



# Budgets

## Management and tracking

Parliamentarians are provided with up to 4 travel-related budgets with limits or caps:

- Unscheduled transport in large electorates
- Electorate support budget
- Travel Family Reunion - 1 budget with 2 components:
  - Canberra and local area (cost based limit)
  - Australia-wide (trip based cap)
- Travel allowance for electorate business outside the electorate, and/or party political duties outside Canberra.

Expenditure and usage must be tracked by parliamentarians to ensure that budgets are not exceeded.

IPEA provides a range of reports to assist parliamentarians with tracking their budgets, including monthly management reports, publicly-reported expenditure reports, up to date budget reports and other reports on request.

## Overspends

Budgets must not be exceeded. If a travel budget is exceeded, IPEA invoices the parliamentarian. This is a debt to the Commonwealth and action is taken to recover the debt.

# Reporting

IPEA produces a range of reports to provide transparency and accountability for work expenses incurred. The reports also support parliamentarians and their staff in tracking and managing budgets, limits/caps and expenditure.

## What is a monthly management report?

A detailed report provided to each parliamentarian of all their expenses paid by Ministerial and Parliamentary Services (MaPS) and IPEA during the previous month.

This report supports parliamentarians and their staff in tracking and managing budgets, limits and expenditure. The report is provided to each parliamentarian for internal use to assist with the day to day operations of the office and is not required to be certified.

Each month's report is provided on or before the 15th day of the following month. Reports contain detailed expenditure and transactional data against work expenses, budget or limit/cap details, family and employee details, and other information pertinent to that month and financial year. Reports also provide details of paid and unpaid debts.

Parliamentarians are advised to check the accuracy of each report. If there are any discrepancies, immediately contact IPEA at: [reporting@ipea.gov.au](mailto:reporting@ipea.gov.au)

## **What is an expenditure report?**

A report on parliamentarians' expenses published on IPEA's website. IPEA currently publishes the report on a quarterly basis. Information in the report is an accurate statement of payments and repayments within the reporting period. The report comprises aggregate information on travel costs, office facilities, office administrative costs, telecommunications, family travel and staff costs.

Before publishing, IPEA provides a preliminary version of the report and certification form to parliamentarians. Parliamentarians certify that all work expenses listed in their report are within the legislated purpose. A list of certifications is published on the IPEA website with the final reports.

To support effective checking, a preliminary report contains a range of transactional data not included in the final report. For example, a preliminary report contains details of domestic and international staff travel while the final report only contains aggregate totals for domestic and international travel.

Timely checking of a preliminary report assists in the production of an accurate final report. For any queries regarding a report, including the certification process, contact IPEA at: [reporting@ipea.gov.au](mailto:reporting@ipea.gov.au)

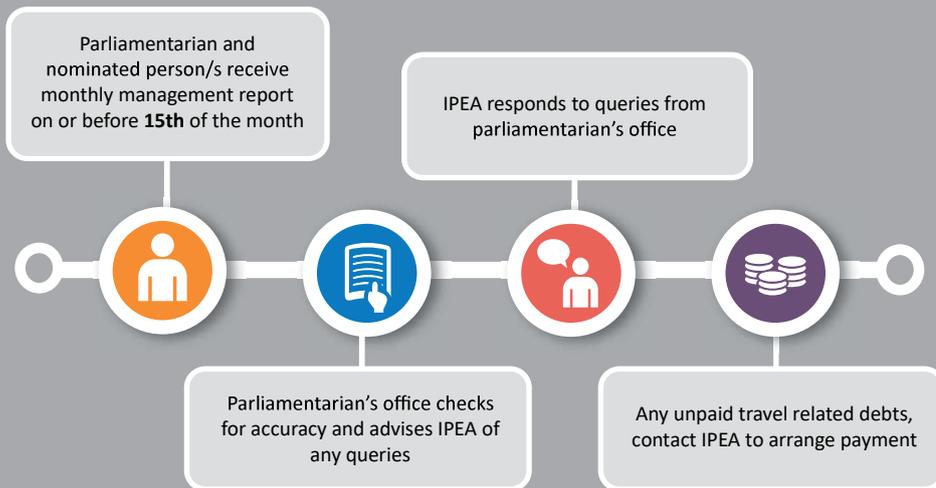
### ***Can I request a report?***

Yes. A parliamentarian (or their authorised officer) can request up to date budget reports. These reports are automated as at close of business of the previous day.

Parliamentarians and their staff can request ad hoc reports by sending a request to: [reporting@ipea.gov.au](mailto:reporting@ipea.gov.au)



## MONTHLY MANAGEMENT REPORT



## EXPENDITURE REPORT

