



**SENATORS AND MEMBERS**

Options for returning your completed form and contact details for enquiries are provided on page 2.

**INVOICE CERTIFICATION AND REQUEST FOR REIMBURSEMENT – OTHER**

Use this form to certify invoices or claim reimbursement or payment for goods/services such as residential phone and internet. Do not use this form to claim costs related to PPVs. For reimbursement of fuel or other PPV costs, contact sgfleet Fleet Manager at [MPSVIP@sgfleet.com](mailto:MPSVIP@sgfleet.com) or (03) 6242 2102.

<b>SENATOR/MEMBER</b>	▶ Name	<input type="text"/>
	▶ Electorate/State	<input type="text"/>
	▶ Phone	<input type="text"/>

<b>INVOICE DETAILS</b>	<b>Note:</b> ALL tax invoices and receipts <b>MUST</b> 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 <input type="checkbox"/> OR Reimbursed to (name) <input type="text"/>

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"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
<b>TOTAL</b>				\$ <input type="text"/>

<b>SIGNATURE</b>	▶ I certify that to the best of my knowledge, the claims detailed above were incurred in accordance with the provisions of the <i>Parliamentary Entitlements Act 1990</i> and the relevant determinations of the Remuneration Tribunal.
	▶ By signing this form, I acknowledge that: <ul style="list-style-type: none"> <li>• I understand that knowingly giving false or misleading information is a serious offence under the <i>Criminal Code Act 1995</i>.</li> <li>• I have read and understood the Privacy Collection Notice (see below).</li> </ul>
	<b>Signature of Senator, Member or MOP(S) Act Employee</b> <input type="text"/> <span style="float: right;">Date <input type="text"/></span>
	Name (if MOP(S) Act Employee) <input type="text"/>

**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 and allowances for Parliamentarians and their employees under the parliamentary work expenses framework. Details of the related expenditure may be tabled in Parliament, published on Finance’s website, or provided to the Special Minister of State, the Independent Parliamentary Expenses Authority, relevant service providers, or publicly, as authorised by law. Further details on the collection, storage and use of personal information provided is available at [www.maps.finance.gov.au/privacy.html](http://www.maps.finance.gov.au/privacy.html)

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## Ministerial and Parliamentary Services State and Territory Office Contact Details

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	Options for returning your completed form	Enquiries
<b>AUSTRALIAN CAPITAL TERRITORY</b>	Scan and Email to: <a href="mailto:M&amp;PS-ACT@finance.gov.au">M&amp;PS-ACT@finance.gov.au</a>	<b>Contact:</b> ACT Office <b>Email:</b> <a href="mailto:M&amp;PS-ACT@finance.gov.au">M&amp;PS-ACT@finance.gov.au</a> <b>Phone:</b> (02) 6277 6087
<b>NEW SOUTH WALES</b>	Scan and Email to: <a href="mailto:M&amp;PS-NSW@finance.gov.au">M&amp;PS-NSW@finance.gov.au</a>	<b>Contact:</b> Sydney CPO <b>Email:</b> <a href="mailto:M&amp;PS-NSW@finance.gov.au">M&amp;PS-NSW@finance.gov.au</a> <b>Phone:</b> (02) 8289 9900
<b>NORTHERN TERRITORY</b>	Scan and Email to: <a href="mailto:MaPS-NT@finance.gov.au">MaPS-NT@finance.gov.au</a>	<b>Contact:</b> Darwin CPO <b>Email:</b> <a href="mailto:MaPS-NT@finance.gov.au">MaPS-NT@finance.gov.au</a> <b>Phone:</b> (08) 8941 4133
<b>QUEENSLAND</b>	Scan and Email to: <a href="mailto:M&amp;PSQld@finance.gov.au">M&amp;PSQld@finance.gov.au</a>	<b>Contact:</b> Brisbane CPO <b>Email:</b> <a href="mailto:M&amp;PSQld@finance.gov.au">M&amp;PSQld@finance.gov.au</a> <b>Phone:</b> (07) 3001 8900
<b>SOUTH AUSTRALIA</b>	Scan and Email to: <a href="mailto:M&amp;PSSA@finance.gov.au">M&amp;PSSA@finance.gov.au</a>	<b>Contact:</b> Adelaide CPO <b>Email:</b> <a href="mailto:M&amp;PSSA@finance.gov.au">M&amp;PSSA@finance.gov.au</a> <b>Phone:</b> (08) 8205 1000
<b>TASMANIA</b>	Scan and Email to: <a href="mailto:M&amp;PS-Tas@finance.gov.au">M&amp;PS-Tas@finance.gov.au</a>	<b>Contact:</b> Hobart CPO <b>Email:</b> <a href="mailto:M&amp;PS-Tas@finance.gov.au">M&amp;PS-Tas@finance.gov.au</a> <b>Phone:</b> (03) 6231 0734
<b>VICTORIA</b>	Scan and Email to: <a href="mailto:M&amp;PS-Vic@finance.gov.au">M&amp;PS-Vic@finance.gov.au</a>	<b>Contact:</b> Melbourne CPO <b>Email:</b> <a href="mailto:M&amp;PS-Vic@finance.gov.au">M&amp;PS-Vic@finance.gov.au</a> <b>Phone:</b> (03) 9660 6600
<b>WESTERN AUSTRALIA</b>	Scan and Email to: <a href="mailto:M&amp;PS-WA@finance.gov.au">M&amp;PS-WA@finance.gov.au</a>	<b>Contact:</b> Perth CPO <b>Email:</b> <a href="mailto:M&amp;PS-WA@finance.gov.au">M&amp;PS-WA@finance.gov.au</a> <b>Phone:</b> (08) 9260 5000

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