



Budgets

Management and tracking

Parliamentarians are provided with up to 4 travel-related budgets with limits or caps:

- Transport in large electorates (charter travel)
- Electorate support budget
- Family Reunion Travel, made up of 2 different budgets:
 - Canberra and local area (value based limit)
 - Australia-wide (trip based cap)
- Travel allowance for electorate business outside the electorate, and/or party political duties outside Canberra.

Parliamentarians should track budget expenditure and usage to ensure they are not exceeded.

IPEA provides up to date budget reports, available through PEMS, to assist parliamentarians with tracking their budgets.

Overspends

Budgets must not be exceeded. If a travel budget is exceeded, it becomes a debt to the Commonwealth. IPEA will take action to recover the debt, typically by raising an invoice and sending it to the parliamentarian.

Reporting

IPEA produces a range of reports to provide transparency and accountability for work expenses incurred, and to support parliamentarians and their staff in tracking and managing budgets, limits and expenditure.

What is an expenditure report?

The expenditure report is a report on current and former parliamentarians' expenses published on IPEA's website. The reports are currently published quarterly, and comprise information related to parliamentarian travel, office facilities, office administration, telecommunications, family travel and employee travel.

As part of the public reporting process, current and former parliamentarians are asked to certify that the expenses listed in their report were used for the dominant purpose of conducting their parliamentary business. Current and former parliamentarians are not asked to certify the specific amount of listed expenses as they may have limited knowledge or control over various types of expenses, such as office facilities.

A list of certifications is published on the IPEA website with the reports.

Before publishing, IPEA provides a preliminary version of the report to parliamentarians. To support effective checking, a preliminary report contains a range of transactional data not included in the published report. For example, a preliminary report contains details of domestic and international staff travel while the final report only contains aggregate totals for domestic and international travel.

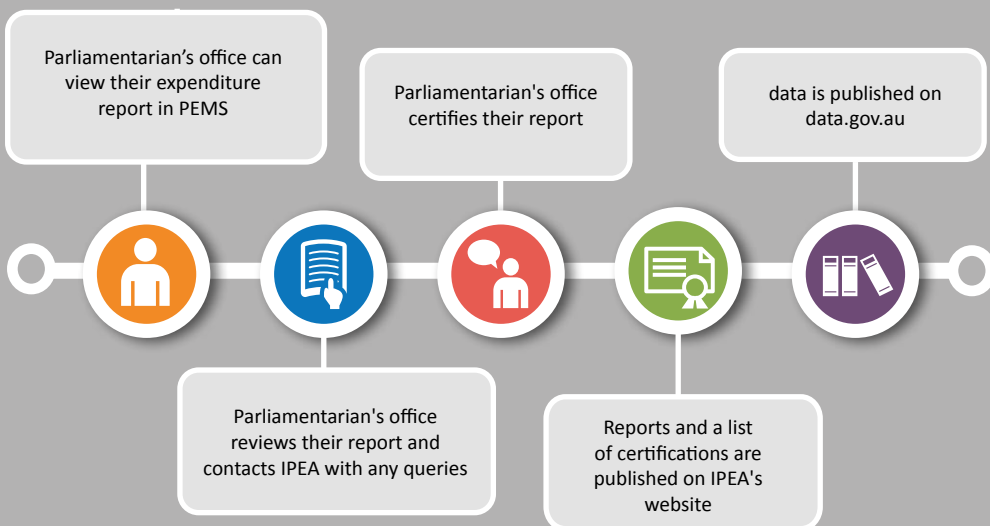
Parliamentarians and their staff are encouraged to regularly check their detailed expenses in PEMS to ensure the correct expenses will flow through to expenditure reports.

For any queries regarding a report, contact IPEA at: reporting@ipea.gov.au

Can I request a report?

Yes. Parliamentarians and their staff can request custom reports about their expenditure by sending a request to: reporting@ipea.gov.au

EXPENDITURE REPORT



Assurance

IPEA has a multi-layered approach to assurance that takes into account the high volume and types of parliamentary work expenses being accessed, and the need for public accountability.

Parliamentarians may access parliamentary business resources when conducting parliamentary business. IPEA provides oversight of their expenditure, and maintains parliamentarians' personal accountability in the use of public resources.

IPEA's oversight provides assurance to the public, parliamentarians, and their staff that parliamentary work resources are being used in accordance with the framework. As an independent Statutory Authority, IPEA does this at arm's length from Government.

IPEA publishes its audit and assurance reviews on the IPEA website when finalised.

Post-payment check

IPEA uses a program of regular post-payment checks to monitor selected travel expenses and related costs. Post-payment checks also provide further assurance of appropriate resource use.

Post-payment checks are ongoing systematic checks of expenditure transactions. They cover a range of expenses such as:

- use of short-term self-drive hire cars by MOP(S) Act staff
- provision of accommodation receipts supporting travel allowance claims for parliamentarians and MOP(S) Act staff
- use of unscheduled commercial ground transport by parliamentarians
- use of Cabcharge by parliamentarians and MOP(S) Act staff
- travel allowance (accommodation) adjustment for MOP(S) Act staff
- business class travel by MOP(S) Act Staff.



Preliminary assessment

A Preliminary Assessment is conducted to establish whether there has been a use of parliamentary business resources in relation to a particular event or circumstance. Matters requiring assessment may be identified through direct contact, third party reporting, or the media.

A Preliminary Assessment is based on information held by, or accessible to IPEA.

Assurance review

An Assurance Review follows a Preliminary Assessment. It determines whether there has been misuse of a parliamentary business resource. Assurance Reviews are published on IPEA's website when finalised.

Audit

IPEA is responsible for auditing all work expenses incurred by parliamentarians. IPEA is also responsible for auditing the travel expenses of parliamentarians' staff.

An audit may commence as the outcome of an Assurance Review or be undertaken in response to allegations of systemic or substantial potential misuse of a parliamentary business resource.

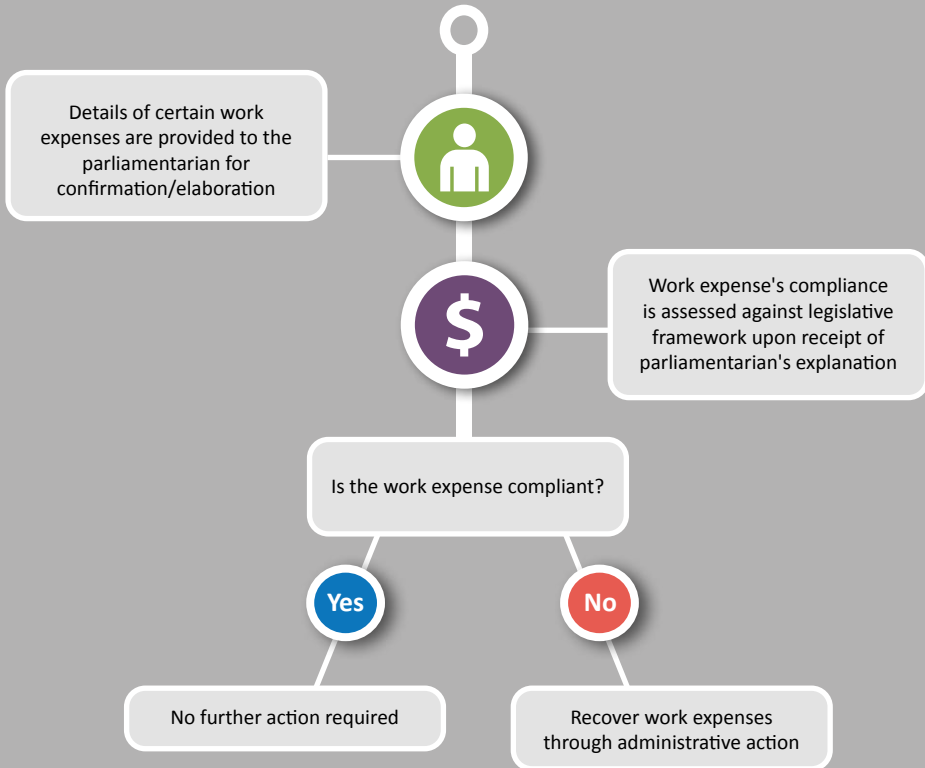
An audit may also focus on the use of a specific category of a parliamentary business resource against the legislative framework. This type of audit may examine use of that resource by all parliamentarians, and/or all MOP(S) Act staff.

Audits are published on IPEA's website when finalised.

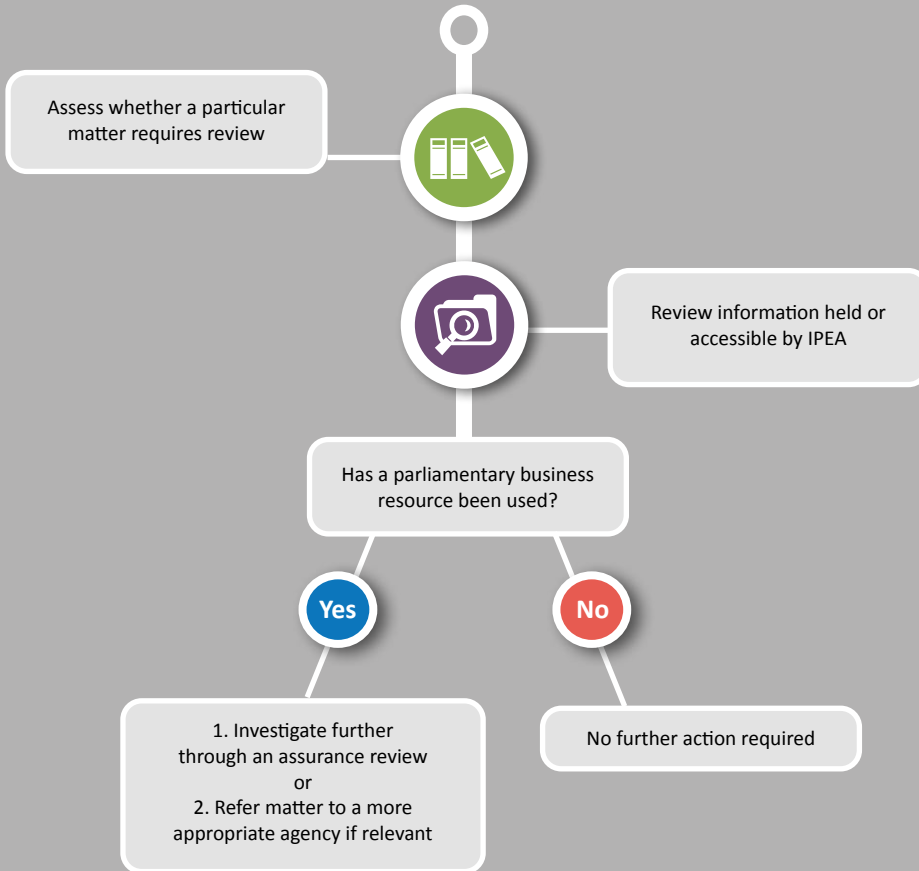
What can I expect?

IPEA collects information to assess the eligibility of work expenses against the legislative framework. If required, IPEA contacts the parliamentarian or staff member to request further evidence to support the work expenses under review.

POST PAYMENT CHECK



PRELIMINARY ASSESSMENT



ASSURANCE REVIEW





AUDIT

