



In Home Care Service Travel Reimbursement Claim Form

NOTE: This form is a SmartForm designed to be used in Adobe Acrobat Reader. Adobe Acrobat Reader software must be set as the default program for .pdf documents. If you do not do this you may experience difficulties using this form. If you do not currently have the Adobe Acrobat Reader software program, it is available as a free download from the [Adobe website](#).

Privacy Statement

Your personal information is protected by law, including under the *Privacy Act 1988* (the Privacy Act).

Personal information is information or an opinion about an identified or reasonably identifiable individual. Personal information includes an individual's name and contact details.

Any personal information collected about you or another individual in connection with this Travel Reimbursement Claim Form is collected by the In Home Care (IHC) Support Agency for your state or territory for the purposes of processing your travel reimbursement claim and related purposes. The IHC Support Agency has been engaged by the Australian Government Department of Education (the department) to oversee the delivery of IHC in your state or territory on the department's behalf.

We need consent to collect personal information from someone other than the individual concerned, unless certain exceptions apply. If you provide personal information about another individual, you need to check with them first that they agree to the information being handled in accordance with this privacy statement.

Your personal information may also be used for other purposes where you have agreed, or where it is otherwise permitted under the Privacy Act.

If you do not provide some or all of the personal information requested, the IHC Support Agency may be unable to process the travel reimbursement claim and reimburse your IHC Service.

Your personal information may also be disclosed to other parties where you have agreed, or where it is otherwise permitted under the Privacy Act. Your personal information is unlikely to be disclosed to overseas recipients.

You can get more information about the way in which the IHC Support Agency manages your personal information, and how to make a complaint, by contacting the IHC Support Agency in your state or territory using the appropriate contact details at the following website: [In Home Care Support Agencies – Department of Education, Australian Government](#).

The department's [Privacy Policy](#) contains more information about how the department will manage the personal information, including information about how to make a complaint and seek access to and correction of your personal information.

Consent

I agree to the collection and handling of my personal information, including any sensitive information, as described in this Privacy Notice.

I declare that where I have provided personal information about any other individual, I have advised that individual about the matters in this Privacy Notice, and obtained their consent to include their personal information, including any sensitive information.

In Home Care (IHC) services may claim reimbursement of reasonable travel costs to visit the family home. 'Eligible' travel costs will be reimbursed by the IHC Support Agency. Noting all travel is to be undertaken by the shortest practicable route.

A travel claim can be made for:

- travel by car, air, rail or ferry; and/or
- overnight accommodation costs.

To be 'eligible' the travel must meet the following conditions:

- be for the sole purpose of IHC and monitoring families and IHC educators; and
- to family homes located in the **Inner Regional, Outer Regional, Remote** and/or **Very Remote** ARIA+ (2016) locations¹.

To assist with determining if region visited is classified as Inner Regional, Outer Regional, Remote or Very Remote, please contact your relevant IHC Support Agency or follow instructions contained within the IHC Handbook:

www.education.gov.au/child-care-package/resources/home-care-handbook

For travel by car, the travel reimbursement is determined using 'cents per kilometre' rate which is multiplied by the number of kilometres travelled per home visit. The 'cents per kilometre' rate is the current rate published by the Australian Taxation Office (ATO).

For claims made in respect of travel by air, rail or ferry, IHC services must ensure this is the most cost-effective method of travel. The travel reimbursement will be the lesser of an amount equal to the cost of an economy ticket (GST exclusive) or, if the travel had been undertaken by car, the 'cents per kilometre' rate by the number of kilometres travelled.

For all travel involving an overnight stay, accommodation costs (GST exclusive) must be in line with the Department of Education travel policy; that is, it does not exceed the **indicative daily cap** for employees which is dependent on the travel destination. For further clarification, please contact your relevant IHC Support Agency.

Exclusions

Travel reimbursement does not include:

- travel to visit family homes located in Major Cities ARIA+ (2016) locations
- meal allowance and/or other travel incidentals
- IHC educator travel to provide IHC in the family home

Please submit this form to the relevant IHC Support Agency by due date for each quarterly period. Deadlines for the applicable quarters can be found in the IHC Handbook.

PART A – Service details

Service name:

Physical address of the service:

State:

Postcode

Name of Director/Coordinator:

Contact phone number:

1. ARIA+ (2016) is used by the Australian Government to measure geographical remoteness with purpose of assisting with policy development. The five categories of ARIA+ are: Major Cities, Inner Regional, Outer Regional, Remote and Very Remote.

PART B – Travel detail

Travel by car

Vehicle registration:	Travelled to:	Kilometres travelled:	Number of trips:	Number of families visited:	<i>Office use only</i> kms travelled X ATO rate cents per km:

Air or other travel

From:	To:	Economy fare paid (GST exclusive):	Number of families visited:	Equivalent road kilometres (estimate):

Accommodation on-costs (if applicable)

Location (e.g. Wagga Wagga)	Room rate (GST exclusive):	Number of nights stayed:	Total price paid (GST exclusive):	<i>Office use only</i> <i>Non-SES accommodation rate (cap based on location)</i>

NOTE: Do not include GST. GST is claimed separately in your monthly or quarterly BAS statement to the ATO.

PART C – Declaration

- I declare that the information given in this application is complete and correct;
- I declare that all drivers have valid licence and current comprehensive and third party insurance is held for every vehicle driven;
- I authorise the IHC Support Agency to verify any information provided in this application; and
- I am authorised to act on behalf of the child care service.

Signature of authorised officer:

Printed name:

Date:

Position:

NOTE: Giving false or misleading information is a serious offence

PART D – Supporting documentation

All claims must be evidenced with supporting documentation.

If by car:

- Logbook with trip details including:
 - name of driver(s) and position in the IHC service
 - registration, make, model, engine capacity of the vehicle
 - date of each journey
 - start point and destination of each journey
 - odometer state and finish figures, and kilometres travelled; and
 - purpose of each journey, including the name and address of each home visited.

If by air, rail or ferry:

- Tax Invoice for economy flight or ticket for the other modes of transport and proof of payment (i.e. bank statement, supplier receipt).

If accommodation costs were incurred:

- Tax invoice and proof of payment.

PART E – Returning the application

Claims are made on quarterly basis and must be submitted by cut-off dates which is 10 business days after the end of an applicable quarter. No back-dating is permitted.

Applications should be submitted to the IHC Support Agency in your State or Territory.

Reimbursement will be made by Electronic Funds Transfer (EFT) to your nominated bank account.