



## **DV-ALERT TRAVEL REIMBURSEMENT GUIDELINES FOR STUDENTS**

*CHCDFV001 Recognise and Respond to Domestic and Family  
Violence*

Support payments to assist with student travel and  
accommodation associated with participation in the DV-alert  
training workshops

May 2018

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<i>DV-alert Travel Reimbursement Overview</i>			
<i>What is it?</i>	<p>Domestic Violence Response Training Program (DV-alert) is proudly supported and funded by the Department of Social Services.</p> <p>DV- alert Travel Reimbursements are payments that assist:</p> <ul style="list-style-type: none"> <li>• DV-alert <b>students</b> with travel, accommodation and associated costs</li> </ul> <p>for attendance at a DV-alert <b>General, Indigenous, Multicultural, Settlement or Disability</b> workshop.</p>		
<i>Who is it for?</i>	<p>DV-alert students who meet the following criteria:</p> <ul style="list-style-type: none"> <li>• Eligible to participate in a DV-alert workshop</li> <li>• Travel Reimbursement eligibility criteria</li> </ul>		
<i>Where are claims and enquiries directed to?</i>	<p>All applications and enquiries to be directed to Lifeline Australia via:</p> <ul style="list-style-type: none"> <li>• Email: <a href="mailto:training@lifeline.org.au">training@lifeline.org.au</a></li> <li>• Phone: 02 6215 9478</li> <li>• Fax: 02 6215 9401</li> <li>• Post: PO BOX 173 Deakin West ACT 2600</li> </ul>		
<i>When must it be submitted?</i>	<p>Applications must be submitted within 1 month after attending a DV-alert workshop.</p>		
<i>How much can be claimed?</i>		<b>Exc. GST</b>	<b>Inc. GST</b>
	Student travel and accommodation*	\$400	\$440

\* For details of specific expenses able to be claimed, see page 7.

**Please note:** approval of Travel Reimbursements is at the discretion of Lifeline Australia.

**IMPORTANT:**

**Expenses claimed must be paid for up front by the student or employer. All relevant tax invoices/receipts must demonstrate that expenses have been paid in full and be included in the application.**

## Terminology

For the purpose of this document a student is defined as any person who is enrolled into a DV-alert workshop as a participant.

## Background

The Domestic Violence Response Training Program (DV-alert) forms part of the National Plan to Reduce Violence and Women and Children 2010-2022 and is an initiative of the Department of Social Services (DSS).

This training program is delivered by Lifeline to health, allied health workers and community frontline workers.

This training will support students to feel more confident about recognising and responding to signs of domestic and family violence, and assist them to make appropriate referrals to available support services within their community.

Travel Reimbursement payments are available to assist students to attend a DV-alert two day workshop in regional and remote areas, if travel and accommodation is required. DV-alert is fully supported and funded by DSS.

## Information for Applicants

### Enquiries and Claim Submissions

All enquiries should be directed to Lifeline Australia via:

- Email: [training@lifeline.org.au](mailto:training@lifeline.org.au)
- Phone: 02 6215 9478
- Fax: 02 6215 9401
- Post: PO BOX 173  
Deakin West  
ACT 2600

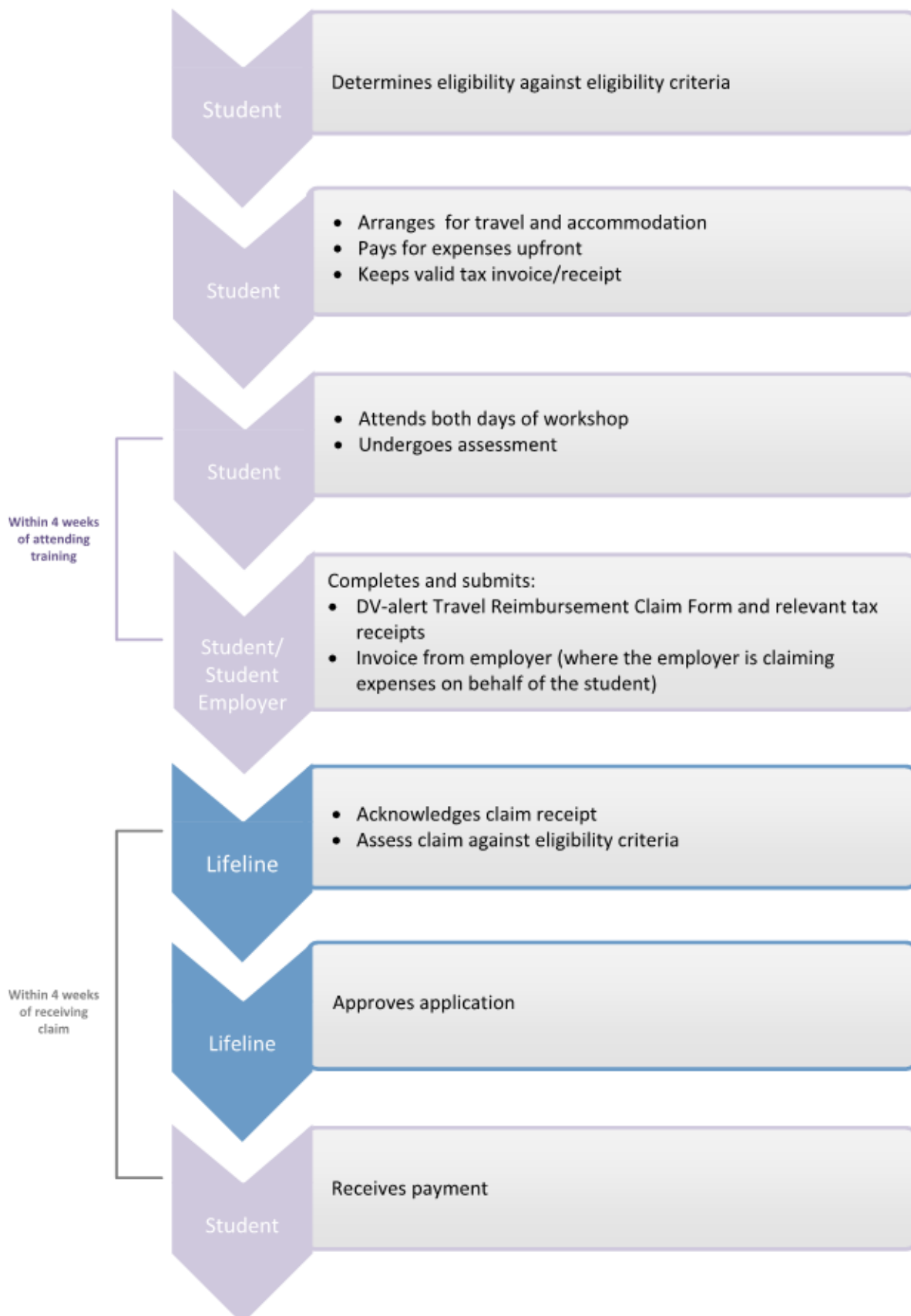
It is strongly recommended that applications are made by email for efficient and prompt processing.

### Payment

Payments will be made retrospectively and within 4 weeks of application approval.

Applicants will be notified of a non-successful claim.

## DV-alert Travel Reimbursement Claim Process



## Eligibility Criteria

In order for students to receive Travel Reimbursement payments they must be:

- Enrolled in a 2 day DV-alert workshop either General, Indigenous, Multicultural, Settlement or Disability (not e-learning, Tailored or Awareness sessions) via the DV-alert website at <http://www.dvalert.org.au/>
- Employed in a workplace that is in a location classified as regional or remote (with an RA 2 to RA 5 rating) according to <http://www.doctorconnect.gov.au/locator>
- Travelling more than 50 kilometres from their place of work to attend a workshop in a regional or remote location.
- Travelling more than 100 kilometres from their place of work to attend a workshop in a metropolitan location.
- An Australian citizen or a permanent resident in Australia.
- Currently employed or volunteering as a health, allied health or community frontline worker.
- Attend the two full days of the workshop and complete all assessment tasks.

**Please note:** Students can only be eligible for a Travel Reimbursement payment once.

All applications must meet the eligibility criteria and be accompanied by all relevant supporting documentation in order to be considered.

Students must retain a copy of the application form and copies of all relevant supporting documentation. In addition to this, students may be required to provide further information and documentation to substantiate their claim.

## Non Eligibility

Students are not eligible for Travel Reimbursement payments if they are attending the training as:

- An employee or volunteer with Lifeline
- An employee or volunteer not working in the health, allied health or community sector
- A student whose workplace is in a metropolitan area (RA 1 rating)
- A workshop is available within 50 kilometres of the student's place of work
- Enrolled in a tailored workshop, awareness session or e-Learning
- A student who is self-employed

**Incomplete or illegible forms will not be considered.**

**Please note approval of Travel Reimbursement claims is at the discretion of Lifeline Australia.**

## Travel Reimbursement Benefit

### As a DV-alert student

Any student who is eligible for DV-alert Travel Reimbursement payments can claim support payments of \$220 (incl. GST) per student per day for a maximum of 2 days \$440 (incl. GST) in total for pre-paid expenses that are associated with accommodation and travel to and from a DV-alert workshop.

Travel expenses may include:

- Airfares (best rate of the day)
- Motor Vehicle Allowance (a rate is reimbursed per kilometre travelled in a personal vehicle)
- Bus fare
- Train fare
- Taxi fees
- Car hire (if this is the most financially viable option)
- Parking

Accommodation expenses may include:

- Hotel or motel
- Caravan park

Expenses that will **NOT** be reimbursed may include:

- Meals
- Petrol
- General incidentals

**Please note:** in exceptional circumstances in which three night's accommodation is required (i.e. workshop located in a very remote location), students may claim up to three nights' accommodation provided that the total reimbursement does not exceed \$440 (incl. GST).

Fees relating to change or cancellation of travel and accommodation are not covered by DV-alert Travel Reimbursement payments.

#### **IMPORTANT:**

**Expenses claimed must be paid for up front by the student or employer. All relevant tax invoices/receipts must demonstrate that expenses have been paid in full and be included in the application.**

### As a Self Employed Student

Travel Reimbursement is not available to students who are self-employed.

### Further Information

For more information or if you're unsure whether you meet the eligibility criteria, please contact us at [training@lifeline.org.au](mailto:training@lifeline.org.au)