

# Create a claim on behalf of someone else

## 1 Create a travel expense/allowance claim

To create a travel expense or travel allowance claim:

- Log into PEMS
- Select the Travel Expenses tile.

This displays the Travel Claims screen.

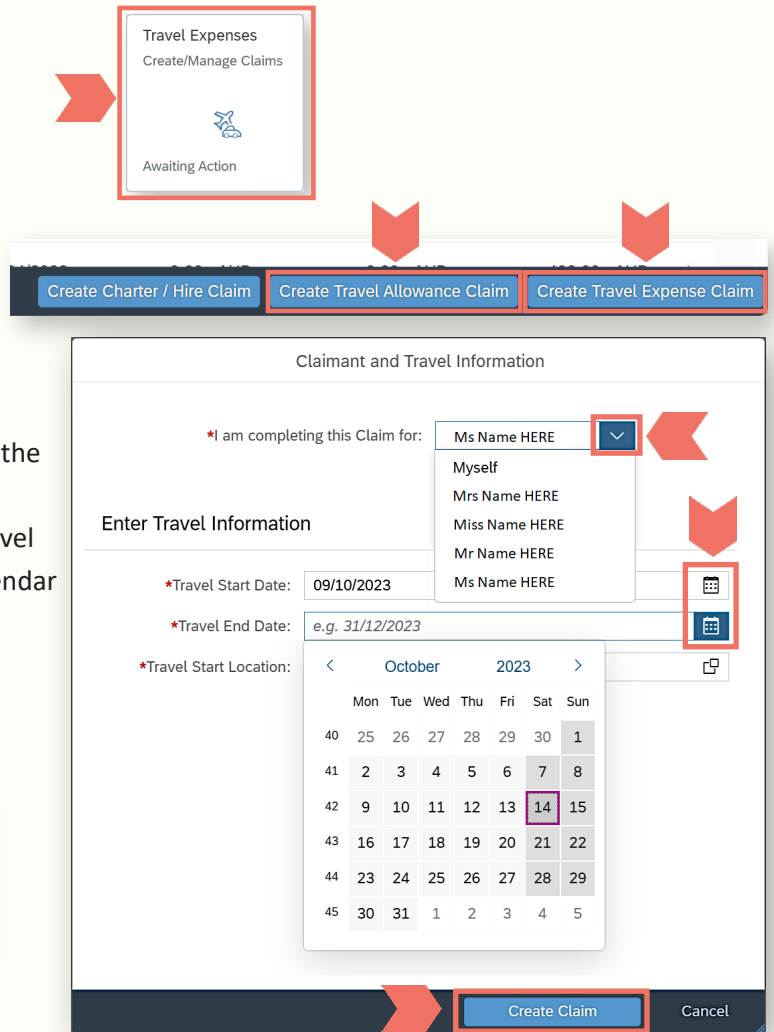
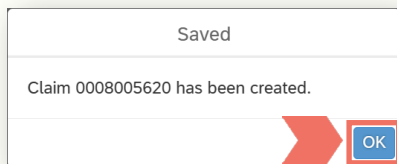
- Select the relevant Travel claim type.

From the Claimant Information screen:

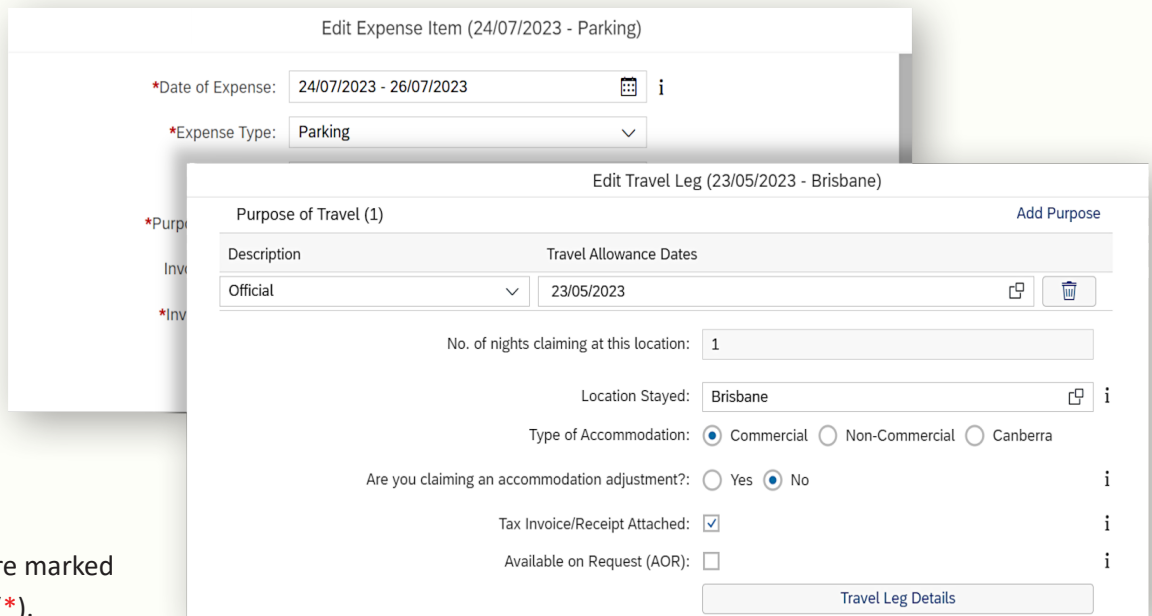
- Select the person for whom you are creating the claim from the dropdown list
- For Travel Allowance claims complete the Travel Start Date and Travel End Date using the Calendar icons
- Select the Create Claim button.

You will see a confirmation notice:

- Select OK to close the confirmation notice.



Enter all information into each relevant Edit Travel Leg or Expense Item screen.



### Note:

Mandatory fields are marked with a red asterisk (\*).

For help refer to the 'Create a travel expense claim' or 'Create a travel allowance claim' guides available on the IPEA website at [ipea.gov.au/pemsresources](http://ipea.gov.au/pemsresources).

When all Travel Leg or Expense Item details are complete and attachments added, the claim needs to be assigned to the traveller to review and accept the Terms and Conditions of their claim.

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## 2 Assign the claim to the traveller

To assign a claim to the traveller:

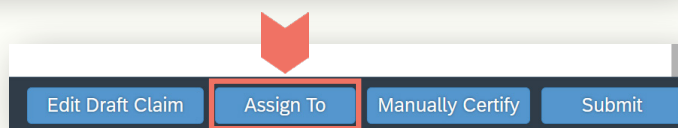
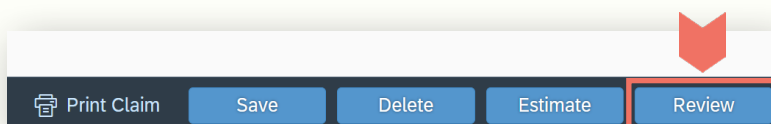
- Select the Review button.

This will display the Review screen.

- Select the Assign To button.

This will display the Assign Claim for Review screen.

- Select the traveller from the dropdown menu.
- Enter a comment in the Comments field.
- Select the OK button.



The Assigned confirmation message will appear.

- Select OK.

The claim is now assigned to the traveller for them to review and submit/certify.

**The process for proceeding with claims varies for staff and parliamentarians.**

### How staff submit their claim

The staff member who travelled will need to submit their claim for certification in PEMS:

- Select the Travel Expenses tile
- Locate and select the claim from the Travel Claims screen by clicking on the row.

This will display the Claimant Information screen.

- Ensure all details are correct, using the Pencil icon to edit as required
- Select Review
- Scroll to the bottom of the Review screen
- Read and accept the Terms and Conditions by ticking the acceptance statement field
- Select Submit
- Choose from the dropdown list the person who will certify the claim
- Select OK to close the confirmation notice.

This will display the Travel Claims screen.

### How parliamentarians certify their claim

Your Parliamentarian will need to certify their claim in PEMS:

- Select the Travel Expenses tile
- Locate and select the claim from the Travel Claims screen by clicking on the row.

This will display the Claimant Information screen.

- Ensure all details are correct, using the Pencil icon to edit as required
- Select Review
- Scroll to the bottom of the Review screen
- Read and accept the Terms and Conditions by ticking the acceptance statement field
- Select Certify
- Select OK to close the confirmation notice.

This will display the Travel Claims screen.

Following certification of a claim, IPEA will review and verify a completed claim in line with our published [Service Level Standards](#). Payments will be received in 2-3 working days following verification.