



SENATORS AND MEMBERS

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

**CERTIFICATION AND REQUEST FOR PAYMENT –
SATELLITE ELECTORATE OFFICE, COURIER or FREIGHT
TRANSFER COSTS and OTHER**

Note: Use this form to certify invoices or claim reimbursement or payment for goods/services such as residential phone and internet, satellite electorate offices, courier or freight transfer costs.

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 or (03) 6242 2102.

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

INVOICE DETAILS

Details of expenditure	Quantity	Date received (attach proof of date services received)	For reimbursement (attach proof of payment)	Amount \$
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
TOTAL				\$

SIGNATURE

- I certify that my claim for the expense, allowance or public resource complies with sections 25, 26, 27 and 28 of the *Parliamentary Business Resources Act 2017*.
- If claiming costs for a satellite electorate office, I certify that it has not been used to any extent for commercial purposes.
- 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 *Parliamentary Business Resources Act 2017* 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 *Criminal Code Act 1995*.
- I have read and understood the Privacy Collection Notice (below).

Signature of Senator or Member

Date

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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 including to facilitate the management of incidents or complaints arising from employment. Personal and sensitive information may be disclosed to the employing Parliamentarian, the Independent Parliamentary Expenses Authority (IPEA), the Department of Parliamentary Services, the Parliamentary Workplace Support Service (PWSS), or as otherwise required 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 <https://maps.finance.gov.au/maps-privacy-statement>.

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

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
