



SENATORS AND MEMBERS

MINOR TRAVEL EXPENSES REIMBURSEMENT

(Taxi, rail, bus, parking and other transport)

<p>Options for returning your completed form Scan and Email to: forms@ipea.gov.au or Post to: Independent Parliamentary Expenses Authority One Canberra Avenue FORREST ACT 2603</p>	<p>Enquiries: Independent Parliamentary Expenses Authority Email: enquiries@ipea.gov.au Phone: (02) 6215 3000</p>
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SENATOR/MEMBER ▶ Full name

CLAIM DETAILS ▶ **Note:** ALL tax invoices and receipts **MUST** be attached to this claim.
 Payment will not be made until receipts are received by Independent Parliamentary Expenses Authority.

Travel date	Type of claim (Taxi/Rideshare, Rail, Ferry, Bus, Airport parking, Fuel* – Self-drive hire car only)	Travel from	Travel to	Cost
TOTAL				\$ <input style="width: 100px;" type="text"/>

***Note:** A copy of the hire car invoice is required in addition to the fuel invoices in order to claim fuel costs.

SIGNATURES

▶ I certify that to the best of my knowledge, the claims detailed above were incurred in accordance with the provisions of the *Parliamentary Entitlements Act 1990* and the relevant Determinations of the Remuneration Tribunal.

▶ By signing this form, I acknowledge that:

- I understand that knowingly giving false or misleading information is a serious offence under the *Criminal Code Act 1995*.
- I have read and understood the Privacy Collection Notice (see below).

Signature of Senator or Member**Date**

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.html