



SENATORS AND MEMBERS

MINOR TRAVEL EXPENSES REIMBURSEMENT

(Taxi, rail, bus, parking and other transport)

<p>Options for returning your completed form Scan and Email to: MPServicecentre@finance.gov.au or Post to: Ministerial and Parliamentary Services Department of Finance One Canberra Avenue FORREST ACT 2603</p>	<p>Enquiries: Ministerial and Parliamentary Services Email: mpshelp@finance.gov.au Phone: (02) 6215 3542</p>
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SENATOR/MEMBER ▶ Full name

CLAIM DETAILS ▶ **Note:** ALL tax invoices and receipts **MUST** be attached to this claim. Payment will not be made until receipts are received by M&PS.

Travel date	Type of claim (Taxi, Rail, Ferry, Bus, Airport parking, Fuel* – Self-drive hire car only)	Travel from	Travel to	Cost
TOTAL				\$ <input style="width: 100px;" type="text"/>

***Note:** A copy of the hire car invoice is required in addition to the fuel invoices in order to claim fuel costs.

SIGNATURES

- ▶ I certify that to the best of my knowledge, the claims detailed above were incurred in accordance with the provisions of the *Parliamentary Entitlements Act 1990* and the relevant Determinations of the Remuneration Tribunal.
- ▶ By signing this form, I acknowledge that:
 - 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 or Member Date