

## 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 |  |            |              |
|--|--|------------|--------------|
| <b>Email</b>                                 | <a href="mailto:training@lifeline.org.au">training@lifeline.org.au</a> – preferred method of receipt |            |              |
| <b>Phone</b>                                 | 02 6215 9418   | <b>Fax</b> | 02 6215 9401 |
| <b>Post</b>                                  | 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                     |                  |  |                          |
| <b>1</b>  | Claim Form       | Sections 2 to 5 completed  | <input type="checkbox"/> |
| <b>2</b>  | Receipts         | Relevant tax receipts attached   | <input type="checkbox"/> |
| <b>3</b>  | Employer Invoice | Invoice attached (only if the employer is claiming on behalf of the student) | <input type="checkbox"/> |
| <b>Please note: You may be required to provide further documentation to substantiate your claim</b> |                  |  |                          |

### 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.

|            |   |  |  |
|------------|---|--|--|
|            | <b>Location Details</b>   |  |  |
| <b>2a)</b> | Are you employed in a workplace in a regional or remote location?                       | <input type="checkbox"/> Yes <input type="checkbox"/> No – you are not eligible                                  |  |
| <b>2b)</b> | 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 <b>2c)</b>   |  |
| <b>2c)</b> | 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 <b>2b)</b> |  |
| <b>2d)</b> | 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                                  |  |
|            | <b>Australian Residency and Employment Details</b>                                      |  |  |
| <b>2e)</b> | Australian Citizen or Permanent Resident  | <input type="checkbox"/> Yes <input type="checkbox"/> No – you are not eligible                                  |  |
| <b>2f)</b> | 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)        | <b>Workshop Details</b>         |   |   |
|            | Location (city or town)         |   | Workshop Dates: to / /20 / /20  |
|            | Workshop type                   | <input type="checkbox"/> General<br><input type="checkbox"/> Settlement<br><input type="checkbox"/> Complex Forms of Violence | <input type="checkbox"/> Indigenous<br><input type="checkbox"/> Disability<br><input type="checkbox"/> Men who use Violence |
|            |                                 | <input type="checkbox"/> Multicultural<br><input type="checkbox"/> Interpreter  |   |
| 3b)        | <b>Personal Details</b>         |   |   |
|            | Surname                         |   |   |
|            | Given name                      |   |   |
|            | Date of Birth                   |   |   |
|            | Postal address                  |   |   |
|            | Suburb                          |   |   |
|            | State/Territory                 |   |   |
|            | Postcode                        |   |   |
|            | Phone (mobile)                  |   |   |
|            | Email                           |   |   |
| 3c)        | <b>Employment Details</b>       |   |   |
|            | 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)                | <b>Motor Vehicle Allowance Claim</b>  |                                      |   |           |
|                    | Use of personal motor vehicle travel will be reimbursed at \$0.66 per kilometre travelled.                          |                                      |   |           |
|                    | <b>Location</b>   | <b>Location</b>                      | <b>Kilometres travelled</b>   |           |
|                    | From:   | To:                                  |   |           |
|                    | From:   | To:                                  |   |           |
|                    | <b>(A)</b> Total distance travelled in km   |                                      |   |           |
|                    | <b>(B)</b> Cents/km   |                                      | \$0.66  |           |
|                    | Total – <b>(A)</b> multiplied by <b>(B)</b>   |                                      | \$  |           |
|                    | <b>Note:</b> If more than one student travelled together, <b>only one</b> student can claim Motor Vehicle Allowance |                                      |   |           |
| 4b)                | <b>Airfare Claim*</b>   |                                      |   |           |
|                    | Airline company name:   |                                      |   |           |
|                    | Select one:   | One way: <input type="checkbox"/>    | Date:   | / /       |
|                    |   | Return: <input type="checkbox"/>     | Dates:  | / / & / / |
| Total amount paid: | \$  |                                      |   |           |
| 4c)                | <b>Accommodation Claim*</b>   |                                      |   |           |
|                    | Accommodation name:   |                                      |   |           |
|                    | Check in date: / /  | Check out date:                      | / /   |           |
|                    | Total amount paid:  | \$                                   |   |           |
| 4d)                | <b>Car Hire Claim*</b>  |                                      |   |           |
|                    | Car hire company name:  |                                      |   |           |
|                    | Pick up date: / /   | Drop off date:                       | / /   |           |
|                    | Total amount paid:  | \$                                   |   |           |
| 4e)                | <b>Incidentals Claim*</b>   |                                      |   |           |
|                    | 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**

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

| <b>Payment Details</b>  |    |
|---|----|
| 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:   | \$ |

| <b>Employer Details (where the employer is claiming on behalf of the student)</b> |  |
|---|--|
| Organisation name:  |  |
| ABN:  |  |
| Contact name:   |  |
| Contact email:  |  |

| <b>Declaration</b>  |  |
|---|--|
| 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.

| <b>OFFICE USE ONLY</b> |    |                    |                |
|------------------------|----|--------------------|----------------|
| Manager name           |    | <b>Cost Centre</b> | <b>Account</b> |
| 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 <b>5</b>           | \$825          |
|                                  |                |
|                                  |                |
|                                  |                |
| <b>TOTAL PRICE INCLUDING GST</b> | <b>\$825 6</b> |

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          |
|-----------------------------|-----------------------|------------|----------|----------------|
| <b>5</b> 50                 | Window frames         | \$150      | \$15     | \$8,250        |
| 10                          | Deadlocks             | \$40       | \$4      | \$440          |
|                             |                       |            | <b>6</b> |                |
|                             |                       |            |          |                |
| <b>TOTAL AMOUNT PAYABLE</b> |                       |            |          | <b>\$8,690</b> |

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.**