

TIP PARTICIPANTS TRAVELLING EXPENSES

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

This will assist with travel expenses for accommodation, meals, private car or public transport and in rare cases, air flights.

Participants should travel by the most economical and suitable means of transport available at the time. Where practicable, participants are encouraged to travel together. The lesser of total fares or kilometre allowance is paid.

What will be paid?

Car Travel

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

A partner or carer 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 can be paid to a maximum of \$11.00 a day. Information about reasonably priced parking stations is contained in the Venue Information brochure.

Taxi

In special cases reimbursement of taxi fares may be approved. Approval must be sought prior to travel, contact the TIP Co-Ordinator at DVA to discuss.

If DVA cab E tickets are supplied a receipt/docket must be obtained and returned to the TIP Co-Ordinator at DVA. Any unused E tickets must be returned to DVA by certified mail ASAP.

Meals

Lunches and am / pm teas may be provided during the course (check your joining instructions).

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; and no meal was provided at the course;
- on the last day of course when accommodation was provided on the previous night.

Accommodation

During the course

Participants living more than 120km (using the most direct route) from the venue are eligible to stay overnight. Accommodation overnight may also be approved when: travel would occur outside of daylight hours; could cause hardship; or if a medical condition means that frequent breaks are required.

Before the course

Persons living more than 120km from training venue may travel the afternoon before the course, and stay overnight. Prior approval is needed if the distance from home to venue is less than 120km.

After the course

Courses normally conclude by 4.30pm, so it is expected that participants can 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 after daylight 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 make their own travel arrangements. When a participant pays for their accommodation a receipt is required and should be attached to the *TIP Participant Travelling Expenses Claim Form*. Persons booking accommodation should try and get the best possible price (eg senior's discount).

If participants have difficulty in meeting costs up-front, contact the DVA TIP Admin Support Officer and arrangements may be made for DVA to pay the account direct to an accommodation venue.

How are the travel and accommodation expenses paid?

Send your form, with receipts, to: TIP Co-Ordinator, Department of Veterans' Affairs, GPO Box 3994 Sydney NSW 2001. Enquiries: DVA 02 9213 7631.

Allow 28 days for payment into your nominated bank account.



Australian Government
Department of Veterans' Affairs

TIP PARTICIPANTS CLAIM FOR TRAVELLING EXPENSES



TRAINING & INFORMATION
PROGRAM

CLAIM FORM FOR TRAVEL
EXPENSES INSIDE THIS
BROCHURE

It is important to note that any reimbursement is not a right or benefit, and is paid to assist participants with travelling expenses.

Requests for travel, accommodation or other expenses are to be approved by the Chairman, TIP (NSW) or TIP Co-Ordinator at DVA, prior to travel.

12 May 2008

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:	Date departed home:	Date arrived home:
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) =	@ 27.4 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 3 x total kms travelled = cents		\$
Public vehicles:	bus / train / plane / ferry / taxi	Receipts supplied: yes / no		\$
Return ticket sighted: yes / no	Signature TIP Administration or DVA TIP Payment 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 \$134.00	\$
Commercial - Non Capital city (hotel, motel)	Receipt supplied: yes / no	No of nights =	x \$112.80	\$
Subsidised (hostel)	Receipt supplied: yes / no	No of nights =	x \$70.50	\$
Private Home (family, friend)	Receipt not needed	No of nights =	x \$35.20	\$

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 \$11.20	\$
Travel more than 200 km (each way) from home in less than 1 day: yes / no	No of days =	x \$22.60	\$

DVA OFFICE USE ONLY

Total of claims			\$
Certified by TIP Administration Officer:	Date:	Amount approved for payment: \$ Comment:	
Approved by TIP Coordinator/Delegate:	Date:		