



CERTIFICATION AND REQUEST FOR PAYMENT - OFFICE EXPENSES

Note: Use this form to certify invoices or claim reimbursement or payment for goods/services from the annual budget for office expenses, including printing, communications, software reimbursement, stationery and supplies, publications, minor office equipment, courier or freight transfer costs, wreaths, and mobile office expenses. **Please complete all sections** of this claim form.

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

PARLIAMENTARIAN

▶ Name

CLAIM DETAILS

Note: All tax invoices and receipts **MUST** be attached to this claim.
Payment will not be made until complete and unobscured supporting documentation is received by the Independent Parliamentary Expense Authority.

INVOICE DETAILS

A separate certification form is required for each invoice submitted

- ▶ Supplier name:
- ▶ Invoice date:
- ▶ Invoice number:
- ▶ Total invoice amount: \$ _____ (GST inclusive)

EXPENSE CATEGORY

Printing and communications	Publications
Software reimbursement	Media monitoring services
Interactive voice response phone survey	Office stationery and supplies
Virtual town hall	Minor office equipment
SMS broadcasting and survey services	Mobile office signage, facilities and equipment
Data products and data validation	Other, please specify:

CLAIMED EXPENDITURE

- ▶ Description of goods/services:
- ▶ Date goods/services received
(Where applicable, enter the service period):
- ▶ Total amount being claimed: \$ _____ (GST inclusive)
- ▶ Payment of the claimed amount is to be made

Directly to supplier
Or
Reimbursed to (name)

EXPENDITURE NOT CLAIMABLE

Note: Please include any goods or services itemised on the invoice that are **not** included in this claim. If all items on the invoice are being claimed, please leave this section blank.

- ▶ Description:
- ▶ Total amount **not** claimable: \$ _____ (GST inclusive)

SUPPORTING
DOCUMENTS

The following supporting documents are attached to this claim:

A correctly rendered and itemised tax invoice

Receipt or proof of payment (where reimbursement is sought)

Additional supporting material (where applicable, as outlined in the section below)

Printing and Communications: Printed and Electronic/Digital Material

Sample/s attached; or

Link to samples attached; or

I have previously submitted a production ready copy of the item for assessment and certify that there have been not changes to the item produced.

Reference:

For website-related expenses, URL/website link:

Mobile office signage, facilities and equipment

Sample/s attached; or

I have previously submitted a production ready copy of the item for assessment and certify that there have been not changes to the item produced.

Reference:

SIGNATURE

- 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 (see below).

Signature of Parliamentarian

Date