


# Recall a domestic travel expense claim

## 1 Locate the claim to be recalled

- Select Travel Expense tile
- Use search filter to find domestic travel expense claims a waiting certification

Travel Expenses  
Create/Manage Claims  
  
Awaiting Action

PEMS Travel Claims

Name: Mr Name HERE Office: Politician, Name Claimed km: 0 Position: Senior Adviser 1 Homebase: Canberra

Claims Transactions

Standard  Hide Filter Bar Filters Go

Claim Type: Domestic Travel Expenses Status: Awaiting Certification

Travel Claims (16) Standard

Claim ID	Claim Type	Claimant Name	Travel Date	From Location	To Location	End Date	Gross Amount	Certification Date	Expense Amount	MVA Amount	TA Amount
8000163	Domestic Travel Expenses	Mr Name HERE	17/05/2022	Aberdeen (NSW)		17/05/2022	75.00 AUD	30/05/2022	75.00 AUD	0.00 AUD	0.00 AUD
Status: Certified											
8000162	Domestic Travel Expenses	Mr Name HERE	20/05/2022	Auburn (Sydney)		20/05/2022	51.00 AUD	30/05/2022	51.00 AUD	0.00 AUD	0.00 AUD
Status: Verified											
8000161	Domestic Travel Expenses	MR Name HERE	24/05/2022	Auburn (Sydney)		24/05/2022	49.00 AUD	30/05/2022	49.00 AUD	0.00 AUD	0.00 AUD
Status: Verified											
8000160	Domestic Travel Expenses	Senator Upper HOUSE	25/05/2022	Auburn (Sydney)		25/05/2022	49.00 AUD		49.00 AUD	0.00 AUD	0.00 AUD
Status: Draft											
8000159	Domestic Travel Expenses	Senator Upper HOUSE	26/05/2022	Auburn (Sydney)		26/05/2022	49.00 AUD	30/05/2022	49.00 AUD	0.00 AUD	0.00 AUD

Create Charter / Hire Create Travel Allowance Claim Create Travel Expense Claim

## 2 Recall the claim

- Open the claim and select Recall

Recall

## 3 Update and Submit

- Review and update the claim details
- Follow the usual process to review and submit the claim

Print Claim

Save

Copy

Delete

Estimate

Review