

Approve a travel allowance claim

1 Locate claims awaiting certification

- Select Approve Expense Claim tile
- Use the filter to find travel allowance claims that are Awaiting Certification or locate the claim in the list

Approve Expense Claims
Office / Travel
Awaiting Certification

PEMS Approval Request

Name: Parliamentarian Name HERE

Office: Here, Name

Position: Backbencher

Workbase: Canberra

SES: Yes

Standard Search

Hide Filter Bar Filters Go

Claim ID: Claimant Name: Claim Type:

PEMS Claims (2) Standard

Claim ID	Claimant	Claim Type	Date Created	Submitter	Amount	Status
8000474	Mr Name HERE	Domestic Travel Expenses	24/06/2022	PE3060327603	45.00 AUD	Awaiting Certification
8000473	Mr Name HERE	Domestic Travel Allowance	24/06/2022	PE3060327603	272.65 AUD	Awaiting Certification

2 Review and Certify

- Open the claim and review the details
- If correct select Certify
- If incorrect select Return

PEMS Domestic Travel Claim

Claimant and Travel Information

Current Status: Awaiting Certification (0008000473) View Action Log

Claimant: Mr Name HERE

Position: Electorate Officer C

Workbase: Canberra

Claimed km in this claim: 0 Claimed km (excluding current claim) in this FY: 0

Trip Itinerary Details (2)

Date	Leg Number	Time	Mode Of Transport	Departure Location	Arrival Location	Overnight Location	Purpose of Travel	Accommodation Type	Attachments Count	Travel Nights	Travel Allowance	Vehicle Allowance
20/06/2022	1	08:00	Flight	Canberra	Adelaide	Adelaide	Official	Commercial	1	1	272.65 AUD	0.00 AUD
21/06/2022	2	20:00	Flight	Adelaide	Canberra					0	0.00 AUD	0.00 AUD
											272.65 AUD	0.00 AUD

Estimates Overview

Total Estimated Amount: 272.65 AUD
Estimated Net Amount Due: 272.65 AUD

Additional Attachments (0)

No additional supporting documents attached.

Comments

Print Claim Copy Estimate Return Certify