Australian Government
Department of Finance

SENATORS AND MEMBERS

PRIVATE VEHICLE ALLOWANCE

Note: Private Vehicle Allowance is payable for use of a privately owned vehicle to travel to and from **Canberra** for travel on parliamentary business only (or part-way).
Please complete all relevant fields.

Options for returning your completed form		**Enquiries**:	Ministerial and Parliamentary Services
Scan and Email to:	MPSservicecentre@finance.gov.au	Email:	mpshelp@finance.gov.au
or Post to:	Ministerial and Parliamentary Services Department of Finance One Canberra Avenue FORREST ACT 2603	Phone:	(02) 6215 3542

SENATOR/MEMBER

Full name

Vehicle use details *(please tick the relevant box)*

- ☐ **Senator/Member**
- ☐ **Spouse/nominee** (full name)
- ☐ **Dependent child** (full name)

TRAVEL DETAILS

Date	Travel details (e.g. Sydney to Canberra)		Kms travelled
	From	To	
		Total kilometres being claimed	

Vehicle registration number	Make	Model

Note: When two or more people eligible to private vehicle allowance use one privately owned vehicle, private vehicle allowance is payable to one person only.

CERTIFICATION

By signing this form, I acknowledge that:

- I declare that this travel was undertaken in my capacity as an elected representative and I acknowledge that a financial loading will be applied if subsequent adjustment to this travel claim is required.
- I certify that the travel undertaken in my private vehicle, which I have claimed on this form, was made only for the purposes allowed by Clause 5 of Remuneration Tribunal Determination 2012/04.
- I understand that knowingly giving false or misleading information is a serious offence under the *Criminal Code Act 1995*.
- I have read and understood the Privacy Collection Notice (see below).

Signature of Senator/Member

Please print and sign this form

Date

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Privacy Collection Notice — Consistent with the *Privacy Act 1988*, the Department of Finance (Finance) uses the personal information provided in this form to facilitate the administration of work expenses for Parliamentarians and their employees under the parliamentary work expense framework. Details of the related expenditure may be tabled in Parliament, published on Finance's website, or provided to the Special Minister of State, relevant service providers, or publicly, as authorised by law. More information on the collection, storage and use of personal information provided is available at www.maps.finance.gov.au/privacy.html