

## About IPEA

IPEA was established on 1 July 2017, as an independent agency under the *Independent Parliamentary Expenses Authority Act 2017*. It is led by a CEO and Members of the Authority. The Members include the President of the Remuneration Tribunal and up to four additional independent Members appointed by the Governor-General.

IPEA administers and advises on travel expenses and travel allowances. We monitor, report on and audit all parliamentarians' work resources.



### Personal advice

We provide personal advice to parliamentarians and their staff on travel related queries.



### Administering

We administer travel expenses and travel allowances for parliamentarians and their staff.



### Reporting

We provide regular reports on all current and former parliamentarians' use of work resources including staff travel.



### Assurance

We provide assurance through post payment checking and a range of assurance reviews. We audit parliamentarians' work expenses and the travel expenses of their staff.



### Monitoring

We monitor the travel expenses and travel allowances of parliamentarians and their staff.

***Our hours are Monday to Friday 9.00 am to 5.00 pm  
Canberra time.***

## What to expect from IPEA

 *Courtesy and respect*

- IPEA aims to pay your claims within 7 working days of receiving all your information.
- IPEA contacts you if we require any further information for your claims.
- IPEA will provide you with a monthly management report and a regular expenditure report to help you track and manage your budgets and expenditure.
- IPEA aims to respond to any written travel query within 2 working days.

## What IPEA expects from you

*Courtesy and respect* 

- That you provide IPEA with all the required details when you are seeking advice.
- That you submit accurate and complete expense claims.
- That you certify your expenditure reports.
- That you contact IPEA immediately if you find any anomalies in your reports.