



## Work Expense Claim Guide

### Introduction

The Parliamentary Expenses Management System (PEMS) modernises and streamlines the management, processing, and reporting of Office expenditure.

Please refer to the tables in this guide to select the most appropriate codes 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. 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 dependant 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 and it for 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).**

# 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 certain 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 - 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 - Former PM
- Office Equipment - Purchase (Office expenses) <\$4,999

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: 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

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 (month/year) <i>Example: Distribution late payment fee 30 Jan 21</i> e-material (date or date range) <i>Example: Facebook 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>
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			Virtual Town Hall (Office expenses)	Office Budget	Virtual town hall (date) <i>Example: Virtual town hall 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) (description) transaction fee (date) <i>Examples:</i> <i>Distribution 1 Jan to 31 Jan 21</i> <i>e-material transaction fee 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) (description) transaction fee (date) <i>Examples:</i> <i>Distribution 1 Jan to 31 Jan 21</i> <i>e-material transaction fee 31 Jan 21</i>
Radio broadcasting			Regional Radio Broadcasting Services *only available to certain Parliamentarians	N/A	Radio broadcasting (date or date range) <i>Example: Radio broadcasting 1 Jan to 31 Jan 21</i>
Internet			Residential Internet Services (Remuneration)	N/A	Dedicated data line (date) <i>Example: Dedicated data line 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 Furniture item 6 Apr 21</i>
Magazines Newspapers Publications		Publications	Publications - Printed and electronic (office expenses)	Office Budget	(Quantity) (Item name) (date/date range) <i>Examples:</i> <i>10 The Sydney Morning Herald 1 Jan to 31 Jan 21</i> <i>1 Herald Sun (Sat) 31 Jan 21</i> <i>The Age (digital) 1 Dec to 31 Dec 21</i> <i>2 Who's Who Australia 2021 1 Jan 21</i> <i>Administrative fees 1 Jan to 31 Jan 21</i> <i>Refund of magazines 1 Jan to 31 Jan 21</i> <i>Newspaper adjustment 1 Jan to 31 Jan 21</i> <i>Discount 1 Dec 21</i> <i>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/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/date range) <i>Example: Freight costs 1 Jun 21</i> Courier/Freight costs between offices (date range) <i>Example: Courier/Freight costs between offices 1 Jun to 31 Jun 21</i>
ICT Equipment			ICT Equipment - DPS approved	Office Budget	[Make] [Model] [other details optional] (date range) [service description] (date range) <i>Examples:</i> <i>Dell latitude 7380 laptop 1 Aug to 31 Aug 21</i> <i>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>
Replacement Stationery			* As approved by the Special Minister of State		(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>
Wreath		Office Machines	Wreaths (office expenses)	Office Budget	Wreath for (event) (date) <i>Example: Wreath for ANZAC Day 24 Apr 21</i>
Streaming			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/date range) <i>Example:</i> <i>Live U data plan 1 Jan to 30 Jun 21</i>
Stationery Supplies			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	Office Equipment - Purchase (Office expenses) <\$4,999	Office Budget	(Description) and (Date) <i>Example: Book binder 1 Mar 21</i>
Equipment				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/date range) <i>Example: Mail redirection 1 Jan to 31 Mar 21</i>
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			
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	Privately Leased Office Budget	Privately leased office 3,500km – 25,000km2 (date/date range) <i>Example: Privately leased office 3,500km – 25,000km2 1 Jul to 31 Dec 21</i>
Phones		Residential	Residential Phones - Usage - Former PM	N/A	Residential phones (date) <i>Example: Residential phones 1 Oct 21</i>