

# Create domestic travel expense claim - Staff

## 1 Create a Domestic Travel Expense Claim

- Select Travel Expenses tile
- Select Create Travel Expenses Claim

Travel Expenses  
Create/Manage Claims



Awaiting Action

Create Travel Expense Claim

## 2 Who is the claim for?

- Enter who the claim is for
- Select Create Claim

Claimant Information (Expense Claim)

\*I am completing this Claim for:

Saved

Claim 0008000165 has been created.

OK

Create Claim

Cancel

## 3 Enter the Expense information

- Enter the expense information
- Attach any relevant receipts
- Save your claim

Edit Expense Item (31/05/2022 - Parking)

\*Date of Expense:

\*Expense Type:

\*Location:

\*Purpose of Travel:

Invoice Number:

\*Invoice Amount:

Comment:

Attachments (0)

Drop files to upload

Save

Cancel

## 4 Submit claim for a approval

- Select Review to check your claim
- Read and accept the terms and conditions
- Choose the Approver
- Select OK
- Select OK again to complete the claim

Review

Privacy Collection Notice

Consistent with the Privacy Act 1988, the Independent Parliamentary Expenses work expenses framework. Details of the related expenditure may be tabled in storage and use of personal information is available in the full Privacy Notice at

[www.ipea.gov.au/privacy-policy](http://www.ipea.gov.au/privacy-policy)

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

Select Approver

OK Cancel

Submitted

Claim 0008000336 has been successfully submitted.

OK