provider	Official	Mrs Name HERE	05/02/2023	B.0011800530	99.00 AUD	Verified
9016661	Dept. Foreign Affairs & Trade	Official	Mr Name HERE	09/03/2023	B.0011900270	1,152.86 AUD	Verified

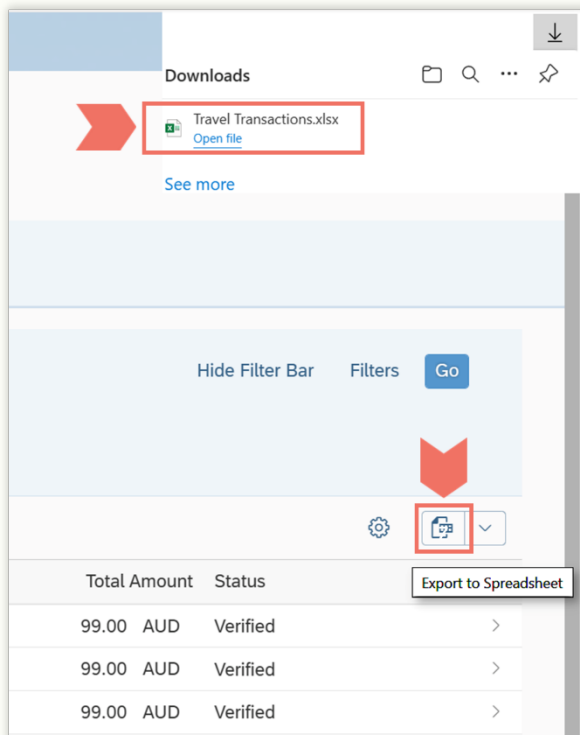
## Status definitions (transactions)

Status	Meaning
Awaiting Submission	Expense is pending payment to the provider.
Verified	Expense has been verified by IPEA and is awaiting payment to the provider
Paid	Expense has been paid to the provider.

## 4 Export to Microsoft Excel

To export your Claims or Transactions overview for use in Microsoft Excel:

- Select the Export to Spreadsheet button
- Locate and open the exported file from your browser
- Save the exported file if required.



For further information refer to the 'Add filters to dashboard' topic available at PEMS education and resources (<https://www.ipea.gov.au/education/education-resources/pems-education-and-resources>).