



**MOP(S) ACT EMPLOYEES**

**MINOR TRAVEL EXPENSES REIMBURSEMENT**

(Taxi, rail, bus, parking and other transport, but not Private Plated Vehicle fuel purchases)

<p><b>Options for returning your completed form</b> Scan and Email to: <a href="mailto:forms@ipea.gov.au">forms@ipea.gov.au</a> or Post to: Independent Parliamentary Expenses Authority One Canberra Avenue FORREST ACT 2603</p>	<p><b>Enquiries:</b> Independent Parliamentary Expenses Authority Email: <a href="mailto:enquiries@ipea.gov.au">enquiries@ipea.gov.au</a> Phone: (02) 6215 3000</p>
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<b>EMPLOYER DETAILS</b>	▶ Employer name	<input style="width: 80%;" type="text"/>
	▶ Employer state	<input style="width: 80%;" type="text"/>

<b>EMPLOYEE DETAILS</b>	▶ Full name	<input style="width: 80%;" type="text"/>
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<b>CLAIM DETAILS</b>	▶ <b>Note:</b> ALL tax invoices and receipts <b>MUST</b> be attached to this claim. Payment will not be made until receipts are received by Independent Parliamentary Expenses Authority.
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Travel date	Type of claim (Taxi/Rideshare*, Rail, Ferry, Bus, Airport parking, Fuel^ – Self-drive hire car only)	Travel from	Travel to	Cost
<b>TOTAL</b>				\$ <input style="width: 80%;" type="text"/>

**\*Note:** 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. This responsibility includes travel to and from accommodation and the office when travelling on parliamentary or electorate business away from his or her work base. Exceptions to this rule apply to the use of car transport in the following circumstances:  
a) the trip is approved for personal safety reasons (where the risk to personal safety is significantly increased due to the requirement to work late), or  
b) the employee is travelling on official business and scheduled public transport services are not readily available, or  
c) the employee is travelling on official business and is carrying luggage to and/or from the office for the purpose of the trip.  
**^Note:** A copy of the hire car invoice is required in addition to the fuel invoices in order to claim fuel costs.

<b>SIGNATURES</b>	▶ I certify that to the best of my knowledge, the claims detailed above were incurred in accordance with the provisions of the <i>Members of Parliament (Staff) Act 1984</i> or the Commonwealth Members of Parliament Staff Enterprise Agreement 2016–2019.												
	▶ By signing this form, I acknowledge that: <ul style="list-style-type: none"> <li>• I understand that knowingly giving false or misleading information is a serious offence under the <i>Criminal Code Act 1995</i>.</li> <li>• I have read and understood the Privacy Collection Notice (see below).</li> </ul>												
	<table style="width: 100%;"> <tr> <td style="width: 80%;"><b>Signature of Employee</b></td> <td><input style="width: 95%;" type="text"/></td> <td>Date</td> <td><input style="width: 50%;" type="text"/></td> </tr> <tr> <td><b>Signature of Employer or Authorised Person</b></td> <td><input style="width: 95%;" type="text"/></td> <td>Date</td> <td><input style="width: 50%;" type="text"/></td> </tr> <tr> <td>Name (if authorised person)</td> <td colspan="3"><input style="width: 95%;" type="text"/></td> </tr> </table>	<b>Signature of Employee</b>	<input style="width: 95%;" type="text"/>	Date	<input style="width: 50%;" type="text"/>	<b>Signature of Employer or Authorised Person</b>	<input style="width: 95%;" type="text"/>	Date	<input style="width: 50%;" type="text"/>	Name (if authorised person)	<input style="width: 95%;" type="text"/>		
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