

Travelling Allowance (TA)

TA Advance

Claiming Travelling and/or Motor Vehicle Allowance in Advance of Travel

Complete [Form 54: Travelling and/or Motor Vehicle Allowance Claim](#)

Have the form dated and signed by your employing Senator, Member or authorised person before the completion of travel. Claims authorised on or after the last day of travel will not be advanced

Motor Vehicle Allowance (MVA) claims should include details of each travel leg of the journey, including departure, arrival times, registration number, engine capacity and kilometres driven.

If the number of kilometres driven is not supplied, payment will be made on basis of the shortest direct route between departure and arrival points.

The form can either be faxed to 02 6267 3584 or scanned and emailed to staffta@finance.gov.au.

TA will be paid into your nominated account as close as possible to the travel, usually two days prior to the first date of the trip.

Claims are expected to be processed within five working days of receipt in M&PS, with payment within two working days after processing (subject to financial institution clearing arrangements). Any outstanding acquittals or missing detail on the claim may delay processing.

A **Certificate of Travel** is sent to your work base.
You must acquit the travel as soon as possible but no later than 28 days after the travel is completed.
Any amendments to your travel claim are to be noted on the **Certificate of Travel** and receipts attached or certification made that they can be produced.
The **Certificate of Travel** must be signed by an authorised person and yourself.

Once 28 days has elapsed, future payments of Travelling and Motor Vehicle Allowance will not be made until the completed **Certificate of Travel** has been received.

The **Certificate of Travel** can either be faxed to 02 6267 3584 or scanned and emailed to staffta@finance.gov.au.

Once acquitted a **Certificate of Acquitted Travel** is sent to your work base.

If you made no amendments to your travel claim then the **Certificate of Acquitted Travel** will show Nil. No further action is required.

If the travel claim was amended, an adjustment amount will show.

- If the adjustment is a credit, the amount will be paid into your nominated account.
- If the adjustment is a debit, an invoice will be raised and emailed to you.

Your travel claims will be the subject of future audits conducted by M&PS. Offices will need to retain original travel claims until either an audit is conducted or the employing Senator or Member leaves Parliament, whichever occurs sooner.