

DV-ALERT TRAVEL REIMBURSEMENT CLAIM FORMS

CHCDFV001 Recognise and Respond to Domestic and Family Violence

DV-alert Travel Reimbursement Claim Form

Please submit claim to to Lifeline Australia			
Email	training@lifeline.org.au – preferred method of receipt		
Phone	02 6215 9418	Fax	02 6215 9401
Post	PO BOX 173, Deakin West, ACT 2600		

SECTION 1 - DV-alert Travel Reimbursement Claim Submission Checklist

In order to successfully submit a claim, please refer to the checklist below.

DV-alert Travel Reimbursement Claim Checklist			
Student and Workshop Details - Sections 2 to 5 - To be completed by the Student			
1	Claim Form	Sections 2 to 5 completed	<input type="checkbox"/>
2	Receipts	Relevant tax receipts attached	<input type="checkbox"/>
3	Employer Invoice	Invoice attached (only if the employer is claiming on behalf of the student)	<input type="checkbox"/>
Please note: You may be required to provide further documentation to substantiate your claim			

SECTION 2 – Student Eligibility Check

The Sections 2 to 5 below are to be completed by the student who attended the DV-alert workshop.

Please note: Where more than one student is submitting a joint claim, Sections 2 and 3 must be submitted for each student separately.

Location Details	
2a)	Are you employed in a workplace in a regional or remote location? <input type="checkbox"/> Yes <input type="checkbox"/> No – you are not eligible
2b)	Have you attended a regional or remote workshop more than 50km from your place of work? <input type="checkbox"/> Yes <input type="checkbox"/> No – you are only eligible if you tick Yes to 2c)
2c)	Have you attended a metropolitan workshop more than 100km from your place of work? <input type="checkbox"/> Yes <input type="checkbox"/> No – you are only eligible if you ticked Yes to 2b)
2d)	Have you attended the two full days of the workshop and completed all assessment tasks? <input type="checkbox"/> Yes <input type="checkbox"/> No – you are not eligible
Australian Residency and Employment Details	
2e)	Australian Citizen or Permanent Resident <input type="checkbox"/> Yes <input type="checkbox"/> No – you are not eligible
2f)	Are you self-employed? <input type="checkbox"/> Yes – you are not eligible <input type="checkbox"/> No

SECTION 3 - Student and Workshop Details

Please note: Where more than one student is submitting a joint claim, Sections 2 and 3 must be submitted for each student separately.

3a)	Workshop Details			
	Location (city or town)		Workshop Dates:	to / /20 / /20
	Workshop type	Disability <input type="checkbox"/>	Indigenous <input type="checkbox"/>	Settlement <input type="checkbox"/>
		General <input type="checkbox"/>	Multicultural <input type="checkbox"/>	
3b)	Personal Details			
	Surname			
	Given name			
	Date of Birth			
	Postal address			
	Suburb			
	State/Territory			
	Postcode			
	Phone (mobile)			
	Email			
3c)	Employment Details			
	Job Title / Vocation			
	Name of Practice / Organisation			
	Street Address			
	Suburb			
	State / Territory			
	Postcode			
Work Phone	()			

SECTION 4 - Expense Reimbursement Details

Supporting documentation by way of a valid tax receipt **MUST** accompany this claim, if claiming expenses other than Motor Vehicle Allowance, to demonstrate that expenses have been paid.

For information about what comprises a valid tax receipt please refer to **Appendix A**.

4a)	Motor Vehicle Allowance Claim			
	Use of personal motor vehicle travel will be reimbursed at \$0.66 per kilometre travelled.			
	Location	Location	Kilometres travelled	
	From:	To:		
	From:	To:		
	(A) Total distance travelled in km			
	(B) Cents/km		\$0.66	
	Total – (A) multiplied by (B)		\$	
	Note: If more than one student travelled together, only one student can claim Motor Vehicle Allowance			
4b)	Airfare Claim*			
	Airline company name:			
	Select one:	One way: <input type="checkbox"/>	Date: / /	
		Return: <input type="checkbox"/>	Dates: / / & / /	
Total amount paid:	\$			
4c)	Accommodation Claim*			
	Accommodation name:			
	Check in date: / /	Check out date:	/ /	
	Total amount paid:	\$		
4d)	Car Hire Claim*			
	Car hire company name:			
	Pick up date: / /	Drop off date:	/ /	
	Total amount paid:	\$		
4e)	Incidentals Claim*			
	Bus fare: <input type="checkbox"/>	Train fare: <input type="checkbox"/>	Taxi fare: <input type="checkbox"/>	Parking: <input type="checkbox"/>
	Total amount paid:	\$		

*Please include valid tax invoices or receipts with claim forms.

SECTION 5 - Student Claim Summary Sheet

Expense Claim Details			
	GST excl. amount	GST incl. amount	Valid tax receipt included?
Motor Vehicle Allowance Claim (no GST for this claim)	N/A	\$ (no GST)	N/A
Airfare Claim*	\$	\$	<input type="checkbox"/> Yes
Accommodation Claim*	\$	\$	<input type="checkbox"/> Yes
Care Hire Claim*	\$	\$	<input type="checkbox"/> Yes
Incidentals Claim*	\$	\$	<input type="checkbox"/> Yes
Total:	\$	\$	
Does the GST incl. total exceed \$440?	<input type="checkbox"/> Yes - A maximum of \$440 can be claimed		<input type="checkbox"/> No - Total amount can be claimed
Is the employer claiming on behalf of the student?	<input type="checkbox"/> Yes - An invoice must be attached and section 5c) completed		<input type="checkbox"/> No - Payment details section 5b) must be completed
Is there an Employer Locum Support Claim attached to this Claim?	<input type="checkbox"/> Yes		<input type="checkbox"/> No

Payment Details	
Payment will be made to the party who has incurred the travel and accommodation expenses (i.e. student)	
Account Name:	
BSB:	
Account Number:	
Total amount claimed:	\$

Employer Details (where the employer is claiming on behalf of the student)	
Organisation name:	
ABN:	
Contact name:	
Contact email:	

Declaration	
I do solemnly declare that the information provided in this claim is true and correct	
Signature of applicant / employer:	
Full name:	
Date:	

***Please include valid tax invoices or receipts with Claim**

Note: If you have any additional comments you feel will support your claim, please submit these in writing via email or as a letter attached to this claim.

OFFICE USE ONLY			
Manager name		Cost Centre	Account
Manager approval		964	3725
Date			
Amount	\$		

Appendix A - What is a valid tax invoice?

Tax invoices for taxable sales of less than \$1,000 must include enough information to clearly determine the following seven details:

1. That the document is intended to be a tax invoice.
2. The seller's identity.
3. The seller's Australian Business Number (ABN).
4. The date the invoice was issued.
5. A brief description of the items/services sold, including the quantity (if applicable) and the price.
6. The GST amount (if any) payable – this can be shown separately or, if the GST amount is exactly one-eleventh of the total price, as a statement such as 'Total price includes GST'.
7. The extent to which each sale on the invoice is a taxable sale (that is, the extent to which each sale includes GST).
 - a. Example 1, below, meets this requirement because the sale is clearly identified as being fully taxable by the words 'total price including GST'.
 - b. Example 2 meets this requirement in two ways: it shows the GST included in each line item (see column with the GST amount), and the sale is clearly identified as being fully taxable by the words 'the total price includes GST'.

In addition, tax invoices for sales of \$1,000 or more need to show:

8. The buyer's identity or ABN.

If your tax invoices meet the requirements for sales of \$1,000 or more, you can also use them for sales of lesser amounts.

Example 1, below, shows a conforming invoice for a sale of under \$1,000. Example 2 shows a conforming invoice for a sale of more than \$1,000.

Example 1: Tax invoice for a sale under \$1,000

1 Tax invoice

2 Windows to Fit Pty Ltd
ABN: 32 123 456 789 **3** 15 Burshag Road
Festler NSW 2755

4 Date: 1 August 2010

To: Building Company
254 Burshag Road
Festler NSW 2755

Description of supply	Total
Window frames 5	\$825
TOTAL PRICE INCLUDING GST	\$825 6

End of example

Example 2: Tax invoice for a sale of more than \$1,000

1 Tax invoice

2 Windows to Fit Pty Ltd
ABN: 32 123 456 789 **3** 15 Burshag Road
Festler NSW 2755

4 Date: 1 August 2013

To: Building Company **8**
254 Burshag Road
Festler NSW 2755

Qty	Description of supply	Unit price	GST	Total
5 50	Window frames	\$150	\$15	\$8,250
10	Deadlocks	\$40	\$4	\$440
			6	
TOTAL AMOUNT PAYABLE				\$8,690

The total price includes GST **7**

Please refer to the ATO website for more information;

<https://www.ato.gov.au/Business/GST/Issuing-tax-invoices/>**IMPORTANT:**

All claims for reimbursement must be accompanied by relevant tax invoices or receipts demonstrating that expenses have been paid in full.