



SENATORS AND MEMBERS

Options for returning your completed form are provided on page 2

INVOICE CERTIFICATION AND REQUEST FOR REIMBURSEMENT – PPV and OTHER

Note: This form may be used to certify that goods/services have been received for purchases that do not have a separate certification form.

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SENATOR OR MEMBER ▶ Name

INVOICE 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.

▶ Payment of the invoice is to be made:
 Directly to supplier OR
 Reimbursed to (name)

▶ If claiming a fuel reimbursement, please provide the registration number and odometer reading for the private plated vehicle.
 Registration number Odometer reading

Details of expenditure	Quantity	Date received	For reimbursement proof of payment attached	Amount \$
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
TOTAL				\$

SIGNATURE

▶ 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.

▶ I understand that knowingly giving false or misleading information is a serious offence under the *Criminal Code Act 1995*.

▶ **Signature of Senator, Member or MOP(S) Act Employee** Date / /

If applicable, MOP(S) Act Employee's name (please print)

Ministerial and Parliamentary Services State and Territory Office Contact Details

	Options for returning your completed form	Enquiries
AUSTRALIAN CAPITAL TERRITORY	Scan and Email to: M&PS-ACT@finance.gov.au or Fax to: (02) 6277 7333 or Post to: Ministerial and Parliamentary Services Department of Finance John Gorton Building King Edward Terrace PARKES ACT 2600	Contact: ACT Office Email: M&PS-ACT@finance.gov.au Phone: (02) 6277 6087
NEW SOUTH WALES	Scan and Email to: M&PS-NSW@finance.gov.au or Fax to: (02) 8289 9919 or Post to: Ministerial and Parliamentary Services GPO Box 36 SYDNEY NSW 2001	Contact: Sydney CPO Email: M&PS-NSW@finance.gov.au Phone: (02) 8289 9900
NORTHERN TERRITORY	Scan and Email to: MaPS-NT@finance.gov.au or Fax to: (08) 8941 4199 or Post to: Ministerial and Parliamentary Services GPO Box 1622 DARWIN NT 0801	Contact: Darwin CPO Email: MaPS-NT@finance.gov.au Phone: (08) 8941 4133
QUEENSLAND	Scan and Email to: M&PSQld@finance.gov.au or Fax to: (07) 3001 8999 or Post to: Ministerial and Parliamentary Services GPO Box 228 BRISBANE QLD 4001	Contact: Brisbane CPO Email: M&PSQld@finance.gov.au Phone: (07) 3001 8900
SOUTH AUSTRALIA	Scan and Email to: M&PSSA@finance.gov.au or Fax to: (08) 8205 1099 or Post to: Ministerial and Parliamentary Services Commonwealth Parliament Offices Level 13, 100 King William Street ADELAIDE SA 5000	Contact: Adelaide CPO Email: M&PSSA@finance.gov.au Phone: (08) 8205 1000
TASMANIA	Scan and Email to: M&PS-Tas@finance.gov.au or Fax to: (03) 6231 2934 or Post to: Ministerial and Parliamentary Services GPO Box 519 HOBART TAS 7001	Contact: Hobart CPO Email: M&PS-Tas@finance.gov.au Phone: (03) 6231 0734
VICTORIA	Scan and Email to: M&PS-Vic@finance.gov.au or Fax to: (03) 9660 6619 or Post to: Ministerial and Parliamentary Services Commonwealth Parliament Offices 4 Treasury Place EAST MELBOURNE VIC 3002	Contact: Melbourne CPO Email: M&PS-Vic@finance.gov.au Phone: (03) 9660 6600
WESTERN AUSTRALIA	Scan and Email to: M&PS-WA@finance.gov.au or Fax to: (08) 9260 5085 or Post to: Ministerial and Parliamentary Services GPO Box B58 PERTH WA 6838	Contact: Perth CPO Email: M&PS-WA@finance.gov.au Phone: (08) 9260 5000