



Cabcharge Use for MOP(S) Act Employees

MOP(S) Act Employees are able to be provided with a Cabcharge card for taxi travel at the request of their parliamentarian or authorised person.

As the use of Cabcharge involves expenditure of public money, IPEA conducts regular reviews of Cabcharge usage. Reports detailing the use of Cabcharge will be sent to parliamentarians to certify their staff are using their Cabcharge in accordance with the required provisions.



You can claim:

- ✓ Travel to and from the airport when travelling for official business
- ✓ Travel to and from official meetings



You cannot claim:

- ✗ Travel to and from your work base and home (apart from the exceptions listed below)
- ✗ Travel to and from your work and accommodation, when travelling on official business away from your work base (apart from the exceptions listed below)
- ✗ Travel for personal or social events and activities

The current Determination provides that it is an employee's responsibility (and hence the employee's cost) to transport him or herself to and from work for his or her normal hours of duty. Exceptions apply when the staff member is travelling on official business and:

- the trip is approved for personal safety reasons (for example, where the risk to personal safety is significantly increased due to the requirement to work late); or
- scheduled public transport services are not readily available; or
- is carrying luggage to/from the office for the purpose of the trip.

Further information on lost or stolen cards, the Cabcharge Terms and Conditions and using the



Australian Government
**Independent Parliamentary
Expenses Authority**

EFTPOS facility is available at <https://www.ipea.gov.au/travel-guidance/guidelines-use-cabcharge-cards-mops-act-employee>.