



UNSCHEDULED COMMERCIAL TRANSPORT CLAIM

Includes chartered and hired transport.

Returning your completed form

Scan and Email to: forms@ipea.gov.au

Enquiries: Independent Parliamentary
Expenses Authority

Email: enquiries@ipea.gov.au

Phone: (02) 6215 3000

MEMBER DETAILS

▶ Name

▶ State/Electorate

TRANSPORT DETAILS

▶ Provide all travel details, including repositioning legs.
Please ensure all individual legs are listed.

Mode of transport (i.e. aircraft, taxi, hire car, bus)	Travel date (dd/mm/yy)	Travel from	Travel to	Dominant purpose for travel				
				Parliamentary Duties	Electorate Duties	Party Political Duties	Official Duties	Not applicable (Repositioning)
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PASSENGERS

Passengers may travel with a Member in the following circumstances:

1. There were spare seats available and no additional costs, or
2. Where the passenger was required for the dominant purpose, or
3. Where additional costs will be covered by a Transport Costs Undertaking*.

▶ Were **additional costs** incurred to accommodate family members or any other person **not** relevant to your parliamentary business?

No ▶ Go to INVOICE DETAILS on page 2

Yes ▶ Go to TRANSPORT COSTS UNDERTAKINGS below

TRANSPORT COSTS UNDERTAKINGS (TCU)

Family members are **not** passengers that are reasonably required for the conduct of a Member's parliamentary business.

▶ Provide details of passengers for whom TCU have been made.

Name	Employer/Company/Relationship	Email address (not required for family members)	TCU (amount to be reimbursed)
			\$
			\$
			\$
			\$
Total of TCU (must cover additional cost of transport)			\$

* A Transport Costs Undertaking must:

- be in writing
- include the amount of the transport costs to be reimbursed to the Commonwealth
- be signed by the person making the undertaking before the transport costs are claimed.

At the discretion of a Member, a TCU can also be made even where there is no additional cost to the Commonwealth.

Note: This form is not a Transport Costs Undertaking.

INVOICE DETAILS

- ▶ The attached invoice is from
- ▶ Payment of the invoice is to be:
 Made directly to the supplier **OR**
 Reimbursed to the Senator or Member

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 of
Senator or Member**

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

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