



TRAVELLING and/or MOTOR VEHICLE ALLOWANCE CLAIM

Staff employed under the *Members of Parliament (Staff) Act 1984*

Note: • This form must be completed for all Travelling Allowance and Motor Vehicle Allowance claims.

- Travelling Allowance and/or MVA claims must be authorised within 60 days of the completion of the travel. **Claims authorised on or after the last day of travel will not be advanced.**
- Travelling Allowance and/or MVA advances should be acquitted as soon as possible. No further claims will be paid if acquittals are outstanding beyond 28 days.

Employer name

Employee name

Work base State/Territory

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

Enquiries: Ministerial and Parliamentary Services
 Email: mpshelp@finance.gov.au
 Phone: (02) 6215 3333

All fields must be completed to ensure timely payment of claims (incomplete forms may cause delay to payment).

TRAVEL DETAILS							TRAVELLING ALLOWANCE									
<ul style="list-style-type: none"> • Clearly identify each 'leg' of travel including those where TA is not being claimed. • Non-consecutive nights must be identified by a separate line for each night/group of nights. <p>Note: If kilometres claimed are not supplied, MVA will be paid for kms on the most direct route(s) calculated by Ministerial and Parliamentary Services.</p>							<p align="center">Accommodation arrangements</p>									
Departure details			Arrival details				No. of consecutive nights	Specific location stayed (Town/Suburb)	Accommodation type			Receipts for commercial (other than in Canberra)		Adjustment to commercial rate necessary (directed to stay with Senator/Member) – if 'Yes' attach receipts		
Date	From (Town/Suburb)	Time	Mode of transport (include flight number if flown)	To (Town/Suburb)	Time	MVA kms per leg if applicable			Commercial	Non-commercial	Canberra	On request	Attached			

MOTOR VEHICLE ALLOWANCE (MVA) DETAILS			
Vehicle registration	Vehicle make	Vehicle model	<ul style="list-style-type: none"> • MVA cannot be claimed for the purpose of travel between accommodation and the workplace. • MVA is taxable but is not taxed at time of payment if less than 5,000 kms are paid per financial year. • MVA can only be claimed if the vehicle is owned by the employee or privately hired by the employee.

CERTIFICATION BY EMPLOYEE	<ul style="list-style-type: none"> • I certify that I have been directed to travel by the most efficient/direct route on official business by my employing Senator or Member. • I certify that the above details are correct. • I understand that knowingly giving false or misleading information is a serious offence under the <i>Criminal Code Act 1995</i>. • I have read and understood the Privacy Collection Notice (see below). 	Signature <input type="text"/>
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CERTIFICATION BY SENATOR OR MEMBER OR AUTHORISED PERSON	<ul style="list-style-type: none"> • I certify that the above travel by the most efficient/direct route is/was directed by me for official purposes. • I certify that where accommodation adjustments are claimed above, the employee was directed to stay at the same commercial accommodation as the employing Senator or Member. • I understand that knowingly giving false or misleading information is a serious offence under the <i>Criminal Code Act 1995</i>. • I have read and understood the Privacy Collection Notice (see below). 	Signature <input type="text"/>
	Printed name <input type="text"/>	