



## STAFF TRAVELLING and/or MOTOR VEHICLE ALLOWANCE CLAIM

For staff employed under the *Members of Parliament (Staff) Act 1984*

- **All fields must be completed to ensure timely payment of claims.** Incomplete forms may cause delay to payment.
- See over for information on completing this form.
- Further information about staff travel is available from [www.ipea.gov.au](http://www.ipea.gov.au)

**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

Employee name	Employer name	Work base	State/Territory
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

	Travel details						Accommodation details					
	Travel date (dd/mm/yy)	Departure time	Departure from (Town/Suburb)	Mode of transport (include flight number if flown)	Arrival time	Arrival to (Town/Suburb)	If claiming MVA, KMs travelled	Accommodation Specific location stayed (Town/Suburb)	No. of consecutive nights claimed	Type of accom. (see codes below*)	Receipts attached (if location other than Canberra)**	Directed to stay at same hotel as Senator/Member outside Canberra
1st leg											<input type="checkbox"/>	<input type="checkbox"/>
2nd leg											<input type="checkbox"/>	<input type="checkbox"/>
3rd leg											<input type="checkbox"/>	<input type="checkbox"/>
4th leg											<input type="checkbox"/>	<input type="checkbox"/>
5th leg											<input type="checkbox"/>	<input type="checkbox"/>
6th leg											<input type="checkbox"/>	<input type="checkbox"/>

\* Accommodation codes: Commercial – C Non-commercial – NC Canberra – NR Personal stopover – PS

\*\* If not provided, receipts must be available on request

**CERTIFICATIONS**

► By signing this form:

- I certify that I have been directed to travel by the most efficient and direct route on official business by my employing Senator or Member.
- I certify that the above details are correct.
- 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 over).

Signature of Employee

Date

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- I certify that the above travel by the most efficient and direct route is/was directed by me for official purposes and that any personal stopover(s) detailed above is approved.
- I certify that where accommodation adjustments are claimed above, the employee was directed to stay at the same commercial accommodation as the employing Senator or Member.
- 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 over).

Signature of Senator or Member or Authorised Person

Printed name

Date

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## INFORMATION

- This form must be completed for all Travelling Allowance and Motor Vehicle Allowance (MVA) claims.
- Travelling Allowance and/or MVA claims should be authorised within 60 days of the completion of the travel.
- Advances should be acquitted as soon as possible. No further claims will be paid if acquittals are outstanding beyond 28 days.
- Personal stopover nights must be identified. A personal stopover cannot exceed two consecutive nights. Personal stopover night(s) should be included as a separate 'leg' of travel.
- Travel must include departure from, and return to, the workbase or home of the employee as applicable.
- If privately funded travel occurs before or after official duties, please include 'Private travel' as the departure or arrival location. IPEA does not need details of the locations of your private travel.
- If the form is not signed AND dated by the Senator or Member or Authorised Person, there will be a delay in payment until these details have been provided.

### **Motor Vehicle Allowance**

- MVA cannot be claimed for the purpose of travel between accommodation and the workplace other than in the exceptions set out in the travel determination.
- MVA is taxable but is not taxed at time of payment if less than 5,000 kms are paid per financial year.
- MVA can only be claimed if the vehicle is either owned by the employee or privately hired where the employee meets all costs of the hire.
- The number of kilometres being claimed must be supplied.