



# PHYSICAL AID PERSON EXPENSES REIMBURSEMENT CLAIM

(Transport costs, Parking, Accommodation, Meals, Incidentals )

### Returning your completed form

Scan and Email to: [forms@ipea.gov.au](mailto:forms@ipea.gov.au)

**Enquiries:** Independent Parliamentary  
Expenses Authority

Email: [enquiries@ipea.gov.au](mailto:enquiries@ipea.gov.au)

Phone: (02) 6215 3000

## NAME DETAILS


▶ Last name

▶ First name

▶ 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 receipts are received by the  
Independent Parliamentary Expenses Authority.

Expense date (dd/mm/yy) 	Expense description	Amount

Payment to: Parliamentarian  
  
Physical aid support person  
(please advise IPEA of bank details)  
  
Other  
(please advise IPEA of bank details)

## PARLIAMENTARIAN CERTIFICATION

- I certify that the 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**

Date

## Definitions

**physical aid person** means a person who provides physical aid to a member with impaired or reduced mobility.

## Meaning of physical aid purposes

In relation to the travel of a member, a physical aid person travelling with, or accompanying, the member does so for physical aid purposes if:

- (a) the member is travelling for the dominant purpose of conducting the member's parliamentary business; and
- (b) the member has impaired or reduced mobility; and
- (c) the purpose of the travel by the physical aid person is to provide physical aid to the member in relation to the member's impaired or reduced mobility; and
- (d) the physical aid is reasonably required for the member to travel.

## Travel by physical aid person within Australia

### ***Transport costs and parking fees***

(1) For the purposes of section 30 of the Act, transport costs for travel by the following kinds of transport are prescribed for a physical aid person travelling with a member for physical aid purposes:

- (a) scheduled commercial transport within Australia at the same class as the member;
- (b) unscheduled commercial transport within Australia;
- (c) Commonwealth transport within Australia in accordance with a Commonwealth transport determination.

(2) For the purposes of section 30 of the Act:

(a) transport costs for travel by the following kinds of transport are prescribed for a physical aid person to travel for the purposes of commencing or completing a journey that includes the travel covered by subsection (1) of this section:

- (i) hired vehicle, taxi or other chartered transport car service;
- (ii) scheduled commercial transport within Australia at no higher than economy class; and

(b) parking fees are prescribed for a private vehicle, or a hired vehicle, used by the physical aid person to travel for the purposes of commencing or completing that journey.

### ***Other travel expenses***

(3) For the purposes of section 30 of the Act, the following travel expenses are prescribed for a physical aid person accompanying a member, in Australia, for physical aid purposes at a total amount of no more per night than the rate of travel allowance prescribed for the night for the member for the purposes of subsection 31(2) of the Act:

- (a) accommodation costs;
- (b) meal costs;
- (c) incidental expenses;
- (d) taxes, booking fees and other costs normally associated with expenses covered by paragraph (a), (b) or (c).

(4) The travel expenses covered by subsection (3) are to be paid on a reimbursement basis.