


Travel Expenses  
Create/Manage Claims  
  
Awaiting Action

Create Travel Allowance 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

### Trip Itinerary Details (2)

	Date	Leg Number	Time	Mode Of Transport	Departure Location
 	23/06/2022	1	00:00		Canberra
 <b>Edit Tripleg Details</b>		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

### Submit claim for approval

Select Review to check your claim

Review

Read and accept terms and conditions

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

Select Submit

Submit

Choose Approver

Select Approver

Senator Her NAME

Mr His NAME

OK Cancel