

Create domestic travel expense claim - Parliamentarian

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: i

*Expense Type: i

*Location: i

*Dominant Purpose: i

Invoice Number: i

*Invoice Amount: i

Comment: i

Attachments (0) +

+ Copy Drop files to upload

Save Cancel

4 Certify the claim

- Select Review
- Read and accept the Terms and Conditions
- Select Certify

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

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

Edit Draft Claim Assign To Certify