

Create Motor Vehicle Allowance Claim

1 Create Motor Vehicle Claim

- Select Travel Expense tile
- Select Create Travel Allowance Claim

Travel Expenses
Create/Manage Claims



Awaiting Action

Create Travel Allowance Claim

2 Who is the claim for?

- Enter who the claim is for
- Enter the travel information
- Select Create Claim

Claimant and Travel Information

*I am completing this Claim for:

Myself
Mr Name HERE
Ms Name HERE
Mr Name HERE
Mrs Name HERE

Enter Travel Information

*Travel Start Date: 23/06/2022

*Travel End Date: 23/06/2022

*Travel Start Location: Capital Hill (Canberra)

Create Claim

Cancel

3 Enter the Claim information

- Select pen icon to edit the trip itinerary details
- Select Mode of Transport
- Complete the Travel Leg details
- Select Save

Trip Itinerary Details (2)

	Date	Leg Number	Time	Mode Of Transport	Departure Location
	23/06/2022	1	00:00		Canberra
		2	00:00		

*Mode of Transport:

Flight
Other
Private Plated Vehicle
Private Vehicle Allowance

Edit Travel Leg

*Mode of Transport: Private Vehicle Allowance

*Kilometres: 624

*Arrival City: Melbourne

*Arrival Date: 23/06/2022

*Arrival Time: 16:30

*Travel Allowance: Yes No

*Dominant Purpose: Parliamentary Duties

Travel Allowance Details

Save

Cancel

4 Submit the claim

- Select Review
- Parliamentarians Certify claim
- MoP(S) Act employees nominate an Approver

Copy

Delete

Estimate

Review