


# Display, update and adjust a domestic travel claim

## 1 Display the Domestic Travel Claim

- Select Travel Expense tile
- Locate and open the claim

Travel Expenses  
Create/Manage Claims  
  
Awaiting Action

Travel Claims (16)   Standard ▾	
Claim ID	Claim Type
8000253	Domestic Travel Expenses
Status: Verified	
8000162	Domestic Travel

## 2 Reopen the Claim

- Select Reopen
- Enter the reason for the adjustment
- Select Proceed

Re-open

Re-open Claim

The claim will be recalled and certification is required.

\*Comments

Enter comments here

**Please note:** if the claim invoice is not paid, then this claim will result in cancelling the non-paid invoice and will need to go through the verification process to claim the adjusted amount.

Proceed Close

## 3 Update the Domestic Travel Claim

- Adjust the claim details
- Attach any additional documents
- Select Save
- Read and accept the Terms and Conditions
- Parliamentarians Certify the claim, or
- MOP(s) Act employees Assign to another person to certify

### Expense Details (1)

Date of Expense	Item Number	Expense Type	Invoice Number
06/06/2022 - 06/06/2022	1	Regulated Ridesharing	

### Additional Attachments (1)

Acquittal 20220.pdf

### Comments

Please enter comments (if any) that needs to be included as part of claim submission.

Save

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

Edit Draft Claim

Assign To

Certify

### Select Approver

Your PARLIAMENTARIAN  
Authorised OFFICER

OK Cancel