



Australian Government

Independent Parliamentary Expenses Authority

IPEA EDUCATION PROGRAM WORKBOOK

Travel parliamentarians

LEARNING AREA

3





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Learner Induction:

Please ensure you have an appropriate learning environment before undertaking any training.

An appropriate learning environment would include the following:

- A quiet and undisturbed place
- A well-lit area
- A work station or suitable arrangements
- Comfortable temperature/climate conditions
- Access to amenities
- Access to lap-top, mobile phone—or portable device with internet connection
- Access to IPEA instructor or advice line for assistance
- Familiarity with emergency exits and procedures.

Learning Area Outline Descriptor:

This Learning Area will focus on the rules pertaining to travel expenses derived from parliamentarians' use of travel.

This Learning Area will inform the learner about the rules pertaining to travel expenses, and how it impacts upon their role in the parliamentary landscape.

The Learning Journey:

This Activity Objective will give the learner:

- An understanding of the role and functions of IPEA in helping parliamentarians and their staff to claim travel expenses
- Knowledge about the Parliamentary Business Resources framework in regards to travel
- Important information regarding the

provisions, conditions and confirmations required for parliamentary travel

- Clarity, when making a claim for Travel allowance
- An improved professional relationship between IPEA and its clients
- Clarity, by removing any confusion the learner may have about IPEA's role and functions.

Targeted Learning Outcomes:

By the completion of this Learning Area, the learner will know:

- What classifies as Travel on scheduled commercial transport
- What classifies as Travel on unscheduled commercial transport
- What constitutes as acceptable use of Travel on unscheduled commercial transport
- When Travel on Commonwealth transport (COMCAR) is acceptable
- What Minor travel expenses can be claimed
- What the Transport in large electorates (TILE) budget covers
- How to book travel for a parliamentarian
- Details of Travel allowance rates.



You can contact IPEA for advice via:

Phone: (02) 6215 3000

Email: enquiries@ipea.gov.au

Section 1

Travel on scheduled commercial transport

Parliamentarians may travel by scheduled commercial transport at Commonwealth expense in Australia (including the external territories, but not Antarctica) when travelling for the dominant purpose of parliamentary business.

What is Scheduled Commercial Transport?

- Scheduled flights on commercial or commuter air services
- Rail services
- Coaches operating as regular carriers
- Ferries operating as regular carriers
- Other vehicles operating as regular carriers.

Travel may be undertaken up to the cost of business class for the most reasonable and usual route between the departure and destination points. All travel must represent value for money to the Commonwealth.





Learning Activity 1.

TRAVEL ON SCHEDULED COMMERCIAL TRANSPORT

Q1. Insert the missing word.

‘Parliamentarians may travel by scheduled commercial transport at Commonwealth expense in Australia (including the external territories, but not Antarctica) when travelling for the _____ purpose of parliamentary business.’

Q2. Which of the following are examples of scheduled commercial transport?

1. Scheduled flights on commercial or commuter air services

2. Rail services

3. Coaches operating as regular carriers

4. Ferries operating as regular carriers

5. Other vehicles operating as regular carriers

6. All of the above

Q3. Insert the missing words.

‘Travel may be undertaken up to the cost of business class for the most _____ and _____ route between the departure and destination points. All travel must represent _____ for money to the Commonwealth.’



Section 2

Travel on Unscheduled Commercial Transport, Cost sharing arrangements, Taxi or regulated ridesharing service

Travel on Unscheduled Commercial Transport

Parliamentarians may travel by unscheduled commercial transport at Commonwealth expense in Australia (including the external territories, but not Antarctica) when travelling for the dominant purpose of parliamentary business, within certain limits.

What is Unscheduled Commercial Transport

- Taxis
- Regulated rideshare services
- Self-drive hire cars
- Chartered buses
- Chartered aircraft.

Unscheduled commercial transport cannot be used within the parliamentarian's electorate if the parliamentarian could reasonably use their private plated vehicle.

If the parliamentarian does not have a private plated vehicle and instead receives an allowance, the parliamentarian should use their allowance to cover unscheduled commercial transport costs in circumstances where a private plated vehicle could otherwise reasonably be used.

Parliamentarians with electorates of an area of 10,000 km² or more, receive a 'transport in large electorates' (TILE) budget. The TILE allows parliamentarians to hire unscheduled commercial transport at Commonwealth expense for the dominant purpose of conducting electorate duties in their electorate.

Cost sharing arrangements

Parliamentarians travelling together in unscheduled commercial transport (commonly related to committee charter travel), may enter cost sharing arrangements to jointly cover the cost of the transport.

When can a taxi or regulated ridesharing service be used?

Parliamentarians need to decide on the 'reasonableness' of using taxis or other unscheduled commercial transport in their local area. In general, a private plated vehicle or allowance in lieu would be used.

IPEA provides parliamentarians with a Cabcharge card. If a taxi payment is made by other means, or if a Cabcharge card is processed manually, the parliamentarian must sign the receipt, detailing the travel locations, and provide these details to IPEA.

When can a self-drive hire car be used?

A parliamentarian may use a self-drive hire car (e.g. Avis) anywhere in Australia, including Canberra, subject to meeting the framework principles. However, the limitation on using a private plated vehicle or allowance in lieu where reasonable still applies.

When can a passenger travel with a parliamentarian on unscheduled commercial transport?

Where the passenger is **required** for the parliamentarian to conduct their parliamentary business (for example, a parliamentarian may need to be accompanied by a member of staff, or industry expert) or; where there are no additional costs for the passenger's travel.

If additional costs are incurred so a passenger can travel, the passenger or the parliamentarian must **personally** meet the additional costs. Requiring a larger aircraft or vehicle, or incurring extra landing fees may create additional costs.

A family member accompanying a parliamentarian is not a 'required' passenger, and can only travel if:

- There are no additional costs, or
- The parliamentarian meets the additional cost, or
- It is within the family reunion provisions.



Learning Activity 2.

TRAVEL ON UNSCHEDULED COMMERCIAL TRANSPORT

Q1. Insert the missing word.

Parliamentarians need to decide on the _____ of using taxis or other unscheduled commercial transport in their local area. In general, a private plated vehicle or allowance in lieu would be used.



Q2. Which of the following are examples of unscheduled commercial transport?

1. Taxis

2. Regulated rideshare services

3. Self-drive hire cars

4. Chartered buses

5. Chartered aircraft

6. All of the above

Q3. Are the following statements True or False? Circle the correct answer.

Parliamentarians may travel by unscheduled commercial transport at Commonwealth Expense in Australia (including the external territories, but not Antarctica) when traveling for the dominant purpose of political party business, within certain limits	True	False
If the parliamentarian does not have a private plated vehicle and instead receives an allowance, the parliamentarian should use their allowance to cover transport costs in circumstances where a private plated vehicle could otherwise reasonably be used.	True	False
Parliamentarians with electorates of an area of 10,000 km ² or more, receive a 'transport in large electorates' (TILE) budget'. The TILE allows parliamentarians to hire unscheduled commercial transport at Commonwealth expense for the dominant purpose of conducting electorate duties in their electorate.	True	False
Cost sharing arrangements—Parliamentarians travelling together in unscheduled commercial transport (commonly related to committee charter travel), may enter cost sharing arrangements to jointly cover the cost of the transport.	True	False

Section 3

COMCAR, Private plated vehicle and Private vehicle allowance

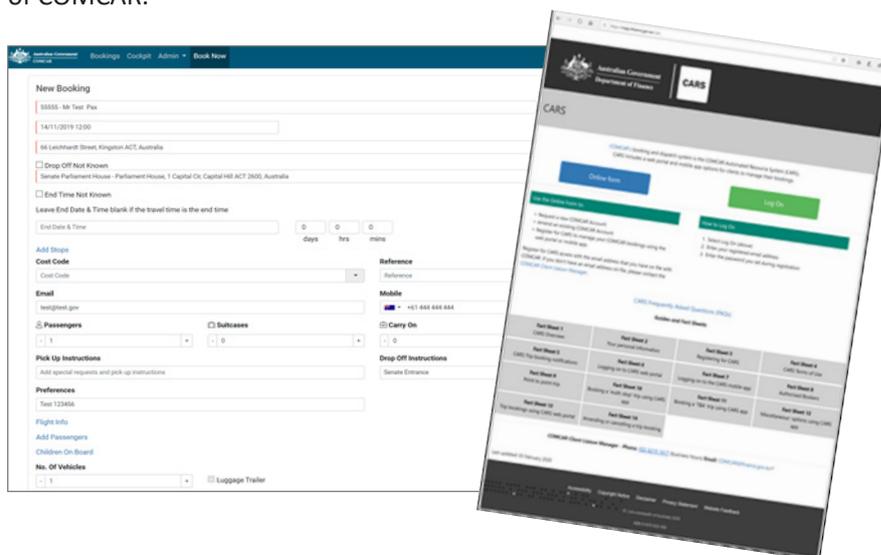
Travel on Commonwealth Transport (COMCAR)

When can a COMCAR be used?

A parliamentarian can access COMCAR services within Australia to conduct parliamentary business. There are however certain conditions that apply. These include that the travel:

- Is for the dominant purpose of conducting parliamentary business; and
- Represents value for money to the Commonwealth.

COMCAR services must not be accessed if you could have reasonably used your Commonwealth provided private plated vehicle or the allowance provided in lieu of a private plated vehicle to undertake or fund the travel. IPEA is available for personal advice on the use of COMCAR.



Above is a screenshot of the Log in page for COMCAR, and a New Booking form requesting a COMCAR?

COMCAR has a national presence, with drivers located in each state and territory. COMCAR can provide or arrange transport and associated services in all metropolitan and country areas. Reservations for COMCAR services can be made 24 hours a day, 7 days a week.



If you haven't already registered for CARS, or if you would like further information, then give COMCAR Client Liaison a call on or send them a message on:

(02) 6215 1617
COMCAR@finance.gov.au



3

Private Plated Vehicle

What is a private plated vehicle?

A private plated vehicle or an option to receive an allowance in lieu of a private plated vehicle is available for all parliamentarians. Further information is available on the Ministerial and Parliamentary Services website.

Private Vehicle Allowance

What is a private vehicle allowance?

An allowance a parliamentarian may claim for trips from their home base to Canberra (or part way) on parliamentary business in a privately owned vehicle, where this represents value for money. The Remuneration Tribunal determines the rates for the allowance. The allowance is provided for fuel and running costs.

Did you know?

In certain circumstances, other expenses may be claimed when using either a private plated or privately owned vehicle for the dominant purpose of conducting parliamentary business:

- parking fees
- costs for relief drivers
- car ferry costs.

Payments for private vehicle allowances that exceed 5,000 km in a financial year, or exceed the Australian Taxation Office motor vehicle allowance deductible expense rate, will be subject to Pay As You Go (PAYG) withholding tax.



Learning Activity 3.

COMCAR

Q1. Insert the correct words.

A parliamentarian can access COMCAR services within Australia to conduct _____ business.

And; that business must represent _____ for _____ to the Commonwealth.

Q2. True or False?

COMCAR services must not be accessed if you could have reasonably used your Commonwealth provided private plated vehicle or the allowance provided in lieu of a private plated vehicle to undertake or fund the travel. IPEA is available for personal advice on the use of COMCAR.

TRUE

FALSE

Section 4

Travel allowance and Travel expenses

Travel Allowance

A travel allowance covering accommodation, meals and incidental expenses is payable to a parliamentarian for each overnight stay in Australia that is not at their home base.

Travel allowance is limited to 10 nights per financial year when travelling for the dominant purpose of conducting party political duties at a location other than Canberra or, electorate duties at places outside the parliamentarian's electorate.

Travel Allowance Rates

Travelling allowance rates vary depending on the travel location. The current rates are published at Parliamentarian's Travelling Allowance Rates. There are commercial and non-commercial (private accommodation such as Airbnb and the home of a family member or friend) rates.

Travel Expenses

A parliamentarian may claim reimbursement of minor travel expenses incurred when travelling in accordance with the provisions of the framework. These may include parking costs, public transport costs and fuel costs for self-drive hire cars.

Travel Expense Reimbursements

Parliamentarians' may claim some minor ad hoc expenses when they pay the costs personally. All of these costs are subject to the 'wagon wheel' of the PBR obligations.

Please note that parking costs should not include airport valet parking, and fuel costs for hire cars should not include the rental company re-fill at very high rates unless exceptional circumstances apply.

Travel expense reimbursements may include the following:

- Parking fees
- Public transport costs – i.e. buses or trains
- Costs for relief drivers
- Taxis and Rideshare costs
- Fuel costs for self-drive hire cars
- Car ferry costs
- Or any other transport not booked through FCM.



Learning Activity 4.

TRAVEL EXPENSES

Q1. *What are some examples of the travel expenses parliamentarians may claim for?*

1. _____
2. _____
3. _____

TRAVEL ALLOWANCE

Q2. Please insert the correct number into the space.

A travel allowance covering accommodation, meals and incidental expenses is payable to a parliamentarian for each overnight stay in Australia that is not at their home base.

'This travel allowance is limited to _____ nights per financial year when travelling for the dominant purpose of conducting party political duties at a location other than Canberra or, electorate duties at places outside the parliamentarian's electorate.'

5	10	20
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TRAVEL EXPENSE REIMBURSEMENTS

Q3. Fill in the blanks below—Travel expense reimbursements may include the following:

- Parking _____
- Public transport costs – i.e. buses or _____
- Costs for _____ drivers
- Taxis and Rideshare _____
- _____ costs for self-drive hire cars
- Car _____ costs
- Or any other transport not booked through _____.



Section 5

Claiming expenses

Claiming Travel allowance and expenses

Parliamentarians lodge a claim via the Parliamentary Expenses Management System (PEMS), or alternatively complete the parliamentarians' travel and/or private vehicle claim form and send it with supporting documentation to: forms@ipea.gov.au

What is PEMS?

PEMS (Parliamentary Expenses Management System) is an online, secure portal that enables parliamentarians and their staff to claim and manage expenses over any computer or mobile device with an internet connection.

How to access a Domestic Travel Claim for a parliamentarian

Below is the PEMS log on/Register page.

Australian Government
Department of Finance

PEMS

PEMS

Implementation of new two-factor identification method

To make it easier to use PEMS we have introduced a new SMS two-factor authentication (2FA) which allows you to log on to PEMS using a passcode sent to your mobile device. The SMS code is now the only two-factor authenticator used for PEMS. To view, update or add your mobile number please follow the simple steps below:

1. Scroll down and click on the link 'User Profile Page' under the 'Guides and Factsheets' heading
2. Scroll down the page and enter your mobile phone number in the field provided

Once you have updated the profile page with your number you will receive a new SMS passcode each time you log on.

PEMS is the Parliamentary Expenses Management System for Parliamentarians and Members of Parliament (Staff) Act 1984 Staff

[Register](#) [Log On](#)

How to Register

1. Select Register (above)
2. Enter your registered email address
3. You will receive an email to complete your registration

Register for PEMS access with the email address that you have on file with Ministerial and Parliamentary Services (Department of Finance). If you don't have an email address on file, please contact the Ministerial and Parliamentary Services Helpdesk.

How to Log On

1. Select Log On (above)
2. Enter your registered email address
3. Enter the password you set during registration
4. Enter your passcode

[Guides and Factsheets](#)

Once a PEMS account is registered/created by a parliamentarian they are directed to a **Log On/Authentication** page as seen below:

Australian Government
Department of Finance
Independent Parliamentary Expenses Authority

PEMS

Ministerial and Parliamentary Services
Parliamentarian Help Desk (02) 6215 3542
Staff Help Desk (02) 6215 3333
mpshelp@finance.gov.au

Independent Parliamentary Expenses Authority
Phone (02) 6215 3000
enquiries@ipea.gov.au

Log On

E-Mail
E-Mail

Password
Password

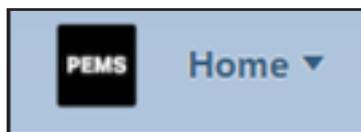
Remember me

Log On

Register or Reset Password



Next the parliamentarian enters their E-mail and Password details and clicks the **Log On button**.



The **PEMS Home page** is now displayed.

PEMS Home

Welcome My Home Members & Staff Functions Cross Functional Office

Announcements
Office and travel expense claims now in PEMS
452 days ago

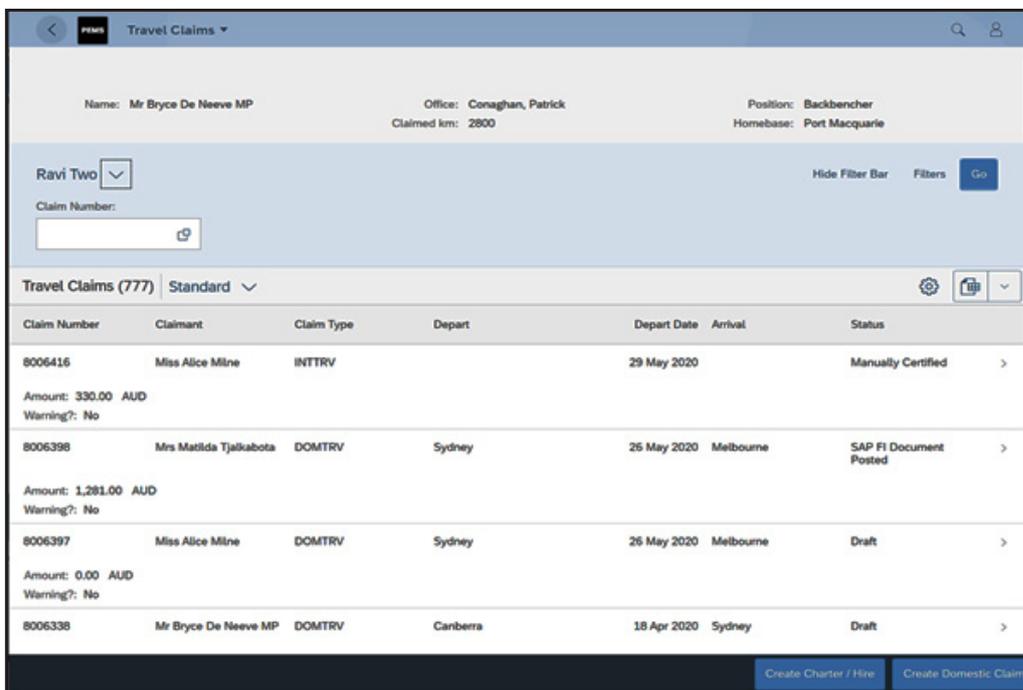
What's New
Mobile Device two-factor Authentication
335 days ago

My Home
Employee Qualifications
International Travel Adjustment

Members & Staff Functions
Travel Dashboard
Travel Adjustment
International Travel Dashboard
Manage Authorisations
Approval Request

Select the **Travel Dashboard tile**.

The **Travel Claims page** opens. Below is a screenshot of the information displayed on this page.



Travel allowance claims are:

- Paid directly to a parliamentarian’s nominated financial institution
- Processed within 7 days of IPEA receiving them
(Bank transfers may add a further 24-48 hours)
- To be provided to IPEA within 60 days of completing the travel.

Reference: PEMS System Instruction: ‘Create and Update Domestic Travel Claims’

PEMS—System Instruction: Create and Update Domestic Travel Claims



Learning Activity 5.

PEMS

Q1. What does the acronym PEMS stand for?

Q2. Is the following statement True or False?

'PEMS is an online, secure portal that enables parliamentarians and their staff to claim and manage expenses over any computer or mobile device with an internet connection.'

TRUE	FALSE
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TRAVEL ALLOWANCE CLAIMS

Q3. Insert the correct number into the blank space from the options below.

Travel allowance claims are to be provided to IPEA within _____ days of completing the travel?

7	14	30	60
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Section 6



FAQ's:

In what instances can I use COMCAR and taxis around my home base?

Parliamentarians receive either a private plated vehicle or an allowance in lieu of a private plated vehicle. Where reasonable to do so, the parliamentarian uses one of these options to transport themselves in and around their home base.

Where a parliamentarian considers it unreasonable to use their private plated vehicle or allowance, they may access COMCAR or taxis in accordance with the PBR Principles. For example, a parliamentarian may access a COMCAR or taxi to travel between their home and the airport where:

- Car parking expense exceeds the cost of COMCAR trips.
- The parliamentarian would like to have the vehicle available to electorate staff while they are travelling.

Is travel allowance restricted to a financial year cap?

All travel is subject to the PBR framework's obligations. There are only two types of travel allowance subject to a financial year cap: when a parliamentarian travels for the dominant purpose of electorate duties **outside** of their electorate or party political duties **outside** of Canberra. Claiming travel allowance for these purposes is restricted to a **combined total of 10 nights** per financial year.

What is the definition of Parliamentary business?

Parliamentary business is defined as 4 separate duties:

- Parliamentary duties: a parliamentarian's activities that relate directly to their role as a Member of Parliament.
- Electorate duties: a parliamentarian's activities that support or serve their constituents.
- Party political duties: a parliamentarian's formal activities that are connected with their political party.
- Official duties: a parliamentarian's duties that relate to their role as an office holder or minister.



Can I claim Travel allowance in advance?

No, parliamentarians are not able to claim travel allowance in advance. Travel allowance may only be claimed after travel is completed and is usually processed by IPEA within 7 working days of receipt.

Can I claim Private Vehicle Allowance when I travel in my personally owned vehicle?

Parliamentarians may claim Private Vehicle Allowance when using their privately owned vehicle to travel between their home base and Canberra or part way. Private Vehicle Allowance cannot be claimed for travel between any other locations or for the use of a private plated vehicle.

Answers to Learning Activities:

Learning Activity 1.

TRAVEL ON SCHEDULED COMMERCIAL TRANSPORT

Q1. Insert the missing word.

‘Parliamentarians may travel by scheduled commercial transport at Commonwealth Expense in Australia (including the external territories, but not Antarctica) when travelling for the **dominant** purpose of parliamentary business.’

Q2. Which of the following are examples of scheduled commercial transport?

1. Scheduled flights on commercial or commuter air services

2. Rail services

3. Coaches operating as regular carriers

4. Ferries operating as regular carriers

5. Other vehicles operating as regular carriers

6. All of the above

Q3. Insert the missing words.

‘Travel may be undertaken up to the cost of business class for the most **reasonable** and **usual** route between the departure and destination points. All travel must represent **value** for money to the Commonwealth.’



Learning Activity 2.

TRAVEL ON UNSCHEDULED COMMERCIAL TRANSPORT

Q1. Insert the missing word.

Parliamentarians need to decide about the **reasonableness** of using taxis or other unscheduled commercial transport in their local area. In general, a private plated vehicle or allowance in lieu would be used.

Q2. Which of the following are examples of unscheduled commercial transport?

1. Taxis

2. Regulated rideshare services

3. Self-drive hire cars

4. Chartered buses

5. Chartered aircraft

6. All of the above



3

Q3. Are the following statements True or False? Circle the correct answer.

Parliamentarians may travel by unscheduled commercial transport at Commonwealth Expense in Australia (including the external territories, but not Antarctica) when traveling for the dominant purpose of political party business, within certain limits. Correct answer is: purpose of parliamentary business, within certain limits.	True	False
If the parliamentarian does not have a private plated vehicle and instead receives an allowance, the parliamentarian should use their allowance to cover transport costs in circumstances where a private plated vehicle could otherwise reasonably be used.	True	False
Parliamentarians with electorates of an area of 10,000 km ² or more, receive a 'transport in large electorates' (TILE) budget'. The TILE allows parliamentarians to hire unscheduled commercial transport at Commonwealth expense for the dominant purpose of conducting electorate duties in their electorate.	True	False
Cost sharing arrangements—Parliamentarians travelling together in unscheduled commercial transport (commonly related to committee charter travel), may enter cost sharing arrangements to jointly cover the cost of the transport.	True	False



Learning Activity 3.

COMCAR

Q1. Insert the correct words.

A parliamentarian can access COMCAR services within Australia to conduct **parliamentary** business.

And, that business must represent **value** for **money** to the Commonwealth.

Q2. True or False?

COMCAR services must not be accessed if you could have reasonably used your Commonwealth provided private plated vehicle or the allowance provided in lieu of a private plated vehicle to undertake or fund the travel. IPEA is available for additional advice on the use of COMCAR.

TRUE	FALSE
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Learning Activity 4.

TRAVEL EXPENSES

Q1. What are some examples of the travel expenses parliamentarians may claim for?

1. **Parking costs**
2. **Public transport costs and;**
3. **Fuel costs for self-drive hire cars**

TRAVEL ALLOWANCE

Q2. Please insert the correct number into the space.

A travel allowance covering accommodation, meals and incidental expenses is payable to a parliamentarian for each overnight stay in Australia that is not at their home base.

'This travel allowance is limited to **10** nights per financial year when travelling for the dominant purpose of conducting party political duties at a location other than Canberra or, electorate duties at places outside the parliamentarian's electorate.'

5	10	20
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TRAVEL EXPENSE REIMBURSEMENTS

Q3. Fill in the blanks below - Travel expense reimbursements may include the following:

- Parking **fees**
- Public transport costs – i.e. buses or **trains**
- Costs for **relief** drivers
- Taxis and Rideshare **costs**
- **Fuel** costs for self-drive hire cars
- Car **ferry** costs
- Or any other scheduled transport not booked through **FCm**.



Learning Activity 5.

PEMS

Q1. *What does the acronym PEMS stand for?*

Parliamentary Expenses Management System

Q2. **Is the following statement True or False?**

'PEMS is an online, secure portal that enables parliamentarians and their staff to claim and manage expenses over any computer or mobile device with an internet connection.'

TRUE	FALSE
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TRAVEL ALLOWANCE CLAIMS

Q3. **Insert the correct number into the blank space from the options below.**

Travel allowance claims are to be provided to IPEA within **60** days of completing the travel?

7	14	30	60
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Resources:

Resources available include:

- The IPEA ED website <https://www.ipea.gov.au/ed>
- The IPEA: A Quick reference guide to Travel related expenses for parliamentarians and their staff (handbook)
- IPEA Training Resources: Publications, Factsheets, FAQ's and Power-point presentations i.e. 'What are the Obligations'—Factsheet: https://www.ipea.gov.au/sites/default/files/fact_sheet_-_what_are_the_obligations.pdf
- IPEA Training Sessions, Education Sessions, Face-to-face, One-on-one, Drop-in sessions, Electorate Office Visits, and/or Webinars
- *Parliamentary Business Resources Act 2017* (PBR Act)
- *Parliamentary Business Resources Regulations* (PBR Regulations)
- Determinations made under the PBR Act
- Parliamentarian's Travelling Allowance Rates
- Reference: PEMS System Instruction: 'Create and Update Domestic Travel Claims'
PEMS—System Instruction: Create and Update Domestic Travel Claims

How to contact IPEA for further assistance?

Email: enquiries@ipea.gov.au

Phone: +61 (02) 6215 3000