# Travel – Deferral Period

Prior to arranging travel, pre-approval must be sought from the PWSS. Requests should be sent to HR@pwss.gov.au and should set out the following:

|  |  |
| --- | --- |
| **Employee Name** |  |
| **Employee contact details** |  |
| **Dates of travel** |  |
| **Location of travel (from and to)** |  |
| **Reason for travel** |  |

## Next Steps

Following approval by the PWSS delegate, you are required to complete the relevant travel form in order for your travel to be processed and paid by IPEA:

* For travel and motor vehicle allowance – [use the Staff travel and/or motor vehicle allowance claim form](https://www.ipea.gov.au/sites/default/files/2022-09/staff_travel_andor_motor_vehicle_allowance_claim_3.pdf)
* For travel expense reimbursement (such as Uber or taxi) – use [the Staff travel expenses reimbursement claim form](https://www.ipea.gov.au/sites/default/files/2022-09/staff_travel_expenses_reimbursement_claim_0.pdf)

As your travel is currently being authorised and approved by PWSS, claims may not be able to be submitted in PEMS so paper forms are recommended. Completed forms and the email confirming approval from the PWSS can be sent through to forms@ipea.gov.au for processing.

 **Phone** 1800 747 977

 **Email** support@pwss.gov.au

**www.pwss.gov.au**