



## **Work Expense Claim Guide**

#### Introduction

The guide explains the most appropriate codes used in PEMS for your Office and staff related work expense claims.

To ensure work expenses are reported correctly, PEMS uses a set of codes to categorise goods and services based on what is being claimed. Please refer to the tables in this guide to select the most appropriate codes for your Office and staff related work expense claims. Each claim is broken into three tiers:



Example: Expense Category - the high level category of the expense e.g. 'Office Services'

Expense Type - the type of expense e.g. 'Communication'

Work Expense - the specific work expense e.g. 'Printing and Communications'

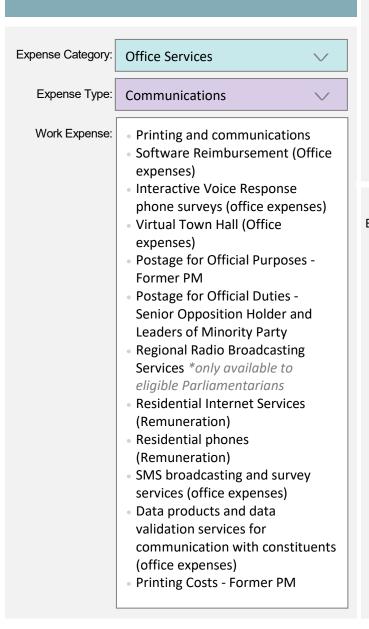
Note: The information icons (i) provide information and guidance about the relevant field

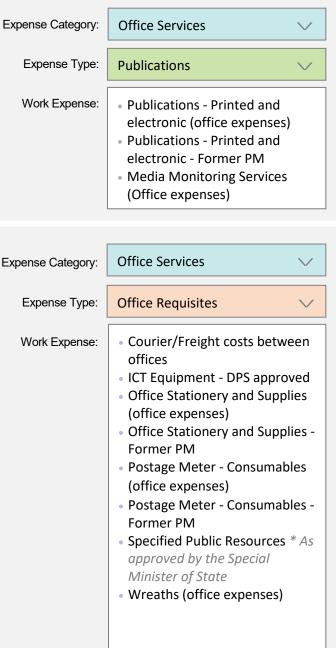
The tiers are hierarchical, once 'Expense Category' is selected, each tier will provide a further set of options. Field options are dependent on each claimant's level of access/entitlement and will only display the related work expenses specific to that claimant. The following two pages show all of the expense categories, with further details and examples for each category outlined in the pages thereafter.

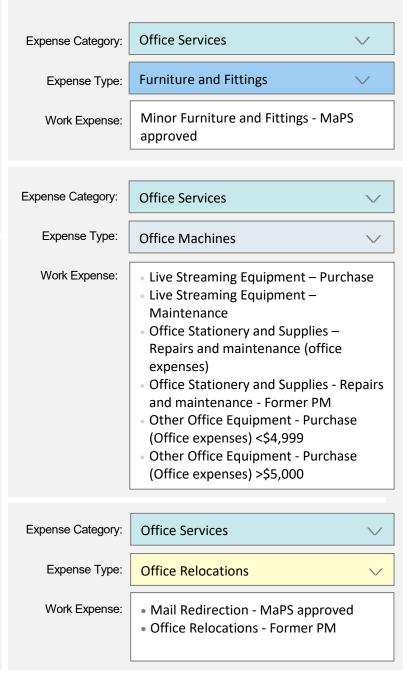
The 'Expense Category' field must be selected first in order for the 'Expense Type' field to display the list of work expenses. All fields are mandatory.

A number of office expenses must have MaPS approval *BEFORE* making a claim for payment or reimbursement. For property maintenance expenses please contact your MaPS State Office before proceeding. If unsure, please contact the Help Desk on (02) 6215 3333 (option 3). For Office Administration expenses please contact the Help Desk on (02) 6215 3333 (option 1).

### **Office Services**

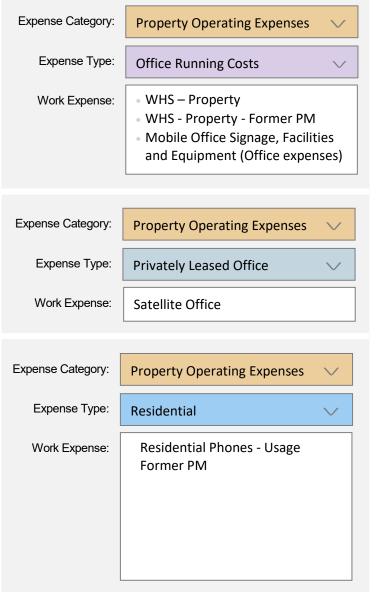


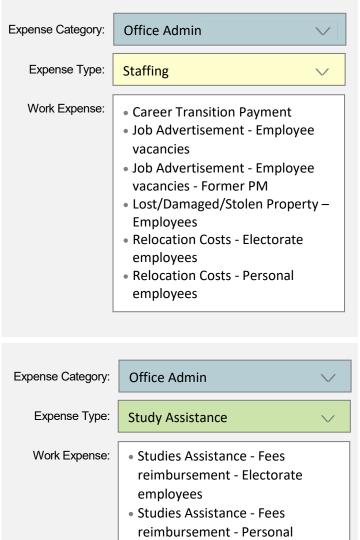




# Property Operating Expenses

## **Office Administration**





employees

• Studies Assistance - HELP

Expense Category:

Work Health and Safety

Training Course Costs - Electorate employees
Training Course Costs - Personal employees
WHS - Equipment and services – Employees
WHS Program - Electorate employees
WHS Program - Personal employees

EXPENSE ITEM	EXPENSE CATEGORY	EXPENSE TYPE (PEMS)	WORK EXPENSE	BUDGET	EXAMPLE DESCRIPTION
Artwork Australia Post Brochures Business Cards Billboard Rental Campaign Monitor Distribution Design Digital Advertising Domain registrations Facebook Letterhead Mailchimp Newsletters Printing Survey Monkey Website Hosting Website Design	Office Services	Communication	Printing and communications	Office Budget	(Quantity) Printed item/s (date printing received)  Example: 6,000 Printed items 8 Jun 21  Design (date)  Example: Design 23 Mar 21  Web-design (date or date range)  Example: Web-design 1 Jan 21  Web-services (date or date range)  Example: Web-services 1 Jan to 31 Jan 21  (Quantity) Printed item/s (date advertised)  Example: 1 Printed item 23 Mar 21  Distribution (date range)  Example: Distribution 1 Jan to 31 Jan 21  Distribution credit (date range)  Example: Distribution credit 1 Jan to 31 Jan 21  Distribution late payment fee 31 Jan 21  e-material (date or date range)  Example: e-material 1 Jan 21
Software Zoom Dropbox Google Apple			Software Reimbursement (Office expenses)	Office Budget	Software reimbursement (vendor name) (date or date range)  Example: Software reimbursement Google 1 Jun 22  Software transaction fee (date)  Example: Software transaction fee 1 Jun 22
Phone Surveys Welcome Packs Welfare checks			Interactive Voice Response phone surveys (office expenses)	Office Budget	Telecommunications IVR (date or date range) Example: Telecommunications IVR 1 Jan 21
Online meeting Translation Services			Virtual Town Hall (Office expenses)	Office Budget	Virtual town hall (date) Example: Virtual town hall 1 Jan 21 Translation Services (date) Example: Translation Services 1 Jan 21

EXPENSE ITEM	EXPENSE CATEGORY	EXPENSE TYPE (PEMS)	WORK EXPENSE	BUDGET	EXAMPLE DESCRIPTION
Australia Post - Former PM only		ces Communication	Postage for Official Purposes - Former PM	N/A	Distribution (date or date range)  Example: Distribution 1 Jan to 31 Jan 21
Australia Post - APH Only			Postage for Official Duties - Senior Opposition Holder and Leaders of Minority Party	N/A	Distribution (date or date range)  Example: Distribution 1 Jan to 31 Jan 21
Radio broadcasting	Office Services		Regional Radio Broadcasting Services ^^only available to eligible parliamentarians	Office Budget (eligible parliamentari ans)	Radio broadcasting (date or date range) Example: Radio broadcasting 1 Jan to 31 Jan 21
Internet			Residential Internet Services (Remuneration)	N/A	Residential Internet Services (date)  Example: Residential Internet Services 1 Oct 21
Telephone			Residential phones (Remuneration)	N/A	Residential phones (date) Example: Residential phones 1 Oct 21
SMS (Text)			SMS broadcasting and survey services (office expenses)	Office Budget	Online SMS business (date) Example: Online SMS business 18 Oct 21
Data			Data products and data validation services for communication with constituents (office expenses)	Office Budget	Data products and data validation services (date)  Example: Data products and data validation services 1 Jan 21
Printing – Former PM only			Printing Costs - Former PM	N/A	(Quantity) Printed item/s (date printing received)  Example: 5,000 Printed items 5 Jun 21

EXPENSE ITEM	EXPENSE CATEGORY	EXPENSE TYPE (PEMS)	WORK EXPENSE	BUDGET	EXAMPLE DESCRIPTION	
Furniture	Office Services	Furniture and Fittings	Minor Furniture and Fittings - MaPS approved	N/A	(Quantity) Furniture item/s (date of purchase) Example: 1 chair 6 Apr 21	
Magazines Newspapers		Publications  Office Services	Publications - Printed and electronic (office expenses)	Office Budget	(Quantity) (Item name) (date or date range) Examples: 10 The Sydney Morning Herald 1 Jan to 31 Jan 21 1 Herald Sun (Sat) 31 Jan 21 The Age (digital) 1 Dec to 31 Dec 21 2 Who's Who Australia 2021 1 Jan 21	
Publications			Publications - Printed and electronic - Former PM	N/A	Administrative fees 1 Jan to 31 Jan 21 Refund of magazines 1 Jan to 31 Jan 21 Newspaper adjustment 1 Jan to 31 Jan 21 Discount 1 Dec 21 Parliament House pass holder discount 1 Jan 21	
Media			Media Monitoring Services (Office expenses)	Office Budget	Media Monitoring Services (date or date range)  Example: Media Monitoring Services 1 June 21	
Freight Australia Post		Office Requisite	Office Possibilities	Courier/Freight costs between offices	Office Budget	Freight costs (date or date range)  Example: Freight costs 1 Jun 21  Courier/Freight costs between offices (date range)  Example: Courier/Freight costs between offices 1  Jun to 30 Jun 21
ICT Equipment			Office Requisites	ICT Equipment - DPS approved	Office Budget	[Make] [Model] [other details optional] (date range) [service description] (date range) Examples: Dell latitude 7380 laptop 1 Aug to 31 Aug 21 Voice and data sim service 1 Aug to 31 Aug 21

EXPENSE ITEM	EXPENSE CATEGORY	EXPENSE TYPE (PEMS)	WORK EXPENSE	BUDGET	EXAMPLE DESCRIPTION
Stationery		Office Requisites  Services	Office Stationery and Supplies (office expenses)	Office Budget	(Description) and (date)  Examples:
Supplies			Office Stationery and Supplies - Former PM	N/A	Office requisites and stationery 1 Oct 21 Water refills 1 Mar to 31 Mar 21
Postage Meter			Postage Meter - Consumables (office expenses)	Office Budget	(Quantity) (Item name) (date of purchase)
Postage Meter			Postage Meter - Consumables - Former PM	N/A	Example: 3 Labels 1 Oct 21
Specified Public Resources Replacement Stationery	Office Services		Specified Public Resources	As approved by the Special Minister of State	Replacement stationery (date)  Example: Replacement stationery 3 Jun 21 (Quantity) Printed item/s (date printing received)  Example: 10 Printed items 3 Jun 21 e-material (date or date range)  Example: e-material 22 Jun 21
Wreath			Wreaths (office expenses)	Office Budget	Wreath for (event) (date) Example: Wreath for ANZAC Day 24 Apr 21
Streaming			Live Streaming Equipment - Purchase	N/A	(Item name) (date) Example: LiveU 1 Jan 21
Streaming		Office Machines	Live Streaming Equipment - Maintenance	N/A	(Item name) (date or date range) Example: LiveU data plan 1 Jan to 30 Jun 21
Stationery Supplies			Office Stationery and Supplies - Repairs and maintenance (office expenses) Office Stationery and Supplies - Repairs and maintenance - Former PM	N/A	(Item name) repair (date)  Example: Digital camera repair 2 Jun 21

EXPENSE ITEM	EXPENSE CATEGORY	EXPENSE TYPE (PEMS)	WORK EXPENSE	BUDGET	EXAMPLE DESCRIPTION	
Equipment	Office Services	Office Machines	Other Office Equipment - Purchase (Office expenses) <\$4,999	Office Budget	(Description) and (date) Example: Book binder 1 Mar 21	
Equipment			Other Office Equipment - Purchase (Office expenses) >5,000	Office Budget	(Item name) (Brand) (date of purchase) Example: Kodak Digital camera 2 Jun 21	
Mail		Office Relocations	Mail Redirection - MaPS approved	N/A	Mail redirection (date or date range)  Example: Mail redirection 1 Jan to 31 Mar 21  ^^this applies for office relocations and must be approved by MaPS.	
Relocation			Office Relocations - Former PM	N/A	Mail redirection (date)  Example: Mail redirection 1 Oct 21  Office Establishment costs (date)  Example: Office establishment costs 19 Apr 21  ^^Internal relocation costs (date)  Example: Internal relocation costs 2 Sep 21  ^^ The description 'Internal relocation costs' can be used for office moves within CPOs or moving items within an existing electorate office.	
Property	Property Operating Expenses		Office Running	WHS - Property WHS - Property - Former PM	N/A	(Service) (date) Examples: Fire protection services 1 Feb to 28 Feb 22 Air quality testing report 5 Jan 22
Signage		Operating	Mobile Office Signage, Facilities and Equipment (Office expenses)	Office Budget	Mobile office signage (date) Example: Mobile office signage 1 Jul 21	
Satellite Office		Privately Leased Office	*An electorate with an area of at least 3,500km² and less than 5,000km² requires the Special Minister of States' express approval.	Privately Leased Office Budget	Privately leased office 3,500km – 25,000km2 (date or date range)  Example: Satellite office 3,500km – 25,000km2 1  Jul to 31 Dec 21	

EXPENSE ITEM	EXPENSE CATEGORY	EXPENSE TYPE (PEMS)	WORK EXPENSE	BUDGET	EXAMPLE DESCRIPTION	
Phones	Property Operating Expenses	Residential	Residential Phones - Usage - Former PM	N/A	Residential phones (date) Example: Residential phones 1 Oct 21	
Transition			Career Transition Payment	N/A	Career transition payment (date) Example: Career transition payment 21 June 21	
Advertising	Office Administration		Job Advertisement - Employee vacancies Job Advertisement - Employee vacancies - Former PM	N/A	Job advertising for vacant position (date) Example: Job advertising for vacant position 22 Feb 22	
Damage Lost		Staffing	Lost/Damaged/Stolen Property - Employees	N/A	Reimbursement for damaged (item)  Example: Reimbursement for damaged clothing	
Relocation - staff				Relocation Costs - Electorate employees Relocation Costs - Personal employees	N/A	Payment of removal costs  Example: Relocation expenses – Removalist  Relocation Expenses - Accommodation  Example: Relocation Expenses - Accommodation
Study		Study Assistance	Studies Assistance - Fees reimbursement - Electorate employees Studies Assistance - Fees reimbursement - Personal employees	N/A	Reimbursement of (entitlement) (Time frame – e.g. Semester/Period/Season)  Example: Reimbursement of studies assistance Semester 2 2021	
Study			Studies Assistance - HELP	N/A	Reimbursement of HELP Fees (Time frame incl date)  Example: Reimbursement of HELP Fees Semester 2 2021	

EXPENSE ITEM	EXPENSE CATEGORY	EXPENSE TYPE (PEMS)	WORK EXPENSE	BUDGET	EXAMPLE DESCRIPTION
Training	Office Administration	Office Work Health dministration and Safety	Training Course Costs - Electorate employees Training Course Costs - Personal employees	N/A	Reimbursement of (entitlement): (course details) (date range)  Example: Reimbursement of ad hoc training: Train the Trainer 30 Jun 21  (Course details) (date range)  Example: Dreamweaver training course 15 to 16 Jun 21
WHS Equipment			WHS - Equipment and services - Employees	N/A	Reimbursement of (service) with (provider) (date) Examples: Reimbursement of CPR refresher course fee with St John Ambulance 8 Apr 22 Reimbursement of first aid course fee with Allens Training 7 Apr 22
Flu Vaccination		on	WHS Program - Electorate employees WHS Program - Personal employees	N/A	Reimbursement of costs for flu vaccine (date)  Example: Reimbursement of costs for flu vaccine 9 May  22

## 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.

