



SENATORS AND MEMBERS

Options for returning your completed form are provided on page 2.

**CERTIFICATION AND REQUEST FOR PAYMENT –
OFFICE STATIONERY and SUPPLIES, MINOR OFFICE EQUIPMENT,
ICT ACCESSORIES, PUBLICATIONS and MOBILE ELECTORATE OFFICE EXPENSES**

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

CLAIM DETAILS	▶ I certify that:
	<ul style="list-style-type: none"> the attached tax invoice from (supplier) <input type="text"/> for the amount of \$ <input type="text"/> (GST inclusive) and dated <input type="text"/> / <input type="text"/> / <input type="text"/> is for the purchase of goods and services from the annual budget for office expenses with the exception of the items listed below; I have checked the invoice and the charges on the invoice are correct; the goods or services itemised on the invoice were received on <input type="text"/> / <input type="text"/> / <input type="text"/> payment of the invoice is to be made: Directly to supplier <input type="checkbox"/> OR Reimbursed to (name) <input type="text"/> proof of payment / tax receipt provided <input type="checkbox"/> the tax invoice meets the requirements of the Australian Taxation Office www.ato.gov.au; and an itemised tax invoice is attached.

Details of expenditure NOT covered	Amount \$
TOTAL	\$ <input type="text"/>

SIGNATURE	<ul style="list-style-type: none"> I certify that my claim for the expense, allowance or public resource complies with sections 25, 26, 27 and 28 of the <i>Parliamentary Business Resources Act 2017</i>. I certify that signage is stand alone (i.e. not fixed to or incorporated into other structures) and will be used to identify the mobile electorate office, or to direct constituents to the location of the mobile electorate office. I acknowledge that I am personally responsible and accountable for my use of public resources and that if section 26, 27 or 28 of the <i>Parliamentary Business Resources Act 2017</i> is contravened any amount not repaid within 28 days attracts a 25% penalty and is a debt due to the Commonwealth. 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).
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Signature of Senator or Member	<input type="text"/>	Date <input type="text"/> / <input type="text"/> / <input type="text"/>
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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	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	Contact: Sydney CPO Email: M&PS-NSW@finance.gov.au Phone: (02) 8289 9900
NORTHERN TERRITORY	Scan and Email to: M&PS-NT@finance.gov.au	Contact: Darwin CPO Email: M&PS-NT@finance.gov.au Phone: (08) 8941 4133
QUEENSLAND	Scan and Email to: M&PSQld@finance.gov.au	Contact: Brisbane CPO Email: M&PSQld@finance.gov.au Phone: (07) 3001 8900
SOUTH AUSTRALIA	Scan and Email to: M&PSSA@finance.gov.au	Contact: Adelaide CPO Email: M&PSSA@finance.gov.au Phone: (08) 8205 1000
TASMANIA	Scan and Email to: M&PS-Tas@finance.gov.au	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	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	Contact: Perth CPO Email: M&PS-WA@finance.gov.au Phone: (08) 9260 5000

Privacy Collection Notice — Consistent with the Privacy Act 1988, the Department of Finance (Finance) uses and discloses personal information provided in this form to facilitate the administration of the parliamentary business resources framework and for employment purposes. Personal information may be disclosed to the employing Parliamentarian, the Independent Parliamentary Expenses Authority (IPEA), the Department of Parliamentary Services, or as otherwise authorised by law. Details of the related expenditure may be tabled in Parliament, published on Finance's website, or provided to the Special Minister of State, IPEA, or publicly, as authorised by law. More information is available at www.maps.finance.gov.au/privacy.html

Parliamentary Business Resources Act 2017

s25 Obligations in relation to the use of public resources for conducting parliamentary business

s26 Dominant purpose test

s27 Obligation to ensure value for money in incurring expenses or claiming allowances or other public resources

s28 Obligation not to make claims or incur expenses in breach of conditions