

Create Unscheduled Commercial Travel (UCT) Claim

1 Create UCT Claim

- Select Travel Expenses tile
- Select Create Charter/Hire

Travel Expenses
Create/Manage Claims



Awaiting Action

Create Charter / Hire

2 Enter the Claimant Information

- Charter/Hire Transport Claim
- Transport Details
- Cost Sharing Arrangements
- Supporting Documents

Current Status: New

I am completing this claim for:



Charter / Hire Transport Claim



Transport Details



Cost Sharing Arrangements



Supporting Documents

3 Finalise the claim

- Parliamentarians select review to check your claim
- Read and accept the Terms and Conditions
- Certify the claim

Delete

Estimate

Save

Review

Privacy Collection Notice

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I accept all the Terms and Conditions and the Privacy Collection Notice.

Print Claim

Edit Draft Claim

Estimate

Assign To

Certify

MOP(s) Act employees:

- Select who is to be reimbursed
- Enter the Claimant Information details
- Assign the claim, or
- Manually Certify

*Action:

Payment to Supplier

Reimburse to Staff

*Action:

*Supplier:

*Invoice Amount:

*Invoice Number:

*Invoice Date:

Edit Draft Claim

Assign To

Manually Certify

Submit