



## 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:

*Expense Category:	Office Services	▼	i
*Expense Type:	Communication	▼	i
*Work Expense:	Printing and Communications	▼	i

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

Expense Category: Office Services

Expense Type: Communications

Work Expense:

- Printing and communications
- Software Reimbursement (Office expenses)
- Interactive Voice Response phone surveys (office expenses)
- Virtual Town Hall (Office expenses)
- Postage for Official Purposes - Former PM
- Postage for Official Duties - Senior Opposition Holder and Leaders of Minority Party
- Regional Radio Broadcasting Services *\*only available to eligible Parliamentarians*
- Residential Internet Services (Remuneration)
- Residential phones (Remuneration)
- SMS broadcasting and survey services (office expenses)
- Data products and data validation services for communication with constituents (office expenses)
- Printing Costs - Former PM

Expense Category: Office Services

Expense Type: Publications

Work Expense:

- Publications - Printed and electronic (office expenses)
- Publications - Printed and electronic - Former PM
- Media Monitoring Services (Office expenses)

Expense Category: Office Services

Expense Type: Office Requisites

Work Expense:

- Courier/Freight costs between offices
- ICT Equipment - DPS approved
- Office Stationery and Supplies (office expenses)
- Office Stationery and Supplies - Former PM
- Postage Meter - Consumables (office expenses)
- Postage Meter - Consumables - Former PM
- Specified Public Resources *\* As approved by the Special Minister of State*
- Wreaths (office expenses)

Expense Category: Office Services

Expense Type: Furniture and Fittings

Work Expense: Minor Furniture and Fittings - MaPS approved

Expense Category: Office Services

Expense Type: Office Machines

Work Expense:

- Live Streaming Equipment – Purchase
- Live Streaming Equipment – Maintenance
- Office Stationery and Supplies – Repairs and maintenance (office expenses)
- Office Stationery and Supplies - Repairs and maintenance - Former PM
- Other Office Equipment - Purchase (Office expenses) <\$4,999
- Other Office Equipment - Purchase (Office expenses) >\$5,000

Expense Category: Office Services

Expense Type: Office Relocations

Work Expense:

- Mail Redirection - MaPS approved
- Office Relocations - Former PM

# Property Operating Expenses

Expense Category: **Property Operating Expenses** ▾

Expense Type: **Office Running Costs** ▾

Work Expense:
 

- WHS – Property
- WHS - Property - Former PM
- Mobile Office Signage, Facilities and Equipment (Office expenses)

Expense Category: **Property Operating Expenses** ▾

Expense Type: **Privately Leased Office** ▾

Work Expense: **Satellite Office**

Expense Category: **Property Operating Expenses** ▾

Expense Type: **Residential** ▾

Work Expense: **Residential Phones - Usage Former PM**

# Office Administration

Expense Category: **Office Admin** ▾

Expense Type: **Staffing** ▾

Work Expense:
 

- Career Transition Payment
- Job Advertisement - Employee vacancies
- Job Advertisement - Employee vacancies - Former PM
- Lost/Damaged/Stolen Property – Employees
- Relocation Costs - Electorate employees
- Relocation Costs - Personal employees

Expense Category: **Office Admin** ▾

Expense Type: **Study Assistance** ▾

Work Expense:
 

- Studies Assistance - Fees reimbursement - Electorate employees
- Studies Assistance - Fees reimbursement - Personal employees
- Studies Assistance - HELP

Expense Category: **Office Admin** ▾

Expense Type: **Work Health and Safety**

Work Expense:
 

- 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) <i>Example: 6,000 Printed items 8 Jun 21</i> Design (date) <i>Example: Design 23 Mar 21</i> Web-design (date or date range) <i>Example: Web-design 1 Jan 21</i> Web-services (date or date range) <i>Example: Web-services 1 Jan to 31 Jan 21</i> (Quantity) Printed item/s (date advertised) <i>Example: 1 Printed item 23 Mar 21</i> Distribution (date range) <i>Example: Distribution 1 Jan to 31 Jan 21</i> Distribution credit (date range) <i>Example: Distribution credit 1 Jan to 31 Jan 21</i> Distribution late payment fee (date) <i>Example: Distribution late payment fee 31 Jan 21</i> e-material (date or date range) <i>Example: e-material 1 Jan 21</i>
Software Zoom Dropbox Google Apple			Software Reimbursement (Office expenses)	Office Budget	Software reimbursement (vendor name) (date or date range) <i>Example: Software reimbursement Google 1 Jun 22</i> Software transaction fee (date) <i>Example: Software transaction fee 1 Jun 22</i>
Phone Surveys Welcome Packs Welfare checks			Interactive Voice Response phone surveys (office expenses)	Office Budget	Telecommunications IVR (date or date range) <i>Example: Telecommunications IVR 1 Jan 21</i>
Online meeting Translation Services			Virtual Town Hall (Office expenses)	Office Budget	Virtual town hall (date) <i>Example: Virtual town hall 1 Jan 21</i> Translation Services (date) <i>Example: Translation Services 1 Jan 21</i>

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

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) <i>Example: 1 chair 6 Apr 21</i>
Magazines Newspapers Publications		Publications	Publications - Printed and electronic (office expenses)	Office Budget	(Quantity) (Item name) (date or date range) <i>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 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</i>
			Publications - Printed and electronic - Former PM	N/A	
Media			Media Monitoring Services (Office expenses)	Office Budget	Media Monitoring Services (date or date range) <i>Example: Media Monitoring Services 1 June 21</i>
Freight Australia Post		Office Requisites	Courier/Freight costs between offices	Office Budget	Freight costs (date or date range) <i>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</i>
ICT Equipment			ICT Equipment - DPS approved	Office Budget	[Make] [Model] [other details optional] (date range) [service description] (date range) <i>Examples: Dell latitude 7380 laptop 1 Aug to 31 Aug 21 Voice and data sim service 1 Aug to 31 Aug 21</i>

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

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) <i>Example: Book binder 1 Mar 21</i>
Equipment			Other Office Equipment - Purchase (Office expenses) >5,000	Office Budget	(Item name) (Brand) (date of purchase) <i>Example: Kodak Digital camera 2 Jun 21</i>
Mail		Office Relocations	Mail Redirection - MaPS approved	N/A	Mail redirection (date or date range) <i>Example: Mail redirection 1 Jan to 31 Mar 21</i> ^^this applies for office relocations and must be approved by MaPS.
Relocation			Office Relocations - Former PM	N/A	Mail redirection (date) <i>Example: Mail redirection 1 Oct 21</i> Office Establishment costs (date) <i>Example: Office establishment costs 19 Apr 21</i> ^^Internal relocation costs (date) <i>Example: Internal relocation costs 2 Sep 21</i> ^^ 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 Costs	WHS - Property WHS - Property - Former PM	N/A	(Service) (date) <i>Examples: Fire protection services 1 Feb to 28 Feb 22 Air quality testing report 5 Jan 22</i>
Signage			Mobile Office Signage, Facilities and Equipment (Office expenses)	Office Budget	Mobile office signage (date) <i>Example: Mobile office signage 1 Jul 21</i>
Satellite Office		Privately Leased Office	Satellite Office *An electorate with an area of at least 3,500km <sup>2</sup> and less than 5,000km <sup>2</sup> requires the Special Minister of States' express approval.	Privately Leased Office Budget	Privately leased office 3,500km – 25,000km <sup>2</sup> (date or date range) <i>Example: Satellite office 3,500km – 25,000km<sup>2</sup> 1 Jul to 31 Dec 21</i>



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) <i>Example: Residential phones 1 Oct 21</i>
Transition	Office Administration	Staffing	Career Transition Payment	N/A	Career transition payment (date) <i>Example: Career transition payment 21 June 21</i>
Advertising			Job Advertisement - Employee vacancies Job Advertisement - Employee vacancies - Former PM	N/A	Job advertising for vacant position (date) <i>Example: Job advertising for vacant position 22 Feb 22</i>
Damage Lost			Lost/Damaged/Stolen Property - Employees	N/A	Reimbursement for damaged (item) <i>Example: Reimbursement for damaged clothing</i>
Relocation - staff			Relocation Costs - Electorate employees Relocation Costs - Personal employees	N/A	Payment of removal costs <i>Example: Relocation expenses – Removalist Relocation Expenses -Accommodation Example: Relocation Expenses - Accommodation</i>
Study			Study Assistance	Studies Assistance - Fees reimbursement - Electorate employees Studies Assistance - Fees reimbursement - Personal employees	N/A
Study	Studies Assistance - HELP	N/A		Reimbursement of HELP Fees (Time frame incl date) <i>Example: Reimbursement of HELP Fees Semester 2 2021</i>	

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

### For further information or support:

#### MaPS

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



[maps.finance.gov.au](https://maps.finance.gov.au)

#### IPEA

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



[ipea.gov.au](https://ipea.gov.au)