

Administration Fund quarterly payment claims

Electoral Disclosure and Funding Act 2023

This guideline is issued under section 173(1) of the *Electoral Disclosure and Funding Act 2023*, which allows the Tasmanian Electoral Commission to issue guidelines for any matters dealt with in the Act.

Guideline

Claims for quarterly payments from the Administration Fund by eligible registered parties and independent House of Assembly Members are to include the following details for each amount of Assembly administrative expenditure being claimed:

- The date the expenditure was incurred
- The dollar amount of the expenditure
- The name of supplier or service provider of the expenditure
- The invoice or receipt number
- A description of the product or service provided, and
- A copy of the invoice, receipt or logbook entry (whichever applies) for the expenditure.

The approved form **Administration Fund quarterly payment claim** reflects this guideline.

This applies to all claims for quarterly payments (excluding advance quarterly payments) made in accordance with the following parts of the *Electoral Disclosure and Funding Act 2023*:

- Part 12 – Administrative Funding for Assembly