

TIP PARTICIPANTS TRAVELLING EXPENSES

Financial assistance is available to TIP participants who travel more than 50km each way to attend TIP training.

All travel costs are to be approved by the TIP Chairman prior to travel. All claims are to be made on the approved DVA Travel Expense claim form

Travel Expenses

Travel expenses may include accommodation, meals, private car (may include parking expenses) and public transport. Participants should travel by the most economical and suitable means available.

Car Travel (Private motor vehicle)

Travel is paid at the same kilometre rate as the Repatriation Transport Scheme treatment travel rate.

A partner travelling with a participant is not eligible to receive assistance. An extra allowance can be paid to participants who drive and bring other course participants as passengers.

Parking fees

The cost of parking may be reimbursed in some cases, original receipts are required. Prior approval must be obtained for Parking expenses to be paid.

Meals

Morning and/or afternoon teas may be provided during the course. The meal allowance is included with the accommodation allowance if travelling the day before.

A meal allowance is claimable when:

- travelling more than 50km each way, no accommodation is provided on the day.
- on the last day of course when accommodation was provided on the previous night

Accommodation

During the course

Participants are responsible to make their own accommodation arrangement. Accommodation overnight may be approved when participants live at least 200 km from the venue, or where travel would occur outside of day light hours and could cause hardship, or if a medical condition means that frequent breaks are required.

Before the course

Courses normally commence at 0830 so it is expected that participants could travel from home to the course. Overnight accommodation may be approved on the previous day if:

- more than 200km travel is involved (one way);
- travel takes more than 3 hours door to door;
- travelling would occur outside day light hours; or

After the Course

Courses normally conclude by 4.00pm, so it is expected that participants could travel home on the final day. Overnight accommodation may be approved on the last day if:

- more than 200km travel is involved (one way);
- travel takes more than 3 hours door to door;
- travelling would occur outside day light hours; or
- if, for medical reasons, travel at this time is deemed inappropriate.

Private accommodation

Persons staying privately with family/friends will be paid a rate equivalent to the Repatriation Transport Scheme rate. This rate includes meals.

Arranging travel and accommodation

Participants must obtain approval for travel and accommodation subsidy through the TIP Chairman prior to making their own travel and accommodation arrangements.

How are the travel and accommodation expenses paid

On completion of the course **approved** travel and/or accommodation claims are to be forwarded to the Course Services Officer (CSO) at ANZAC House, Level 5
245 Castlereagh St Sydney 2000

Allow 28 days working days for payment of the claim.



Australian Government
Department of Veterans' Affairs



PARTICIPANTS CLAIM FOR TRAVEL AND ACCOMMODATION EXPENSES

NSW & ACT

1 January 2011

TIP PARTICIPANT TRAVELLING EXPENSES CLAIM FORM

PRINT CLEARLY - complete ALL RELEVANT boxes and circle choices, attach receipts

Surname:	Christian Names:	Title: Mr / Mrs / Ms Miss / Dr / Rev
Home Address:	Suburb:	Post Code:
Phone No:	Email:	No of kilometres from home to venue:
Title of TIP Course/Seminar:		Course Dates:
Signature of TIP Participant:		Date:

BANK DETAILS (complete all boxes with accurate details- allow 28 days for payment into bank account)

Name of Bank/Institution:	BSB No:	Branch of Bank (address):
Account Name (in full):		Account No:

TRAVEL DETAILS (circle relevant categories)

Travel by: car / bus / ferry / plane / taxi		Were you the car: driver / passenger		
Private Car: No of kilometres (one way) =	@ 30.1 cents per km = \$	x 2 (return) = km	Daily Returns: No of days =	\$
Parking fees - prior approval given for exception: yes / no	Receipts supplied: yes / no	No of days =		\$
Passengers attending course / seminar: (extra 3 cents per km per passenger)	Passenger/s Names:	No of passengers = x 5 x total kms travelled = cents		\$
Public vehicles:	bus / train / plane / ferry / taxi	Receipts supplied: yes / no		\$
Return ticket sighted: yes / no	Signature TIP Administration Officer			

ACCOMMODATION (includes meals – see below for meal allowance for final day after check out)

Commercial - Capital city (hotel, motel)	Receipt supplied: yes / no	No of nights =	x \$147.20	\$
Commercial - Non Capital city (hotel, motel)	Receipt supplied: yes / no	No of nights =	x \$124.00	\$
Subsidised (hostel)	Receipt supplied: yes / no	No of nights =	X\$77.50	\$
Private Home (family, friend)	Receipt not needed	No of nights =	x \$38.70	\$

MEAL ALLOWANCE (travel without accommodation, last course day following accommodation. Receipts not needed.)

Travel more than 50 km but less than 200 km (each way): yes / no (exclude days where lunch provided in course)	No of days =	x \$12.30	\$
Travel more than 200 km (each way) from home in less than 1 day: yes / no	No of days =	x \$24.90	\$

DVA OFFICE USE ONLY

Total of claims		\$
Certified by:	Date:	Amount approved for payment: \$ Comment:
Approved by TIP Co-ordinator:	Date:	