


Create domestic travel allowance claim - Parliamentarian

1 Create Domestic Travel Allowance Claim

- Select Travel Expense tile
- Select Create Travel Allowance Claim

Travel Expenses
Create/Manage Claims

Awaiting Action

Create Travel Allowance Claim

2 Who is the claim for?

- Enter who the claim is for
- Enter the travel information
- Select Create Claim

Claimant and Travel Information

*I am completing this Claim for:

Enter Travel Information

*Travel Start Date:

*Travel End Date:



*Travel Start Location:

Create Claim Cancel

3 Edit the Trip Leg information

- Select pen icon to edit the trip itinerary details
- Complete trip details for all travel legs
- Select Save

Trip Itinerary Details (2)

	Date	Leg Number	Time	Mode Of Transport	Departure Location
	23/06/2022	1	00:00		Canberra
 Edit Trip Leg Details		2	00:00		

Edit Travel Leg

*Mode of Transport:

Flight Number:

*Arrival City:

*Arrival Date:

*Arrival Time:

*Travel Allowance: Yes No

Travel Allowance Details

Save Cancel

4 Certify claim

- Select Review to check your claim
- Read and accept terms and conditions
- Select Certify

Review

I accept all the Terms and Conditions and the Privacy Collection Notice.

Edit Draft Claim

Assign To

Certify