

Planning travel—things to consider before I incur a travel related work expense

- ✓ Am I travelling for the dominant purpose of conducting parliamentary business?
- ✓ Am I satisfied that my travel meets my operational needs and represents value for money to the Commonwealth?
- ✓ I am of the view that the travel is compliant with the PBR framework, but do I think it meets community expectations?
- ✓ I am of the view that the travel is compliant with the PBR framework, but do I think a 'reasonable person' would agree?



In line with the PBR framework, parliamentarians can only claim for travel related work expenses (including allowances) that are incurred for the dominant purpose of conducting parliamentary business.

Parliamentarians need to also be satisfied that the travel represents value for money to the Commonwealth and meets any relevant conditions.

Parliamentarians are personally responsible and accountable for their use of public resources and must be prepared to justify publicly their use of those resources.

If you have any doubt about planned travel expenditure, seek advice from IPEA first.

Tips and tricks—what to consider and what to watch out for

- ① Did you know there are very limited circumstances where you can use a COMCAR in your electorate if you have a private plated vehicle or receive the allowance in lieu of a private plated vehicle?
- ① Are you tracking and monitoring your budgets limits and caps? A budget is an annual allocation and if you exceed your budget, you are personally responsible.
- ① Lodge your travel claims as soon as possible—the sooner you do so, the sooner IPEA will be able to make payments.
- ① Check your expenditure report and make sure you certify it. This information is publicly available on IPEA's website.
- ① Forward all your supporting documentation for claims to IPEA—alternatively make sure you keep records as you may be asked to provide these in the future.
- ① Did you know that a 25% penalty loading may be applied to non-compliant transactions?



IPEA recommends spending an hour to complete the IPEA online training.

We recommend at a minimum, that all new staff complete module 3 so that they become familiar with their own travel provisions.

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