



SENATORS AND MEMBERS

Options for returning your completed form and contact details for enquiries are provided on page 2.

# CERTIFICATION AND REQUEST FOR REIMBURSEMENT OF RESIDENTIAL PHONE AND INTERNET COSTS

**Note:** Use this form to certify invoices or claim reimbursement or payment for residential phone and internet.

<b>SENATOR/MEMBER</b>	▶ Name		
	▶ Electorate/State		▶ Phone

**INVOICE DETAILS**

Details of expenditure	Quantity	Date received (attach proof of date services received)	For reimbursement (attach proof of payment)	Amount \$
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
<b>TOTAL</b>				\$

**SIGNATURE**

- I certify that my claim for the expense, allowance or public resource complies with sections 25, 26, 27 and 28 of the *Parliamentary Business Resources Act 2017*.
- If claiming costs for reimbursement of residential phone and internet costs, I certify that it has not been used to any extent for commercial purposes.
- 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.
- I understand that knowingly giving false or misleading information is a serious offence under the *Criminal Code Act 1995*.
- I have read and understood the Privacy Collection Notice (below).

Signature of  
Senator or Member

Please print and sign this form

Date

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**Privacy Collection Notice:**

Consistent with the *Privacy Act 1988*, the Department of Finance (Finance) uses and discloses personal information provided in this form to facilitate the administration of the parliamentary business resources framework and for employment purposes including to facilitate the management of incidents or complaints arising from employment. Personal and sensitive information may be disclosed to the employing Parliamentarian, the Independent Parliamentary Expenses Authority (IPEA), the Department of Parliamentary Services, the Parliamentary Workplace Support Service (PWSS), or as otherwise required by law. Details of the related expenditure may be tabled in Parliament, published on Finance’s website, or provided to the Special Minister of State, IPEA, or publicly, as authorised by law. More information is available at <https://maps.finance.gov.au/maps-privacy-statement>.

*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

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## Ministerial and Parliamentary Services State and Territory Office Contact Details

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	Options for returning your completed form	Enquiries	
<b>AUSTRALIAN CAPITAL TERRITORY</b>	Scan and Email to: <a href="mailto:MaPS-ACT@finance.gov.au">MaPS-ACT@finance.gov.au</a>	Contact	ACT Office
		Email:	<a href="mailto:MaPS-ACT@finance.gov.au">MaPS-ACT@finance.gov.au</a>
		Phone:	(02) 6277 6087
<b>NEW SOUTH WALES</b>	Scan and Email to: <a href="mailto:MAPS-NSW@finance.gov.au">MAPS-NSW@finance.gov.au</a>	Contact	Sydney CPO
		Email:	<a href="mailto:MaPS-NSW@finance.gov.au">MaPS-NSW@finance.gov.au</a>
		Phone:	(02) 8289 9900
<b>NORTHERN TERRITORY</b>	Scan and Email to: <a href="mailto:MaPS-NT@finance.gov.au">MaPS-NT@finance.gov.au</a>	Contact	Darwin CPO
		Email:	<a href="mailto:MaPS-NT@finance.gov.au">MaPS-NT@finance.gov.au</a>
		Phone:	(08) 8941 4133
<b>QUEENSLAND</b>	Scan and Email to: <a href="mailto:MaPS-Qld@finance.gov.au">MaPS-Qld@finance.gov.au</a>	Contact	Brisbane CPO <a href="mailto:MaPS-Qld@finance.gov.au">MaPS-Qld@finance.gov.au</a>
		Email:	<a href="mailto:MaPS-Qld@finance.gov.au">MaPS-Qld@finance.gov.au</a>
		Phone:	(07) 3001 8900
<b>SOUTH AUSTRALIA</b>	Scan and Email to: <a href="mailto:MaPS-SA@finance.gov.au">MaPS-SA@finance.gov.au</a>	Contact	Adelaide CPO <a href="mailto:MaPS-SA@finance.gov.au">MaPS-SA@finance.gov.au</a>
		Email:	<a href="mailto:MaPS-SA@finance.gov.au">MaPS-SA@finance.gov.au</a>
		Phone:	(08) 8205 1000
<b>TASMANIA</b>	Scan and Email to: <a href="mailto:MaPS-Tas@finance.gov.au">MaPS-Tas@finance.gov.au</a>	Contact	Hobart CPO
		Email:	<a href="mailto:MaPS-Tas@finance.gov.au">MaPS-Tas@finance.gov.au</a>
		Phone:	(03) 6231 0734
<b>VICTORIA</b>	Scan and Email to: <a href="mailto:MaPS-Vic@finance.gov.au">MaPS-Vic@finance.gov.au</a>	Contact	Melbourne CPO
		Email:	<a href="mailto:MaPS-Vic@finance.gov.au">MaPS-Vic@finance.gov.au</a>
		Phone:	(03) 9660 6600
<b>WESTERN AUSTRALIA</b>	Scan and Email to: <a href="mailto:MaPS-WA@finance.gov.au">MaPS-WA@finance.gov.au</a>	Contact	Perth CPO
		Email:	<a href="mailto:MaPS-WA@finance.gov.au">MaPS-WA@finance.gov.au</a>
		Phone:	(08) 9260 5000

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