

DV-alert **Travel Reimbursement** Claim Forms

CHCDFV001: Recognise and Respond to Domestic and Family Violence

DV-alert Travel Reimbursement Claim Form

Please submit to DV-alert	
Email	training.dvalert@lifeline.org.au

SECTION 1 - Travel Reimbursement Claim Submission Checklist

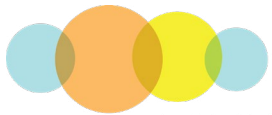
DV-alert Travel Reimbursement Claim Checklist			
1	Claim Form	Section 2 to 5 completed	
2	Evidence	Relevant tax receipts attached	
3	Employer Invoice	Invoice attached (only if the employer is claiming on behalf of the student)	
Please note: You may be required to provide further documentation to substantiate your claim			

SECTION 2 - Student Eligibility Check

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

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

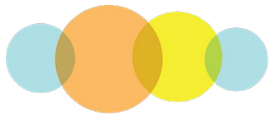
Location Details			
2a	Are you employed in a workplace in a regional or remote location?	Yes	No – you are not eligible
2b	Have you attended a regional or remote workshop more than 50km from your place of work?	Yes	No – you are only eligible if you tick Yes to 2c
2c	Have you attended a metropolitan workshop more than 100km from your place of work?	Yes	No – you are only eligible if you tick Yes to 2b
2d	Have you attended the two full days of the workshop and completed all assessment tasks?	Yes	No – you are not eligible
Australian Residency Details			
2e	Are you an Australian citizen or permanent resident?	Yes	No – you are not eligible
2f	Are you self-employed?	No	Yes – you are not eligible



SECTION 3 - Student and Workshop Details

Where more than one student is submitting a claim, a form needs to be completed for each student.

3a	Workshop Details			
	Workshop address:	Workshop dates:		
		From:	/	/
		To:	/	/
	Workshop type	General	Men who use Violence	
		Indigenous	Complex Forms of Violence	
		Disability	Interpreter	
		Settlement		
		Multicultural		
3b	Personal Details			
	First name			
	Surname			
	Date of birth			
	Postal address			
	Suburb			
	State / Territory			
	Postcode			
	Mobile			
Email				
3c	Employment Details			
	Job title / Vocation			
	Name of practice / Organisation			
	Street address			
	Suburb			
	State / Territory			
	Postcode			
Work phone				



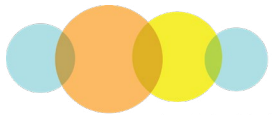
SECTION 4 - Expense Reimbursement Details

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 \$0.72 per kilometre travelled.			
	Location	Location	Kilometres travelled	
	From:	To:		
	From:	To:		
	(A) Total distance travelled in km			
	(B) Cents/km		\$0.72	
	Total – (A) multiplied by (B)		\$	
Note: If more than one student travelled together, only one student may claim Motor Vehicle Allowance				
4b	Airfare Claim*			
	Airline company name			
	Select one:	One way:	Date: / /	
		Return:	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:	Train fare:	Taxi fare:	Parking:
	Total amount paid	\$		

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



SECTION 5 - Student Claim Summary Sheet

Where more than one student is submitting a claim, a form needs to be completed for each student.

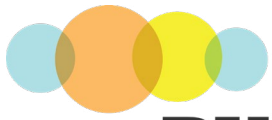
Expense Claim Details			
	GST excl. amount	GST incl. amount	Valid tax receipt included?
Motor Vehicle Allowance Claim (no GST for this claim)	N/A	\$ (no GST)	N/A
Airfare Claim*	\$	\$	Yes
Accommodation Claim*	\$	\$	Yes
Car Hire Claim*	\$	\$	Yes
Incidentals Claim*	\$	\$	Yes
Total:	\$	\$	
Does the GST incl. total exceed \$440?	Yes - a total of \$440 can be claimed		No - Total amount can be claimed
Is the employer claiming on behalf of the student?	Yes - An invoice must be attached and section 5c) completed		No - Payment details section 5b) must be completed
Is there an Employer Locum Support Claim attached to this Claim?	Yes		No
Payment Details			
Payment will be made to the party who has incurred the travel and accommodation expenses (i.e. student)			
5b	Account name:		
	BSB:		
	Account number:		
	Total amount claimed:	\$	
Employer Details (where the employer is claiming on behalf of student)			
5c	Organisation name:		
	ABN:		
	Contact name:		
	Contact email:		



5d	Declaration	
	I 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 forms.

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.



For 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 \$1000** 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'.

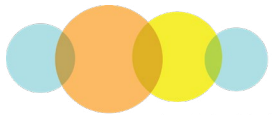
In addition, tax invoices for sales of \$1000 or more need to show:

8. The buyer's identity or ABN.

If your tax invoices meet the requirements for sales of \$1000 or more, you can also use them for sales of lesser amounts.

Example 1, below, shows a conforming invoice for a sale of under \$1000.

Example 2 shows a conforming invoice for a sale of more than \$1000.



EXAMPLE 1 - Tax invoice for a sale under \$1000

1 Tax invoice

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

EXAMPLE 2 - Tax invoice for a sale of more than \$1000

1 Tax invoice

2 Windows to Fit Pty Ltd **3** 15 Burshag Road
 ABN: 32 123 456 789 **3** 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; www.ato.gov.au/business/gst/tax-invoices/

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