

# About IPEA

IPEA was established on 1 July 2017, as an independent agency under the *Independent Parliamentary Expenses Authority Act 2017 (IPEA Act)*. It is led by a CEO and Members of the Authority. The Members include the President of the Remuneration Tribunal and up to four additional independent Members appointed by the Governor-General.

IPEA administers and advises on travel expenses and travel allowances. We monitor, report on and audit all parliamentarians' work resources.



## Personal advice

We provide personal advice to parliamentarians and their staff on travel related queries.



## Administering

We administer travel expenses and travel allowances for parliamentarians and their staff.



## Reporting

We provide regular reports on all current and former parliamentarians' use of work resources including staff travel.



## Assurance

We provide assurance through post payment checking and a range of assurance activities. We audit parliamentarians' work expenses and the travel expenses of their staff.



## Monitoring

We monitor the travel expenses and travel allowances of parliamentarians and their staff.

***Our hours are Monday to Friday 9.00 am to 5.00 pm  
Canberra time.***

## What to expect from IPEA



### *Courtesy and respect*

- IPEA aims to pay your claims within **7 working days** of receiving all your correct and complete information.
- IPEA contacts you within **4 working days** if we require any further information for your claims.
- IPEA provides you with a regular expenditure report for review and certification prior to publication.
- IPEA provides up to date budget reports and other reports on request.
- IPEA aims to respond to any request for advice within **2 working days**.

## What IPEA expects from you

### *Courtesy and respect*



- Provide IPEA with all the required details when you seek advice.
- That you submit accurate, complete and timely expense claims.
- Certify your expenditure reports.
- Contact IPEA immediately if you find any anomalies in your reports.