# Certify an expenditure report

## 1

### View a reporting period

To open the Summary view for a particular Reporting Period:

- Select the Certify Expenditure Reports tile ٠
- Select the Reporting Period dropdown. •

Reporting periods with a status of Awaiting Certification can be certified.

Select the required Reporting Period by clicking on the report row. •

	C PEMS	ertify Expenditur	e Reports 🔻			Q 8
	*Reporting Period:		Office:		Status:	
	01/04/2023 to 30/06	/2023	Parliamentaria	n, Name	Awaiting Certification	
	Report Start Date	Report End Date	Office Name	Report Status		
	01/04/2023	30/06/2023	Parliamentarian, Name	Awaiting Certification		
	01/01/2023 31/03/2023		Parliamentarian, Name IPEA Notified			
[	01/10/2022	31/12/2022	Parliamentarian, Name	Certified		

Parliamentarian, Name

### There are two ways to certify a Reporting Period:

- i. Online, by parliamentarians only
- Offline, by an authorised staff member. ii.

#### 2 **Online certification - parliamentarian**

This will display the Confirm screen.

This will display a Success message:

To continue with certification: Select Certify.

Select OK.

•

•

To certify a Reporting Period	Certify Ex	xpenditure Reports 🔻		
online:	*Reporting Period:	Office:		
<ul> <li>Select Certify.</li> </ul>	01/04/2023 to 30/06/2023	Parliamentaria		

Note: Selecting Cancel will return you to the previous screen.

Select Certify.



Status:

Awaiting Certification

The report is now certified, and the status updated. No further action is required.

Certify Expendit	ure Reports 🔻			Q 8
*Reporting Period:	Office:	Status:	Download:	Declining Decent
01/04/2023 to 30/06/2023	Parliamentarian, Name	Certified	[또 Explanatory Notes [또	Preliminary Report



# Certify an expenditure report



### Offline certification – authorised staff

To certify a Reporting Period offline:

This will download a PDF version of

the expenditure report.

• Select Preliminary Report

 Status:
 Download:

 Awaiting Certification
 Notify IPEA
 C Explanatory Notes
 Preliminary Report

 Employee Travel (64)
 Repayments (0)
 Attachments (0)
 Action Log (0)

- Print the certification page (p. 1)
- Have your parliamentarian sign and date

Reporting Period 1 April to 30 June 2023											
Parliamentarian, NAME											
Summary of Parliamentary Expenditure											
Homebase	omebase Travel Allowance International Travel Scheduled Commercial Commercial Travel Transport Commercial Comm										
Canberra	\$0.00	\$0.00	-\$296.36	-\$763.13	\$0.00	-\$454.55	\$309.09	\$0.00	\$0.00	-\$810.95	
I certify that the expenses listed in my expenditure are used for the dominant purpose of conducting parliamentary business. Note: Parliamentarians are not asked to certify the mount of listed expenses as parliamentarians may have limited knowledge or control over various types of expenses such as office facilities.           Signature         Date											
ownloaded 05/1	0/2023 20:43 Parli	amentarian, NAM	E							Page 1 of 13	

• Scan and save the signed certification page.

Return to the Certify Expenditure Reports screen:

• Select Notify IPEA.



- This displays the Confirm screen:
  - Select the plus symbol (+)
  - Attach the signed certification page from the saved location
  - Select Notify IPEA.



This displays a Success message:

• Select OK.



Australian Government

Parliamentarian, NAME

1 April to 30 June 2023

Preliminary Report

Independent Parliamentary Expenses Authority

xpenditure Report

The status is updated to IPEA Notified. IPEA will review the certification

and update the status to Certified. No further action is required for this Reporting Period.

✓ PEMS Certify Expenditure Reports ▼						Q 8
*Reporting Period:		Office:		Status:	Download:	
01/04/2023 to 30/06/2023	C	Parliamentarian, Name		IPEA Notified	🛃 Explanatory Notes	Preliminary Report

# Certify an expenditure report

### 3

#### Offline certification – authorised staff - continued

To view the signed certification:

- Select the Attachments tab
- Select the certification file attachment.

This will download the certification file PDF.

Summary (8) >>> Domestic Travel (9) International Travel (0) Office Expense (7)	Employee Travel (16)	Repayments (1) Attachm	ents (1) Action Log (1)
Attachments (1)			
Certification .pdf Uploaded By: Ms Name HERE (05/10/2023 01:56 pm)			

#### Additional information

For Report Status definitions, see the Access an expenditure report guide.

Refer to the following PEMS guides at <u>ipea.gov.au/pemsresources</u>:

- Access an expenditure report
- Navigate and review an expenditure report.