

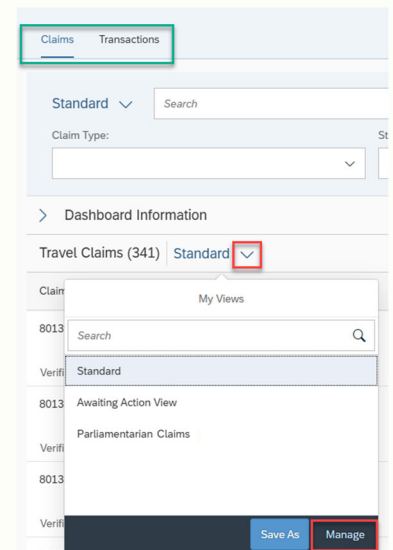
# IPEA: PEMS Travel User Experience Enhancements

## 1 New views

A range of new views have been added to the Travel Expenses tile to assist you with easily navigating your travel data. The new views are:

- **Awaiting Action View** (Travel Claims Tab): this shows claims that require action to progress
- **Parliamentarian Claims** (Travel Claims Tab): this shows all Travel Allowance, Travel Expense and Charter/Hire claims for the parliamentarian
- **Parliamentarian Transactions** (Travel Transactions Tab): this shows all Travel Services Provider, Cabcharge and DFAT transactions for the parliamentarian

To use these new views, you will need to add them to your favourites. Refer to steps 5 and 6 of the [Filter travel expenses and save views in PEMS](#) guide for further assistance.



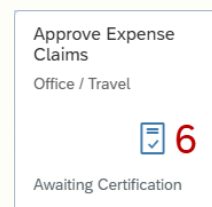
## 2 Ability to delete, amend and recall claims on behalf of others

Parliamentarians and their staff who are authorised to 'Approve Travel' will now be able to delete, amend and recall claims created by another staff member. This will assist in managing travel claims for staff on extended leave or who have left an office.

## 3 Workflow enhancements

### Parliamentarian

All claims requiring a parliamentarian's certification will now appear in the 'Approve Expense Claims' tile. This includes when a claim is created on a parliamentarian's behalf by a staff member in their office and assigned to them.

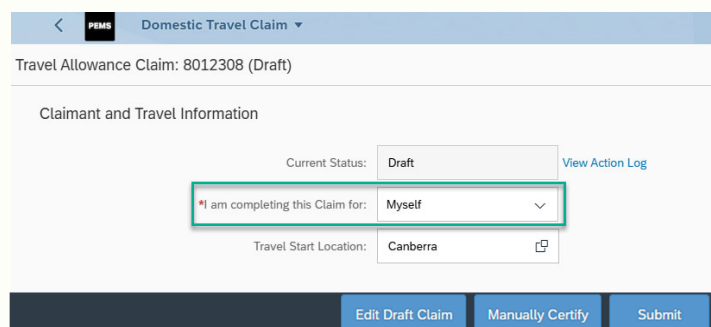


### Staff

The workflow of staff travel claims has been simplified to remove confusion and prevent certification delays. After selecting 'Review' on a staff member's own claim, they will have three options:

- Edit Draft Claim
- Manually Certify
- Submit

*Please note: the 'Assign To' button will still appear when creating a claim on behalf of someone else in an office.*



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## 4 Return reason

The reason your claim has been returned to you will now show consistently across all travel and office claims. It will appear in an orange banner across the top of your returned claim as well as being included in the email notification you receive from PEMS when your claim is returned.

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PEMS

Domestic Travel Claim ▾

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Return Reason: Your claim has been returned. To enable processing, please amend the dates of travel to match the receipt provided.

Travel Expense Claim: 8013932 (Returned)

PEMS Travel Claim has been returned to you

Claim Information	
Departure Date	29/07/2025
Departure Location	
Arrival Location	
Claimant's Name	
Total Amount Payable	\$55.00
Reason for Return	Your claim has been returned. To enable processing, please amend the dates of travel to match the receipt provided.

## 5 Travel Expense tile enhancements

Various enhancements have been made to the Travel Expenses tile to assist you with navigating and filtering travel data in PEMS.

1. Additional standard filters have been added which allow you to quickly search by 'Claim Number' and/or 'Claimant Name'. These are in addition to the existing standard filters of 'Claim Type' and 'Status'.
2. Further information about how the data displays in this tile is now available under 'Dashboard Information'. This will be automatically collapsed, click on the down arrow to expand.
3. Default columns in the 'Standard' view have been updated to provide more useful information, including the addition of 'Verification Date' which may assist when reviewing expenditure reports. Select the cog icon to further customise your view in both the 'Claims' and 'Transactions' tabs in the tile.

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PEMS

Travel Claims ▾

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Name:

Office:

Position:

Claimed km:

Workbase:

Claims Transactions

Standard ▾

Search

Q

Hide Filter Bar

Filters

Go

1

Claim Type:

Status:

Claim Number:

Claimant Name:

2

Dashboard Information

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Only the first line of travel or the first travel expense for each claim is shown on this dashboard. Please click on the claim to open and view all details including travel legs and expense lines.

Filter options are available on the dashboard, including the ability to create your own custom filters.

If you require any assistance with the Travel Expenses dashboard, please contact IPEA.

Travel Claims (341) Standard ▾

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Claim Number	Claim Type	Claimant Name	Office Name	Start Date	End Date	From Location	To Location	Expense Amount	TA Amount	MVA Amount	Gross Amount	Net Amount	Certification Date	Dominant Purpose	Status
8013971	Domestic Travel Allowance			15/08/2025	20/08/2025	Canberra	Hobart	0.00 AUD	0.00 AUD	213.12 AUD	213.12 AUD	213.12	14/08/2025	Official	Verified

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Verification Date: 14/08/2025

If you require assistance with navigating these enhancements or any other travel components in PEMS, please contact IPEA on 02 6215 3000 or at [enquiries@ipea.gov.au](mailto:enquiries@ipea.gov.au). A range of step-by-step how to guides for using travel functions in PEMS can be accessed [here](#).