



## PARLIAMENTARIAN'S TRAVEL EXPENSES REIMBURSEMENT CLAIM

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

**CURRENT AND FORMER SENATORS AND MEMBERS**

### Returning your completed form

Scan and Email to: [forms@ipea.gov.au](mailto:forms@ipea.gov.au)

**Enquiries:** Independent Parliamentary  
Expenses Authority

Email: [enquiries@ipea.gov.au](mailto:enquiries@ipea.gov.au)

Phone: (02) 6215 3000

### NAME DETAILS

▶ Last name

▶ First name

### CLAIM DETAILS

▶ **Note:** ALL tax invoices and receipts **MUST** be attached to this claim.

Payment will not be made until complete and unobscured receipts are received by the Independent Parliamentary Expenses Authority.

Travel date (dd/mm/yy) 	Type of claim (Taxi/Rideshare, Rail, Ferry, Bus, Parking, Fuel* – Self-drive hire car only)	Travel from 	Travel to 	Cost

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

### CERTIFICATION

- I certify that my claim for the expense, allowance or public resource complies with sections 25, 26, 27 and 28 of the *Parliamentary Business Resources Act 2017*.
- I acknowledge that I am personally responsible and accountable for my use of public resources and that if section 26, 27 or 28 of the *Parliamentary Business Resources Act 2017* is contravened any amount not repaid within 28 days attracts a 25% penalty and is a debt due to the Commonwealth.
- 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 (below).

**Signature**

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-statement](http://www.ipea.gov.au/privacy-statement)

*Parliamentary Business Resources Act 2017*

s25 Obligations in relation to the use of public resources for conducting parliamentary business

s26 Dominant purpose test

s27 Obligation to ensure value for money in incurring expenses or claiming allowances or other public resources

s28 Obligation not to make claims or incur expenses in breach of conditions