



Your sneak peek at what's coming

Click on any tile to jump to more information...

1

Work Expense types

Simplifying how you select Work Expense types and categories for office claims.

2

Copying office claims

Save time by copying office claims from any status.

3

Search and Filter

Enhanced search and filter functions make it easier to find what you need quickly.

4

Dashboard updates

Updated Standard Dashboard columns and new predefined views to help you perform key tasks.

5

Group Certify claims

Parliamentarians can certify up to 10 Office claims at once.

6

Edit claims

Greater ability to edit and delete claims created by other staff members to reduce processing delays.

7

Adjusted paid claims


Status updates for paid claims being adjusted by MaPS Admins will provide better accuracy and clear visibility.

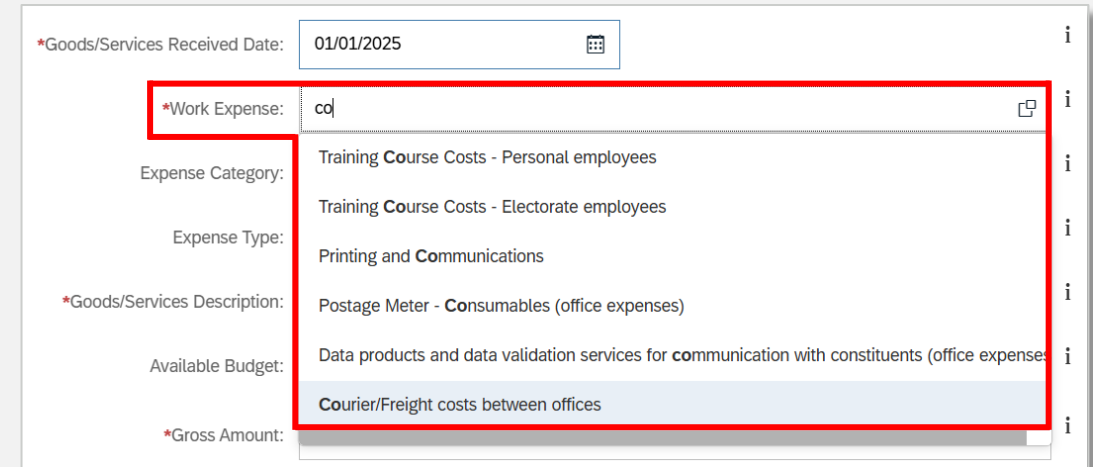
8

Return Reason

Easily see the Return Reason on a claim and in the email notification.

1) Work Expense Types

- You told us that selecting Work Expenses was confusing and time consuming.
- In the new release you will no longer need to select an Expense Category and Expense Type before selecting the Work Expense.
- Simply start typing into the Work Expense field to search for the relevant item or click the  icon to see all Work Expense items.
- Once you select a Work Expense item, the Expense Category and Expense Type fields will populate automatically.



*Goods/Services Received Date: 01/01/2025

*Work Expense: col

Expense Category: Training Course Costs - Personal employees

Expense Type: Training Course Costs - Electorate employees

*Goods/Services Description: Printing and Communications

Available Budget: Postage Meter - Consumables (office expenses)

*Gross Amount: Data products and data validation services for communication with constituents (office expenses)

Courier/Freight costs between offices

The Work Expense field will automatically show the available options containing the text you've entered.



*Work Expense: Printing and Communications

Expense Category: Office Services

Expense Type: Communication

Selecting a Work Expense item automatically populates the Expense Category and Expense Type fields.

2) Copying Office Claims


- Previously, only office claims in a status of Draft could be copied.
- In the new release you will be able to copy an office claim from any status.
- This will help save you time and reduce the likelihood of claims being returned for correction.


The screenshot displays the PEMS Office Expenses interface. At the top, there is a navigation bar with a back arrow, the PEMS logo, and the text 'Office Expenses'. Below this, the claim number 'Claim: 8011697 (Paid)' is shown. The main section contains the text 'I am completing this Claim for: Mr Ryan Davies' and a yellow box indicating 'Status: Paid'. A link 'Show Status History' is also present. Below this is the 'Expense Details' section, which includes a list of expenses: 'Communication 522.00 AUD'. Further down, the 'Supplier Name' is '1 ON ONE PTY LI', the 'Action' is 'Payment to Supplier', the 'Invoice Date' is '11/06/2024', the 'Invoice Number' is 'INV - 203140', 'Split Invoice' is 'No', and the 'Total Amount' is '522.0 AUD'. At the bottom right, there are two buttons: 'Print Claim' and 'Copy', with the 'Copy' button highlighted by a red rectangle.

3) Search and Filter (1 of 2)

In the new release the search and filter fields will look for matches anywhere in the text, not just at the beginning, making it easier to find what you're looking for.

Note: Dates and dollar amounts continue to use exact match searching for accuracy.

Standard * 



Hide Filter Bar

Filters (1)

Go

Claim Number:

Supplier Name:


Invoice Number:




Gross Amount:

Status:

Remittance Text:

Assigned To:

Office Claims (61) | Standard * 



3) Search and Filter (2 of 2)

- The default filters showing on the dashboard will be updated to better reflect common tasks.
- You can further customise the filters to display using the View Setting options (⚙ cog icon).
- The 'Status' and 'Assigned To' filters will use checkboxes, making it faster and easier to apply the filters you need.
- You can also type into these filter fields to quickly narrow the list to relevant options.

The screenshot shows the 'Office Claims (580)' dashboard. At the top, there is a search bar and a filter bar. The filter bar contains several fields: 'Claim Number', 'Supplier Name', 'Invoice Number', 'Gross Amount', 'Status', 'Remittance Text', and 'Assigned To'. These fields are highlighted with a red rectangular box. Below the filter bar, there is a table of claims with columns: Claim Number, Claimant, Work Expense, Supplier Name, Invoice Number, Net Amount, Gross Amount, Created By, Goods/Services Description, Status, Goods/Services Received Date, and Assigned To. The table contains four rows of data.

New default filters on the Office Dashboard.

The first screenshot shows a 'Status:' dropdown menu with a list of checkboxes: Awaiting Certification, Cancelled, Certified, Draft, Manually Certified, Paid, Returned, Under Adjustment, and Verified. The second screenshot shows a similar dropdown menu with the text 'C' entered into the search field, which has filtered the list to show only 'Cancelled' and 'Certified'.

Checkbox filters for 'Status' and 'Assigned To'.

Type into the filter to refine the options.

4) Dashboard Updates (1 of 2)

- The Standard Dashboard columns have been updated to better reflect the information you need to see most often.
- Additional fields are available for display and filtering:
 - Work Expense
 - Goods/Services Description
 - Goods/Services Received Date
- The 'Vendor Name' field has been renamed to 'Supplier Name' for clarity and consistency.

The screenshot displays the 'Office Claims' dashboard. At the top, a dropdown menu shows 'Standard' selected. Below this is a table of claims with the following columns: Claim Number, Claimant, Work Expense, Supplier Name, Invoice Number, Net Amount, Gross Amount, Created By, Goods/Services Description, Status, Goods/Services Received Date, and Assigned To. The table contains five rows of data. Below the table, there is a 'View Settings' panel. This panel has tabs for 'Columns', 'Sort', 'Filter', and 'Group'. The 'Filter' tab is currently selected. Under the 'Filter' tab, there is a search bar and a list of fields to include: 'Work Expense', 'Goods/Services Description', 'Goods/Services Received Date', 'Gross Amount', 'Invoice Date', 'Invoice Number', and 'Modified Date'. The 'Columns' tab is also visible, showing a list of columns to display, with 'Work Expense', 'Goods/Services Description', and 'Goods/Services Received Date' checked.

Claim Number	Claimant	Work Expense	Supplier Name	Invoice Number	Net Amount	Gross Amount	Created By	Goods/Services Description	Status	Goods/Services Received Date	Assigned To
8013802	Mr Ryan Davies	Software Reimbursement (office expenses)	104.1 TERRITORY		1,090.91 AUD	1,200.00 AUD	Meredith Henderson	For Under Adjustment UX testing	Draft	05/06/2025	Meredith Henderson
Created On: 03/07/2025											
8013794	Mr Ryan Davies	Office Stationery and Supplies - Repairs and maintenance (office expenses)	"Shirewin Industry Co., Limited"	INV - 1234	818.18 AUD	900.00 AUD	MAPS	For UX 1 test	Verified	30/06/2025	
Created On: 01/07/2025											
8013793	Mr Ryan Davies	SMS broadcasting and survey services (office expenses)	1 ON ONE PTY LI	IN 200	454.55 AUD	500.00 AUD	MAPS	For UX 1 Under Adjustment testing	Paid	01/07/2025	
Created On: 01/07/2025											
8013792	Mr Ryan Davies	SMS broadcasting and survey services (office expenses)	"Department of	INV246	681.82 AUD	750.00 AUD	MAPS	For UX 1 testing for Under adjustment	Paid	01/07/2025	
Created On: 01/07/2025											
8013791	Mr Ryan Davies	Software Reimbursement (office expenses)	Ryan Davies	123456789	331.82 AUD	365.00 AUD	Mr Jarrod Greaney	Office	Paid	05/06/2025	
Created On: 01/07/2025											

4) Dashboard Updates (2 of 2)

We have worked with the Helpdesk Teams to create new dashboard views to help perform key tasks:

- **All draft claims (incomplete/staff review)** – Draft claims that are not yet complete or need review from another staff member.
- **Review for Certification** – Claims for your Parliamentarian to certify.
- **Claims Awaiting Action** – Claims at Draft, Awaiting Certification, or Returned.
- **Claims created by Department of Finance**
- **Claims Created by My Office**

Note: When available with the new release, you will need to favourite these view/s for them to appear in the 'My Views' drop-down. Refer to the '[Personalise my claims dashboard](#)' guide for further assistance.

Office Claims (576) Standard 1

My Views

Search

Standard

RM 5 - Awaiting Verification (All Claims)

RM - 1 - Claims with All Status

RM - 2 - Claims PAID

RM - 3 - Claims Returned

Save As Manage 2

Manage Views

View	Sharing	Default	Created By
★ Standard	Private	<input checked="" type="radio"/>	SAP
☆ All draft claims (incomplete/staff review)	Public	<input type="radio"/>	i339833
☆ Claims Awaiting Action	Public	<input type="radio"/>	i339833
☆ Claims created by Department of Finance	Public	<input type="radio"/>	i339833
☆ Claims created by My Office	Public	<input type="radio"/>	i339833
☆ Default	Public	<input type="radio"/>	PE3082936522
☆ Draft Claims	Public	<input type="radio"/>	i339833
☆ Draft Claims - Part for Review & Certify	Public	<input type="radio"/>	i339833
☆ Jenny fave	Public	<input type="radio"/>	PE3060027600
☆ MOPS_Completed	Public	<input type="radio"/>	PE3086192348
☆ MOPS_Default	Public	<input type="radio"/>	PE3082405094

OK Cancel 4

Favourite the new views to show them in the "My Views" drop-down.

5) Group Certify Office Claims

- Previously, the only way for Parliamentarians to certify multiple Office claims at the same time was via an offline, manual process.
- In the new release, Parliamentarians will be able to certify groups of up to 10 Office claims at once, which will greatly improving efficiency.
- Parliamentarians can access the new group certification function from the “Approve Expense Claims” tile, then click the “Office Group Certification” button at the bottom-right of the screen.
- Simply tick the claims to certify (up to 10), accept the Privacy Collection Notice at the bottom of the screen, and click “Certify”.
- Note: Parliamentarians must still review the details of each claim before certifying.

Instructions

① Claims must meet the following criteria to be eligible for Group Certification: Claimant is the Parliamentarian, Status is Draft, all mandatory fields have been completed, supporting documents are attached and the claim is assigned to the Parliamentarian. Eligible Office Claims are displayed below. Tick the claims (max 10) to Group Certify, accept the Privacy Collection Notice, and then click 'Certify'.

<input type="checkbox"/>	Claim Number	Claimant	Work Expense	Supplier Name	Invoice Number	Net Amount	Gross Amount	Created By	Goods/Services Description	Status	Goods/Services Received Date	Assigned To
<input checked="" type="checkbox"/>	8014089	Mr Ryan Davies	Postage for Official Duties - Senior Opposition Office Holder and Leaders of Minority Party	Straddle Postal	62433454235	9.090	10.00 AUD	Mr Jarrod Greaney	Postage	Draft	26/08/2025	Mr Ryan Davies
<input checked="" type="checkbox"/>	8014087	Mr Ryan Davies	Printing and Communications	The Bugle	23456543	90.910	100.00 AUD	Mr Jarrod Greaney	Budget Warning	Draft	25/08/2025	Mr Ryan Davies
<input checked="" type="checkbox"/>	8014077	Mr Ryan Davies	Office Relocations	EMPIRE OFFICE F	230957895	90.000	99.00 AUD	Mr Jarrod Greaney	Duplicate warning - Office Relocation	Draft	25/08/2025	Mr Ryan Davies
<input checked="" type="checkbox"/>	8014063	Mr Ryan Davies	Printing and Communications	Amplan Graphic	098723676312	100.910	111.00 AUD	Mr Jarrod Greaney	Budget Warning	Draft	22/08/2025	Mr Ryan Davies
<input type="checkbox"/>	8014016	Mr Ryan Davies	SMS broadcasting and survey services (office expenses)	104.1 TERRITORY	INV456	1,000.910	1,200.00 AUD	Meredith Henderson	Duplicate test	Draft	18/08/2025	Mr Ryan Davies

Privacy Collection Notice

Consistent with the Privacy Act 1988, the Department of Finance (Finance) uses the personal information provided in this form to facilitate the administration of work expenses and allowances for Parliamentarians and their employees under the parliamentary work expenses framework. Details of the related expenditure may be tabled in Parliament, published on Finance's website, or provided to the Special Minister of State, the Independent Parliamentary Expenses Authority, relevant service providers, or publicly, as authorised by law. Further details on the collection, storage and use of personal information provided is available at:

[Privacy policy summary | Department of Finance](#)

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

Terms and Conditions

1. I certify that the details in the attached invoice/receipt from the supplier for the mentioned amount are correct and are claimable under the Parliamentary Business Resources Act 2017.

2. I certify that my claim for the public resource complies with sections 25, 26, 27 and 28 of the Parliamentary Business Resources Act 2017.

3. 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.

4. I understand that knowingly giving false or misleading information is a serious offence under the Criminal Code Act 1995.

5. I have read and understood the Privacy Collection Notice.

☒ I accept the Privacy Collection Notice and the Terms and Conditions.

1 **2** **3**

6) Edit claims created by other people

- We understand the challenges that arise when the original claim creator of a claim is on leave or has moved on.
- In the new release, staff with 'View Senator or Member Budgets' authorisation will be able to recall, edit and delete claims created by another staff member in their office, reducing processing delays.
- This is available for claims at a status of **Draft** or **Returned**.
- Note: Clicking 'Recall' will navigate you back to the Office Dashboard. Remember to copy the claim number to find the appropriate claim for editing.

The screenshot displays the 'Office Claims' interface. At the top, the user's name 'Mr Jarrod Greaney' and office 'Ryan, Davies' are shown. Below this is a search bar and a table of claim filters. The main table lists claims, with one claim highlighted: Claim Number 8013868, Claimant Mr Ryan Davies, Created By Meredith Henderson, Work Expense Postage Meter - Consumables (office expenses), Supplier Name ACCESS NEWS AUS, and Invoice Number 3132121. Below the table, the claim details for 'Claim: 8013868 (Draft)' are shown, including the status 'Draft' and a 'Show Status History' link. The 'Expense Details' section shows 'Office Requisites' for 2,500.00 AUD, with a breakdown of goods/services received, work expense, expense category, expense type, goods/services description, gross amount, and GST status. At the bottom right, a 'Recall' button is highlighted with a red box and a red arrow, indicating the action to be taken.

Claim Number	Claimant	Created By	Work Expense	Supplier Name	Invoice Number
8013868	Mr Ryan Davies	Meredith Henderson	Postage Meter - Consumables (office expenses)	ACCESS NEWS AUS	3132121

Created On: 16/07/2025

Claim: 8013868 (Draft)

I am completing this Claim for: Mr Ryan Davies

Status: Draft [Show Status History](#)

Expense Details

> Office Requisites 2,500.00 AUD

Goods/Services Received Date: 01/06/2025

Work Expense: Postage Meter - Consumables (office expenses)

Expense Category: Office Services

Expense Type: Office Requisites

Goods/Services Description: distiction

Gross Amount: 2500.00 AUD

Includes GST: Yes

[Print Claim](#) [Copy](#) [Manually Certify](#) [Recall](#)

7) Status of adjusted paid claims

- Previously when MaPS Administrators made adjustments to a paid claim, the status reverted to “Certified” causing confusion and making it difficult for offices to reconcile their budgets.
- In the new release, paid claims being adjusted by MaPS Admins will change to a status of “Under Adjustment”. Once verified by the MaPS Admins, the claim will return to a status of “Paid”, providing clear visibility throughout the process.

Office Claims (1) Standard											
Claim Number	Claimant	Work Expense	Supplier Name	Invoice Number	Net Amount	Gross Amount	Created By	Goods/Services Description	Status	Goods/Services Received Date	Assigned To
8014014	Mr Ryan Davies	Printing and Communications	1 ON ONE PTY LI	INV-202	727.27 AUD	800.00 AUD	Mr Jarrod Greaney	Printer [monochrome] copy charge 21/12/2024 20/01/2025	Paid	20/08/2025	>
Created On: 20/08/2025											

Original claim: Status is “Paid” and Goods/Services Description states a “monochrome” printer.

8014014	Mr Ryan Davies	Printing and Communications	1 ON ONE PTY LI	INV-202	727.27 AUD	800.00 AUD	Mr Jarrod Greaney	Printer [colour copy] charge 21/12/2024 20/01/2025	Under Adjustment	20/08/2025	>
Created On: 20/08/2025											

MaPS Admins adjust the paid claim: Status is “Under Adjustment” and Goods/Services Description updated to a “colour copy” printer.

8014014	Mr Ryan Davies	Printing and Communications	1 ON ONE PTY LI	INV-202	727.27 AUD	800.00 AUD	Mr Jarrod Greaney	Printer [colour copy] charge 21/12/2024 20/01/2025	Paid	20/08/2025	>
Created On: 20/08/2025											

Final claim: After MaPS verification, Status returns to “Paid” with the updated Goods/Services Description stating a “colour copy” printer.

8) Return Reason

- Previously the Return Reason was only visible inside the Action Log (after clicking “Show Status History”).
- This is now prominently displayed in a banner on returned claims to help you quickly understand what needs attention.
- The banner remains visible while the claim status is ‘Returned’ and disappears once the status changes (ie: is recalled by a staff member).
- The reason for return is also now included in the email notification, so you don’t need to open the claim to identify the issue.

Return Reason: Please attach the correct invoice.

Claim: 8013867 (Returned)

*I am completing this Claim for:

Status: Returned [Show Status History](#)

[Expense Details](#) [Supporting Documents](#)

From: no_reply@sdo.gov.au <no_reply@sdo.gov.au>
To: my.email@aph.gov.au
Subject: PEMS Office Claim RETURNED M&PS - 0008013867 [SEC=OFFICIAL]

PEMS Office Claim has been Returned by MaPS

Payment Information	
Claim Number	0008013867
Supplier Name	1 ON ONE PTY LI
Claimant	My Ryan Davies
Reimbursement or Payment to Supplier?	Payment to Supplier
Invoice Date	1/07/2025
Total Amount Payable	\$111.00
Office	Ryan, Davies
Reason For Return	Please attach the correct invoice.

[Display Claim](#)

Thank you

This document was created by the Ministerial and Parliamentary Services Division.

For questions about this release or to provide PEMS feedback, please contact the **PEMS Project Support Team**.



PEMSProjectSupport@finance.gov.au

For PEMS access or technical enquiries, please contact the **PEMS Helpdesk**.



PEMSHelp@finance.gov.au

For Office claim enquiries, please contact the **MaPS Helpdesk**.



mpshelp@finance.gov.au

For Travel claim enquiries, please contact the **IPEA Helpdesk**.



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