



Factsheet

BUDGETS AND EXPENDITURE REPORTS

This factsheet covers how you can view, track and monitor your budget reports and expenditure.

What was a monthly management report?

Monthly management reports detailed expenses paid by Ministerial and Parliamentary Services (MaPS) and IPEA during the previous month. This included expenditure and transactional data against work expenses, budget or limit details, family and staff travel expenditure details, and other information pertinent to that month and financial year.

- They were provided to each current parliamentarian and former prime minister to check expenditure in preparation for review and certification of expenditure reports.
- The last report was provided on 15 July 2022, for the month of June 2022.

This information is now available electronically in PEMS, and you can check all of your expenses and allowances in PEMS as often as you would like.

Parliamentarians and their authorised staff are also encouraged to regularly check the budgets in PEMS using the **Reporting – Office Information** tile.

- Any discrepancies should be raised immediately with MaPS for office expenses and with IPEA for travel related expenses.

Regular checks will ensure that the correct expenses flow through to Expenditure Reports where they are certified by parliamentarians.

To enable you to manage your expenses and ensure that future expenditure reports are correct, the following guide provides you and your staff with information on how to access HR, budgets, travel, office and debt information in PEMS.

Information you received in your Monthly Management Reports

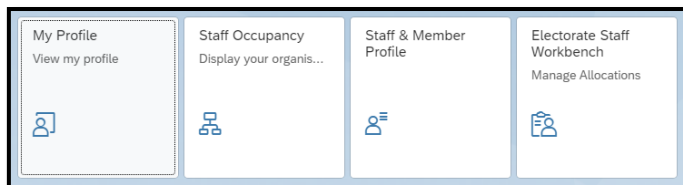
How to access the information in PEMS

HR

Persons covered by Report (Personnel Information - name, classification, home/work base). In the MMR this covered:

- Parliamentarian
- Spouse/Nominee, Dependents, Designated Persons
- Employees
- Temporary Traveller/s

This information is available under the **Members and Staff** tab by selecting the following tiles - **My Profile**, **Staff Occupancy**, **Staff & Member Profile**, and **Electorate Staff Workbench**.



For further information or support:

MaPS

Non-travel related work expenses and HR services and advice.



IPEA

Travel related advice, travel claim or reporting enquiries relating to parliamentarians and their employees.





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The Electorate Staff Workbench shows a snapshot of occupancy against allocations for each office. It also provides further details of pay scale group for each employee, hours worked and Electorate Support Allowance allocation (if applicable).

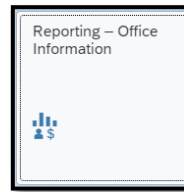
- It is important that MaPS is notified of any staff changes as soon as possible.

Budgets

Budgets Usage – this covered travel budgets, the Office budget, Electorate Support budget, Privately Leased budget, Specified Public Resources budget and Former Prime Ministers budgets.

- In the Monthly Management Reports, budgets were as at the last day of the previous calendar month and were at least 15 days old.

Information on budgets is available under the **Reporting** tab by selecting the **Reporting – Office Information** tile:



In PEMS, parliamentarians and their authorised staff now have access to near real time budgets.

Travel

Travel Expenditure (domestic and international)

Travel information is available under the **Expense Management** tab by selecting the **Travel Expenses** tile:



Once in the **Travel Expenses** dashboard, two tabs are available:

- The **Claims** tab shows domestic travel expenses and allowances and international trip claims

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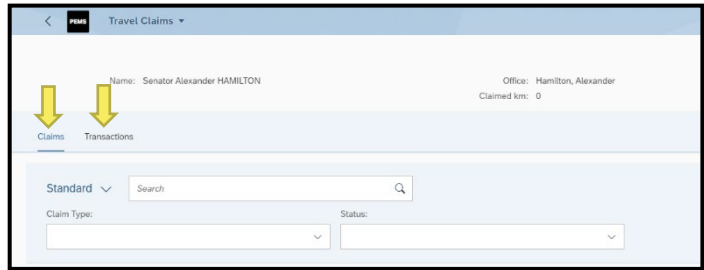




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b. The **Transactions** tab shows CabCharge, Department of Foreign Affairs & Trade and Travel Services Provider tickets.



Private plated vehicle (PPV) expenses

Private plated vehicle (PPV) expenses is available under the **Expense Management** tab by selecting the **Office Expenses** tile:



COMCAR

COMCAR trips should continue to be managed through the CARS system: <https://maps.finance.gov.au/cars>

COMCAR travel will be included in the PEMS expenditure reports but should be managed through the CARS system to ensure the information flows through to expenditure reports correctly.

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Office expenses

Office expenses such as office facilities, privately leased office, telecommunication costs, office fitouts, office administrative costs and office employee costs

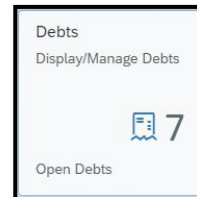
Office expenses are available under the **Expense Management** tab by selecting the Office Expenses tile:



Transactions will show details of products purchased through the office stationery and requisites provider as appropriate.

Debts

Debts can be found under the **Reporting** tab, this information is available by selecting the **Debts** tile:



Parliamentarians can see all debts that pertain to their office.

Tip: You can personalise your PEMS home page by adding and removing function tiles via the 'App Finder' [top left]. For further information refer to [Homepage and Tile Functions How to Guide](#) and [PEMS webpage](#).

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