

DV-ALERT STAFF BACKFILL CLAIM FORMS

CHCDFV001 Recognise and Respond to Domestic and Family Violence

Employer Staff Backfill 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 Employer Staff Backfill Claim Submission Checklist

DV-alert Travel Reimbursement Claim Checklist			
1	Claim Form	Sections 2 and 3 completed	<input type="checkbox"/>
2	Evidence	Relevant evidence is attached	<input type="checkbox"/>
3	Employer Invoice	Invoice attached	<input type="checkbox"/>
Please note: You may be required to provide further documentation to substantiate your claim			

SECTION 2 – Staff Eligibility Check

Location Details	
2a)	Is your organisation in a regional or remote location? <input type="checkbox"/> Yes <input type="checkbox"/> No – you are not eligible
2b)	Have your staff attended a regional or remote workshop more than 50km from your location? <input type="checkbox"/> Yes <input type="checkbox"/> No – you are only eligible if you tick Yes to 2c)
2c)	Have your staff attended a metropolitan workshop more than 100km from your location? <input type="checkbox"/> Yes <input type="checkbox"/> No – you are only eligible if you ticked Yes to 2b)
2d)	Have your staff 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 Details	
2e)	Are your staff Australian Citizens or Permanent Residents <input type="checkbox"/> Yes <input type="checkbox"/> No – you are not eligible

SECTION 3 - Employer Staff Backfill

Backfill payment is capped at \$275 (incl. GST) per day for a maximum of two days \$550 (incl. GST) in total and will be reimbursed directly to the employer.

Please ensure a Tax Invoice* and appropriate evidence** is included with your claim forms.

3a)	Employer Declaration	
	I hereby certify that I have backfilled my employee's position whilst they attended the two day DV-alert workshop training and therefore my organisation is eligible for locum support payment.	
	Signature:	
	Name:	
	Job title:	
	Name of organisation:	
3b)	Employee Information	
	Name of employee(s):	
	Location and date of DV-alert workshop attended	
	Total back fill amount claimed \$550 Maximum \$275 (incl. GST) per day for a maximum of 2 days	\$
Please note: Payment will be made to account details nominated on the tax invoice.		

* For information about what constitutes a valid tax invoice please refer to **Appendix A**. For an example of an employer organisation invoice refer to **Appendix B**.

** Appropriate evidence constitutes one or more of the following:

- A receipt
- Invoice from a temp agency
- Invoice from an individual providing the backfill service
- Timesheet with name of staff providing back fill and dates
- Letter from HR

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/>

Appendix B - Example of an invoice to claim Employer Staff Backfill



ABC Pty Ltd
ABN 66 666 666 666
Address:
123 XYZ Parade
Broken Hill
NSW 2259

TAX INVOICE

No: 12345

Date of issue: 4 July 2014

Description

Backfill staff member for attendance at DV-alert Workshop 1-2 July 2014, Cessnock	\$500.00
John Smith 2 x days at \$250 per day	
GST	\$50.00
Total Amount Due	\$550.00

Payment can be made via EFT

Account name: ABC Pty Ltd
Account number: 666666
BSB: 001-002

Remittance: ABC@telstra.com.au