How to complete a Domestic Travel Expense Claim form

This form is interactive and must be completed online.

### Step 1: Agency*
- Mandatory field
- Select from the drop down menu

### Step 2: Company code*
- Mandatory field
- Select from the drop down menu

### Step 3: Employment type* –
- Note: for DJAG only
- Mandatory field. Select from the drop down menu.

### Step 4: Claim type* –
- Mandatory field. Select from the drop down menu.

### Section 1: Claim details

Please tick below to indicate the allowances you are claiming:

- **Allowances where date of departure and date of return is the same day**

**Step 5 (Tick box)**
- Allowances where date of departure and date of return is the same day – Only applies to ‘Acquittal of advance and ‘Claim’ claim types.
- Tick to indicate all travel occurred on the same day. Please forward any same day travel allowance claims to Payroll for processing (only the allowance portion needs to go to Payroll). QSS Travel Unit will ONLY process overnight travel allowances and reimbursement of actuals.

- **Meals**

**Step 6 (Tick box)**
- Meals – Tick to indicate you are claiming allowances and/or actuals for meals. The ‘Meals allowance/actuals’ table must be completed in ‘Section 7: Claim allowance and actuals’. Please note: by unselecting this option all information entered into the ‘Breakfast’, ‘Lunch’ and ‘Dinner’ sections of the ‘Meals allowance/actuals’ table will be lost.

- **Incidentals**

**Step 7 (Tick box)**
- Incidentals – Tick to indicate you are claiming allowances for incidentals. The ‘Incidentals allowance’ table must be completed in ‘Section 7: Claim allowance and actuals’. Please note: by unselecting this option all information entered into the ‘Incidentals allowance/actuals’ table will be lost.

- **Accommodation**

**Step 8 (Tick box)**
- Accommodation – Tick to indicate you are claiming allowances and/or actuals for accommodation. The ‘Accommodation allowance/actuals’ table must be completed in ‘Section 7: Claim allowance and actuals’. Please note: by unselecting this option all information entered into the ‘Accommodation allowance/actuals’ table will be lost.

- **Transport/Other**

**Step 9 (Tick box)**
- Transport/Other – Tick to indicate you are claiming actuals for transport (e.g. taxi, ferry) or other (e.g. fuel). The ‘Transport/Other actuals’ table must be completed in ‘Section 7: Claim allowance and actuals’. Please note: by unselecting this option all information entered into the ‘Transport/Other actuals’ table will be lost.

- **Travel-related allowance not part of the current Domestic Travelling and Relieving Directive**

**Step 10 (Tick box)**
- Travel-related allowance not part of the current Domestic Travelling and Relieving Directive – Tick to indicate you are claiming special or other allowance (e.g. Bush Patrol, Hardship). The ‘Special allowance’ table must be completed in ‘Section 7: Claim allowance and actuals’. Please note: by unselecting this option all information entered into the ‘Special allowance’ table will be lost.

Great state. Great opportunity.
### Section 2: Claimant’s details

<table>
<thead>
<tr>
<th>Employee number</th>
<th>Vendor number*</th>
<th>Name*</th>
</tr>
</thead>
</table>

**Step 11** Employee number – Enter the employee number

**Step 12** Vendor number – Enter the vendor number if known

**Step 13** Name – Mandatory field
Enter the claimant’s full name

<table>
<thead>
<tr>
<th>Position*</th>
<th>Phone number</th>
<th>Email address*</th>
</tr>
</thead>
</table>

**Step 14** Position – Mandatory field
Enter the claimant’s position title

**Step 15** Phone number – Enter the claimant’s phone number.

**Step 16** Email address – Mandatory field. Enter the claimant’s email address.

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**Step 17** Please complete Section 6: Travel details and Section 7: Claim allowance and actuals on page 2.

Click the ‘Go to page 2’ button or navigate to page 2 Section 6 to continue the form.

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**Directives and agreements (Domestic Travelling and Relieving Expenses):** [www.psc.qld.gov.au](http://www.psc.qld.gov.au)

**Step 18** Directives and agreements (Domestic Travelling and Relieving Expenses): - Refer to [www.psc.qld.gov.au](http://www.psc.qld.gov.au) for further information.

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### Section 6: Travel details

<table>
<thead>
<tr>
<th>Departure date*</th>
<th>Departure time (HH:MM)*</th>
<th>Travelling to*</th>
<th>Specify other travel destination</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Other (specify)</td>
<td></td>
</tr>
</tbody>
</table>

**Step 19** Departure date - Mandatory field
Enter the departure date in this format dd/mm/yyyy (e.g. 20/06/2013) or use calendar drop down to choose the date.

**Step 20** Departure time – Mandatory field
Enter the departure time in this format 24 HH:MM (e.g. 16:45 PM).

**Step 21** Travelling to – Mandatory field
Select from drop down menu. If the destination you require is not listed, choose ‘Other (specify)’ and enter the destination in the ‘Specify other travel destination’ field (refer to Step 22).

**Step 22** Specify other travel destination –
This field will only appear when ‘Other (specify)’ is selected in Step 21. Enter the other destination name.

Please note: due to the large number of destinations in this drop down menu it is recommended to use the scroll bar arrows to completely navigate to the bottom of the list. Alternatively, press ‘End’ on the keyboard. ‘Other (specify)’ is located at the bottom of the list.

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**Step 23** Add / Remove row – Click here to add or remove a row in the Departure table. Maximum 10 rows.
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Section 7: Claim allowance and actuals

Step 30 Meals allowance/actuals – Mandatory section. If selected in Step 6, this section must be completed for breakfast, lunch and dinner allowances and/or expenses.

For more information on location tiers, please refer to the 'Capital City List' and 'Tier 2 List' buttons.

<table>
<thead>
<tr>
<th>Allowances</th>
<th>Actuals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$0.00</td>
</tr>
<tr>
<td>Lunch</td>
<td>$0.00</td>
</tr>
<tr>
<td>Dinner</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Step 31 Capital city/high cost country centres – Drop down menu, select the total number of Breakfasts, Lunches and Dinners for capital city/high cost country centres. Enter '0' if no meal is being claimed. If more than '31' meals are required, type in number. Click 'Capital City List' for more information (Refer to Step 46).

Step 32 Tier 2 country centres – Drop down menu, select the total number of Breakfasts, Lunches and Dinners for Tier 2 country centres. Enter '0' if no meal is being claimed. If more than '31' meals are required, type in number. Click 'Tier 2 List' for more information (Refer to Step 46).

Step 33 Other country centres – Drop down menu, select the total number of Breakfasts, Lunches and Dinners for Other country centres. Enter '0' if no meal is being claimed. If more than '31' meals are required, type in number.

Step 34 Private – Drop down menu, select the total number of Breakfasts, Lunches and Dinners for Private accommodation. Enter '0' if no meal is being claimed. If more than '31' meals are required, type in number.

Step 35 Expenses in lieu of allowance – Enter the total expense for Breakfasts, Lunches and Dinners. Receipts must be attached when claiming actuals.

Step 36 Amount – Auto-calculated. Shows the sub-totalled claimable allowance for Breakfasts, Lunches and Dinners.

Step 37 Expense total – Auto-calculated. Shows the total expenses being claimed for meals.

Step 38 Allowance total – Auto-calculated. Shows the total claimable allowance for meals. (Please note this field will also include incidentals if selected in Step 7).

Step 28 Reason for travel – Mandatory field. Enter the reason for travel.

Living away from home allowance (LAFHA): will this claim, previous claim(s) and future claim(s) collectively cover more than 21 continuous days (including breaks from work to home and vice versa) for the same work location?

[ ] Yes [ ] No

Step 29 Living away from home allowance (LAFHA) – If Yes, please contact the QSS taxation area for further information.

Reason for travel*

Please note: due to the large number of destinations in this drop down menu it is recommended to use the scroll bar arrows to completely navigate to the bottom of the list. Alternatively, press 'End' on the keyboard. 'Other (specify)' is located at the bottom of the list.
**Incidentals allowance** – Mandatory section. If selected in Step 7, this section must be completed for incidental allowances.

For more information on location tiers, please refer to the ‘Capital City List’ and ‘Tier 2 List’ buttons.

<table>
<thead>
<tr>
<th>Allowances</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incidents</td>
<td>$0.00</td>
</tr>
<tr>
<td>Capital City List</td>
<td></td>
</tr>
<tr>
<td>Tier 2 List</td>
<td></td>
</tr>
</tbody>
</table>

**Step 40**

*Capital city/high cost country centres –* Drop down menu, select the total number of incidentals for capital city/high cost country centres. Enter ‘0’ if no incidentals are being claimed. If more than ‘31’ incidentals are required, type in number. Click ‘Capital City List’ for more information (Refer to Step 46).

**Step 41**

*Tier 2 country centres –* Drop down menu, select the total number of incidentals for Tier 2 country centres. Enter ‘0’ if no incidentals are being claimed. If more than ‘31’ incidentals are required, type in number. Click ‘Tier 2 List’ for more information (Refer to Step 46).

**Step 42**

*Other country centres –* Drop down menu, select the total number of incidentals for Other country centres. Enter ‘0’ if no incidentals are being claimed. If more than ‘31’ incidentals are required, type in number.

**Step 43**

/Private – Drop down menu, select the total number of incidentals for Private accommodation. Enter ‘0’ if no incidentals are being claimed. If more than ‘31’ incidentals are required, type in number.

**Step 45**

*Allowance total –* Auto-calculated. Shows the total claimable allowance for incidentals. (Please note this field will also include meals if selected in Step 6).

**Step 44**

*Amount –* Auto-calculated. Shows the sub-totalled claimable allowance to be for incidentals.

Please note: If meals (Step 6) and incidentals (Step 7) are both selected, the section title will display as follows:

**Meals and incidentals allowance/actuals**

**Step 46**

*Capital City List and Tier 2 List buttons -* Click here to show a list of locations for each category. If the location you require is not listed here, use the ‘Other country centres column.

**Step 47**

*Accommodation allowance/actuals –* Mandatory section. If selected in Step 8, this section must be completed for accommodation allowances and/or expenses.

<table>
<thead>
<tr>
<th>Allowances</th>
<th>Actuals</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Step 48**

*Accommodation location –* Drop down menu. If the location you require is not listed, choose ‘Other (specify)’ and enter the accommodation location in the ‘Specify other accommodation’ field (refer to Step 51).

**Step 49**

*Nights –* Drop down menu. If more than 10 nights are required, type in number.

**Step 50**

*Expenses in lieu of allowance –* Enter the total expense for each accommodation location. Receipts must be attached when claiming actuals.

**Step 51**

*Specify other accommodation –* This field will only appear when ‘Other (specify)’ is selected in Step 48. Enter the other accommodation location name.

**Step 55**

*Allowance total –* Auto-calculated. Shows the total claimable allowance for accommodation.

**Step 54**

*Expense total –* Auto-calculated. Shows the total expenses being claimed for accommodation.

**Step 52**

*Amount –* Auto-calculated. Shows the sub-totalled claimable allowance per accommodation location.

**Step 53**

*Add / Remove row –* Click here to add or remove a row in the Accommodation allowance/actuals table. Maximum 10 rows.
How to complete a Domestic Travel Expense Claim form

**Step 56** Transport/Other actuals – Mandatory section. If selected in Step 9, this section must be completed for transport/other actuals.

<table>
<thead>
<tr>
<th>Description</th>
<th>Date</th>
<th>Departed from</th>
<th>Arrived at</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Step 57** Description – Drop down menu or type in description.

**Step 58** Date – Enter the date in this format dd/mm/yyyy (e.g. 2006/2013) or use calendar drop down to choose the date.

**Step 59** Departed from – Enter the address or location where you departed from (if applicable).

**Step 60** Arrived at – Enter the address or location where you arrived at (if applicable).

**Step 61** Amount – Auto-calculated. Shows the total expenses being claimed for Transport/Other.

**Step 62** Add / Remove row – Click here to add or remove a row in the Transport/Other actuals table. Maximum 10 rows.

**Step 63** Transport/Other expenses total – Auto-calculated. Shows the total expenses being claimed for Transport/Other.

**Step 64** Special allowance – Mandatory section. If selected in Step 10, this section must be completed for special allowances. This section covers any awards/agreements not covered under the Domestic travel directive.

<table>
<thead>
<tr>
<th>Special allowance type</th>
<th>Directive/Agreement</th>
<th>Instance</th>
<th>Rate</th>
<th>Special allowance total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Step 65** Special allowance type – Enter the type of special allowance.

**Step 66** Directive/Agreement – Enter the directive/agreement for the special allowance being claimed. Further directives/agreements can be located at: www.psc.qld.gov.au

**Step 67** Instance – Drop down menu. If more than 10 instances are required, type in number.

**Step 68** Rate – Numeric field. Enter the rate for the special allowance being claimed.

**Step 69** Amount – Auto-calculated. Shows the sub-totalled claimable allowance per special allowance type.

**Step 70** Add / Remove row – Click here to add or remove a row in the Special allowance table. Maximum 20 rows.

**Step 62** Add / Remove row – Click here to add or remove a row in the Transport/Other actuals table. Maximum 10 rows.

**Step 72** Please complete Section 4: Claim allocation and Section 5: Certification on page 1. Click the ‘Go to page 1’ button or navigate to page 1 Section 4 to continue the form.

**Step 74** Allowance sub-total – Auto-calculated. This field sub-totals all allowance amounts entered into section 7.

**Step 75** Claim total – Auto-calculated. This field totals the expense and allowance amounts from section 7.

**Section 3: Automated totals**

<table>
<thead>
<tr>
<th>Expense sub-total</th>
<th>Allowance sub-total</th>
<th>Claim total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Step 73** Expense sub-total – Auto-calculated. This field sub-totals all expense amounts entered into section 7.
**Section 4: Claim allocation**

**Step 76**
GL account code – Mandatory field
Enter the GL account code. Maximum 6 characters.

**Step 77**
Cost collector – Mandatory field
Enter the cost collector. Maximum 24 characters.

**Step 78**
Tax code – Mandatory field
Enter the tax code. Maximum 2 characters. Click ‘tax code list’ button for tax codes.

**Step 79**
Description – Mandatory field
Enter a brief description for the claim allocation (e.g. incidentals, fuel, meals)

**Step 80**
Amount – Mandatory field
Enter the amount allocated to the GL account code/cost collector/tax code/description.

<table>
<thead>
<tr>
<th>GL account code*</th>
<th>Cost collector*</th>
<th>Tax code*</th>
<th>Description*</th>
<th>Amount*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Step 81**
Add / Remove row – Click here to add or remove a row to the Claim allocation table. Maximum 6 rows.

**Step 82**
Tax code list – Click here to view tax codes. The ‘Company code’ (Step 2) must be selected for this list to be viewable.

**Step 83**
Acquittal of advance – Only applies to ‘Acquittal of advance’ claim types (Refer to Step 3). This field is auto-calculated. Indicates the total of ‘Amount’ column (Refer to Step 80). This field must equal the ‘claim total’ in Section 3 (Refer to Step 75).

**Step 84**
Advance already received – Only applies to ‘Acquittal of advance’ claim types (Refer to Step 3). Mandatory field. Enter the amount of an advance already received in relation to this domestic travel expense claim.

**Step 85**
Total payable amount – This field is auto-calculated. For ‘Acquittal of advance’ claim types this field must equal ‘Acquittal of advance’ less ‘Advance already received’ (Refer to Step 83 & 84). For ‘Advance’ and ‘Claim’ claim types this field must equal ‘Claim total’ in section 3. (Refer to Step 75). When this field is DR, text will appear as ‘Total payable amount to claimant’ When this field is CR, text will appear as ‘Total payable amount to department’

**Section 5: Certification**

1. **Claimant**
   - I certify that the amount claimed herein is due and payable to me for the expenses to be advanced/incurred for services rendered as specified above, and I have attached receipts for all actual expense claims.
   - Supporting documentation attached.
   - Signature*
   - Date*

2. **Approver**
   - I am an authorised delegate to approve this claim for payment and certify that it complies in all aspects with the relevant Financial Management Practice Manual, departmental policies and/or directives. All calculations on this claim are accurate and the claim is fully complete, including cost and tax code information.
   - I have checked this claim for fringe benefits tax assessability.
   - Name*
   - Position*
   - DAL/level (if applicable)
   - Signature*
   - Date*

**Step 86**
Tick box: Supporting documentation attached – Tick to indicate supporting documentation is attached.

**Step 87**
Signature – Mandatory field. Manually sign.

**Step 88 & 90**
Date – Mandatory field. Enter date in this format dd/mm/yyyy (e.g. 20/06/2013) or use calendar drop down to choose the date.

**Step 89**
2. Approver – Mandatory fields. Enter Name, Position, DAL/level (if applicable) and manually sign.

**Step 91**
Please forward completed form and supporting documentation to: travelexpenses@dsitia.qld.gov.au

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Please forward completed form and supporting documentation to: travelexpenses@dsitia.qld.gov.au – Email the form the address that auto-populates.