

# Travelling Allowance (TA)

## TA Acquittal

### Claiming Travelling Allowance after Travel

Complete [Form 54: Travelling and/or Motor Vehicle Allowance Claim](#) after the completion of travel.

Have the form dated and signed by your employing Senator, Member or authorised person after the completion of the travel.

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, then 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](mailto:staffta@finance.gov.au).



TA will be paid into your nominated account as soon as possible after receipt of an approved claim form. Claims are expected to be processed within seven working days of receipt in Ministerial & Parliamentary Services (M&PS) and payment within a further two working days after processing (subject to financial institution clearing arrangements). Any missing details on the claim may cause delays to processing and payment. Any previous advance TA payments that have not been acquitted within the required 28 days may also delay the processing of subsequent claims.



A **Certificate of Acquitted Travel** is sent to your work base.  
No further action is required.

It is recommended that employees submit TA claims as soon as possible after the completion of travel. Claims signed by the employing Member or authorised person more than 60 days after the completion of travel will not be paid unless exceptional circumstances exist and an explanatory letter from the employing Member or authorised officer accompanies the claim. The decision whether to pay a late TA claim rests with M&PS.

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.